



**BOYS & GIRLS CLUBS
OF THE CSRA**

POLICIES & PROCEDURES MANUAL

UPDATED MARCH 2020



Boys & Girls Clubs of the CSRA

Procedure Type: Administration/Management

Topic: Acceptance of Grant Proposals, Program service Agreements & Contracts

Only the Executive Director is assigned authority by the Board of Directors to approve and sign all program service agreements, grant proposal applications and contract proposals or organization contracts.

The Executive Director will report to the Board of Directors on a monthly basis all agreements entered into by the organization and will relay to the Board the following information:

- Description of service, grant or contract
- Clients to be served
- Staffing requirements
- Reporting requirements
- Procedures for payments
- Additional terms for each contract, grant or program service

Therefore, any program service agreement, contract, or grant proposal must be signed and approved by the Executive Director without exception.

The original copy of an executed contract is forwarded to the Administrative Office for safekeeping and auditing purposes.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Certificates of Insurance

All requests for certification of insurance must be made through the Executive Director. A certificate certifying the organization's insurance coverage will be issued directly by the Insurance Company to the designated individual. Requests need to be made at least one week prior to the covered event.

- The name of the person and/or company who will receive the certificate
- The address
- The phone and fax number
- A description of the event or reason for the certificate
- The date or dates the certificate covers

In turn, a certificate of insurance must be provided to Boys & Girls Clubs of the CSRA for any facility rentals, subcontractors, independent contractors, anyone using Boys & Girls Clubs of the CSRAs name in a fundraising activity, or any other instance where the organization might incur liability.

Certificates must show liability insurance coverage for no less than \$1,000,000 per occurrence, for Boys & Girls Clubs of The CSRA (Unit Name), Street Address, City, State and Zip Code.

The description should include the Unit involved and a description and date of the event or activity.

Boys & Girls Clubs of the CSRA

Procedure Type: Administrative/Management

Topic: Computer & Equipment Procedures

Any removal, transfer, repair, relocation, or disposal of equipment must first be approved and recorded on the proper form. Any requests for repairs or servicing of computer equipment including databases, software, or hardware must be approved and recorded on the proper form. All equipment must be tagged and inventoried including make, model, location, date, and funding source. To protect our information systems all employees must understand: Any removal, transfer, repair, relocation, or disposal of equipment must first be approved and recorded on the proper form.

- No software can be installed on any computer of the Boys & Girls Club without permission of the Executive Director, Director of Operations or other deemed authority.
- No software can be copied for personal use.
- Use of the internet is limited to approved business purposes ONLY.
- All usernames and passwords must be on file with the Administrative Office.

Inventory is logged and will be updated when equipment is purchased, disposed of, repaired, stolen, etc. These updates will be made by the Finance Department. Physical checks of inventory and equipment will be performed at least once a year before the new school year starts.

Boys & Girls Clubs of the CSRA
Procedure Type: Administrative/Management
Topic: Corporate, Unit, and United Way Identification

All materials printed for distribution, through flyers, mail, etc., whether to members, Board members, non-members, or the general public will carry the proper Unit identification.

The first line will always state "Boys & Girls Clubs of the CSRA" followed by Unit identification, address and telephone number where applicable.

In all instances, when the printed piece is external, whether it is hand carried or mailed, it will carry on it at a minimum, a statement identifying our affiliation with United Way. All Units who receive funds from United Way must prominently display their logo.

All flyers, newsletters, and other printed materials created at the Units must have editorial approval from the Executive Director or other deemed authority before distribution.

All flyers relating to Club closings must be approved by the Executive Director or other deemed authority and posted in five (5) prominent areas at the unit at least five (5) days prior to the closure.

When answering the telephone, the greeting should be "Thank you for calling the Boys & Girls Clubs of the CSRA. This is _____, how may I help you?"

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Flower Policy

When an employee has a significant life event such as a wedding, the birth of a baby, a serious illness, or a death in the family, etc., flowers, or another appropriate gift up to a maximum of \$60.00, will be sent by the Unit Director or Manager with approval of the Executive Director.

The Executive Director will send flowers or a gift up to a maximum of \$60.00 for significant life events of members of the Board of Directors.

If the family requests a contribution to a Memorial or Education fund in lieu of flowers, a \$60.00 contribution may be made to the fund.

Boys & Girls Clubs of the CSRA

Procedure Type: Administration/Management

Topic: Functions of the Administrative Office

- Assist and coordinate all Boards in the goal setting process of the organization and in the development, implementation, and adherence to organizational policies.
- Assist all Boards with the development of the annual operating budget and any fundraising activities that result as part of it.
- Provide a similar type of staff support concerning any non-budget and/or capital projects, (i.e., foundation, and corporate solicitations.)
- Provide staff support and be ex-officio members of the standing committees and any sub committees provided for in the By-laws.
- Develop a clearly defined, clearly understood mission, vision, and work-plan for the organization through the strategic planning process.
- Be responsible for the control of the approved annual operating budget and provide periodic reports on the financial affairs of the organization to the Board of Directors, Executive Committee, and staff.
- Act as fiscal agent on behalf of the corporation.
- Write and administer the policies of the Employee Handbook and make recommendations to the Board of Directors for changes and updates.
- Write, update and administer the Policies and Procedures Manual.
- Develop and carry out the overall public relations program and advise and assist the Units concerning their local public relations efforts.
- Exercise overall authority and responsibility for procedures for the recruitment, selection, training, supervision, and dismissal of full-time and part-time employees of the organization.
- Gather, record, and disseminate statistical and narrative information that will accurately reflect the program of the total organization.
- Plan and manage the information systems of the organization to assure the development and implementation of cost-effective systems and efficient computer operations to meet current and future needs.
- To meet the requirements of membership in the Boys & Girls Clubs of America, assist the Board of Directors in conducting an evaluation of the overall organization at least every three years.
- Oversee periodic evaluations of the Units and conduct evaluations of certain Units of service as requested and/or needed.
- Be liaison with the Boys & Girls Clubs of America, United Way, other agencies, foundations, corporations, and governmental bodies concerning the interests of the total organization.
- Assist Unit staff concerning their dealings with local groups germane to the communities they serve.
- Operate the program of the organization within the membership requirements of the Boys & Girls Clubs of America.
- Provide direction for inter and intra-Club activities and special projects that may be of interest to more than one Unit of the organization.
- Coordinate any special projects and/or programs as developed by the Boards.
- Develop and assist the Boards in fundraising projects.
- Provide general support including, but not limited to:
Creating marketing tools, processing employee payroll, budget tracking, maintaining vendor lists, employee development and training, financial and accounting services, creating and distributing employee handbooks, procedures manuals, and related forms, human resource management, benefits program administration, information systems management, legal and insurance counsel, quality program resources, training tracking.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Incident Report

The Incident Report is to be filed by the Unit Director for any flagrant action, incident or accident that occurs within or on the premises of their facility or vehicle, in relationship to their staff, members, vehicles, or facilities.

Examples would include, but are not limited to, incidents:

- When members are suspended
- Any time law enforcement is called or when they come to a facility
- Any type of abuse is reported for or about staff, members, parents
- When vehicle accidents occur
- Any time members or staff are injured
- Referrals are required to outside agencies
- When staff or members are threatened
- When those in responsible positions may receive calls from parents, media, or others about an occurrence at a facility or in a vehicle.

It should be forwarded to the Executive Director immediately but no longer than 12 hours, marked "Confidential". A copy is kept at the unit and those relating to specific members should be placed in their file.

The objective is to provide instantaneous information to those in responsible positions so that they can respond in an appropriate manner when questioned concerning any incidents that occur.

The incident report differs from a behavior situation. A behavior situation is a tool used to record less serious member behavior problems that will be forwarded to the Unit Director from program staff to assist with member discipline. Its primary use is to deter behavior and correct problems. It is placed in the members file and does not require being sent to Administrative Office.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Incoming/Outgoing Mail/Bulk Mail

All incoming mail will be sorted, date stamped and delivered to the appropriate person by the Administrative staff. Bank statements should be forwarded to the accounting department unopened.

Incoming mail for the Units will be dated and be available at the Administrative Office in the Unit mailboxes for pickup.

Boys & Girls Clubs of the CSRA mailing address is:
206 Milledge Rd.
Augusta, GA 30904

Outgoing mail will be placed in the outgoing mail basket and must be stamped for the date they will pick-up by postman or taken to the post office.

All bulk mailings are routed through the Administrative Office. Units will be responsible for preparing their own bulk mailings. The Administrative Assistant at the Administrative Office will assist with and oversee bulk mailings. All bulk mailings are to follow the rules set down by the United States Postal service.

Boys & Girls Clubs of the CSRA

Procedure Type: Administration/Management

Topic: Board Meetings

The Boys & Girls Clubs of The CSRA Corporate Board will meet monthly year round. The Board will determine a regular meeting time and publish that time/date annually in the newspaper. Committees of the Board will meet monthly or as needed determined by the Corporate Board.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Meeting Reports

The following groups should take notes during meetings for the purpose of providing a written record:

- Administrative Staff Meeting
- Program Staff Meeting
- Unit Staff Meeting
- Board Meeting
- All Board Committee Meetings
- All Unit Board Committee Meetings

All meeting minutes should be kept in an orderly manner on site and easily accessible to administrative staff.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Flyers, Posters, Handouts

A variety of publications are used during the planning and implementation of an event, promotion of program and/or notification of parents. Flyers, programs, letters, invitations, posters etc. are frequently used by staff to promote and inform others.

In an effort to ensure professional representation of the Boys & Girls Clubs, all printed materials must be reviewed and approved by the Administrative Office prior to distribution. This includes but is not limited to: flyers, posters, letters, memos and invitations.

The following guidelines should be adhered to when designing any publication for distribution:

- All flyers, programs, letters, etc. created at the Units must be approved by the Administrative Office before they are distributed to the public.
- Boys & Girls Clubs of America dictates that certain rules and guidelines must be followed when using the Boys & Girls Clubs logo. If these rules and guidelines are not followed, it is considered an illegal use of the logo.
- If any Club staff member needs the Administrative Office's assistance in creating flyers, programs, invitations, letters, etc. please contact the office at least five (5) working days before the item is to be produced.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Unit Boards

Some Units may develop a Unit Board whose primary function is to solicit funds to operate the Unit in their community. Funds generated are for the purpose of funding the overall budget of the particular Unit including operations and capital expenditures. The establishment of any Unit Board must have the approval of the Corporate Board of Directors.

The purpose of the group will clearly state that it is affiliated with and functions for the support of the Boys & Girls Clubs of the CSRA or one of its Units. The name will include identification with the Boys & Girls Clubs of the CSRA or a local Unit.

Each year the Unit Board for each Unit will develop a fundraising plan. All fund raising activities of the group will be conducted in compliance with the Corporate Board of Directors and United Way guidelines governing this area.

The Unit Director will serve as a staff advisor to the group, be invited to, and participate in all meetings.

All Unit Boards must have the sanction of the Corporate Board of Directors which is subject to withdrawal when, in their opinion, the group no longer is functioning or is functioning contrary to the objectives of the Boys & Girls Club.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration & Management
Topic: Licensure Exemption

BGCCSRA is a drop-in, non-fee based program. Currently, all BGCCSRA units are exempt from Georgia Department of Human Services Bright from the Start Childcare Licensure.

Exemptions must be obtained, kept on file, and renewed through the Georgia Department of Human Services.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration & Management
Topic: Document Destruction and Retention Policy

All short term and long term storage of administrative and financial records are provided in a safe, secure and confidential manner. Depending upon the type of record, the appropriate length of time for retention complies with legal and funder requirements. Records relevant to specific grant programs are held in custody by the Program/Grant Manager for that particular grant.

Physical Records: At least annually, physical documents and files are transferred from active files to inactive storage and retention dates are noted on files. Confidential files are clearly designated as such. Files in storage are placed in a fire resistant, secure, dry place.

When files are past retention requirements, documents shall be destroyed in a method that maintains confidentiality (i.e. shredding). Do not place in dumpsters.

Long term storage of electronic records: All electronic files are backed up daily. Backups are moved off-site monthly. The retention periods are consistent with those for physical records. The following table provides the minimum requirements. This information is provided as guidance in determining your organization's document retention policy.

Type of Document	Minimum Requirement
Account payable ledgers and schedules	7 Years
Audit Reports	Permanently
Bank Reconciliations	2 Years
Bank Statements	3 Years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 Years
Contracts (still in effect)	Permanently
Correspondence (general)	2 Years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 Years
Deeds, mortgages and bills of sale	Permanently
Depreciation Schedules	Permanently
Employment Applications	3 Years
Expense Analyses/expense distribution schedules	7 Years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 Years
Insurance records, current accident reports,	Permanently
Internal audit reports	3 Years
Inventories of products, materials, and supplies	7 Years
Invoices (to customers, from vendors)	7 Years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll Records and summaries	7 Years
Personnel Files (terminated employees)	7 Years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Time Sheets	7 Years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 Years

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Special Events & Benefits

Special events can greatly benefit the Boys & Girls Clubs and/or its members. However, special events must be carefully planned to ensure success. Therefore, proper steps must be followed before implementing a special event. Any event whether its purpose be for fundraising, recognition or entertainment must be submitted in writing to the immediate supervisor for review and approval. Fundraising events must be submitted to the development office for approval. No commitments, reservations or promotions shall be made prior to the Executive Director's approval.

In addition, the Corporate Board of Directors must approve any fundraising activity that includes the sale of merchandise by the Clubs at special events or to the public.

Any changes to any event, benefit or sale of merchandise must be approved by the Executive Director prior to the change.

The Executive Director is the only person authorized to sign outside fundraising contracts.

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Reports for Grants

Boys & Girls Clubs of the CSRA receives a substantial portion of its yearly budget from United Way, Federal, State, and City grants. While we reap the monetary benefits of these awards, each of these funders requires us to file periodic reports giving them information about the use of their funds and to evaluate their plans for future giving.

Each fiscal year and as grants are awarded, Unit Directors are given a list of requirements for each grant applicable to their site as well as the proper forms to complete reports.

Different grants have different reporting requirements, and staff is to ensure that the Executive Director receives the reports on time and that reports are complete.

- Program documentation is to be turned in to the supervisor on Friday of each week and forwarded to the Grants Administrator on or before the specified date each month, quarter or as requested.
- Monthly reports are due to the Executive Director on or before the 5th of each month.
- Quarterly reports are due to the Executive Director on or before the 5th of October, January, April, and July.

Under no circumstances can reports be late or incomplete. Staff are encouraged to contact the Executive Director at the Administrative Office with any questions about the stipulations of the contracts or for assistance needed to complete the reports.

Boys & Girls Clubs of the CSRA
Procedure Type: Fund Development
Topic: Gift Acceptance Policies

The Board of Directors of the Boys & Girls Clubs of the CSRA has adopted the following policy concerning the acceptance of gifts on the Boys & Girls Clubs of the CSRA's behalf.

The Boys & Girls Clubs of the CSRA's officers are authorized to accept gifts on the Boys & Girls Clubs of the CSRA's behalf.

In general, cash and in-kind gifts of any nature may be accepted. If restrictions are imposed by the donor on the use or disposition of a gift, the expense to the Boys & Girls Clubs of the CSRA of honoring the restrictions (if not underwritten by the donor) should be considered before the gift is accepted. The Boys & Girls Clubs of the CSRA may accept such gifts only if it is willing and able to honor the restriction.

For in-kind gifts of property that is not readily saleable (for example, real estate), costs of holding, maintaining and reselling the property should be considered before the gift is accepted. In-kind gifts should not be accepted if the donor is unable to convey good and marketable title to the property or acceptance of the gift would subject the Boys & Girls Clubs of the CSRA to possible legal liability. Appropriate steps should be taken to verify whether the donor is able to convey good and marketable title to the property. Gifts of nonresidential real estate should not be accepted without first obtaining an environmental assessment of the property to determine if the Boys & Girls Clubs of the CSRA would be subjected to possible environmental cleanup liability. In-kind gifts in which the donor reserves a life interest in the property may be accepted subject to the Board's approval and subject to the other requirements of this Policy Statement. In such cases, consideration should be given as to which party will incur expenses to hold and maintain the property during the donor's lifetime.

Gifts in the form of a below-market sale of property to the Boys & Girls Clubs of the CSRA may be accepted subject to the Board's approval and subject to the other requirements of this policy statement.

Questions concerning the appropriateness of any gift will be referred to and decided by the Boys & Girls Clubs of the CSRA's CPO.

Boys & Girls Clubs of the CSRA
Procedure Type: Fund Development
Topic: Donor Imposed Restrictions

Contributions may be received with donor-imposed restrictions. Some restrictions permanently limit the organization's use of contributed assets. Other restrictions are temporary in nature, limiting the organization's use of contributed assets to (a) a later period or after a specific date (a time restriction), (b) a specific purpose (a purpose restriction), or (c) both.

Restrictions may (a) be stipulated explicitly by the donor in a written or oral communication accompanying the contribution or (b) result implicitly from the circumstances surrounding receipt of the contributed asset – i.e. making a gift to a capital campaign whose stated objective is to raise funds for a new building. Contributions of unconditional promises to give with payments due in future periods should be reported as temporarily restricted contributions unless the donor expressly stipulated or circumstances surrounding the receipt of the promise make clear that the donor intended it to be used to support activities of the current period.

Boys & Girls Clubs of the CSRA
Procedure Type: Fund Development
Topic: Donor Imposed Conditions

Transfers of assets and promises to give with donor-imposed conditions should be recognized as contribution revenue when the conditions have been substantially met or when the conditions have been explicitly waived by the donor, i.e. a contribution of cash or a promise to give cash in support of a proposed program should be recognized when the program is undertaken. Transfers of assets with donor-imposed conditions should be reported as refundable advances until the conditions have been substantially met. Transfers of assets on which resource providers have imposed conditions should be recognized as contributions if the likelihood of not meeting the conditions is remote.

Unconditional contributions received without donor-imposed restrictions should be reported as unrestricted support that increases unrestricted net assets. Unconditional contributions received with donor-imposed restrictions should be reported as restricted support that increases permanently restricted or temporarily restricted net assets, depending on the nature of the restriction.

Boys & Girls Clubs of the CSRA
Procedure Type: Fund Development
Topic: Acknowledgment of Contributions

All contributions to the Boys & Girls Clubs of the CSRA will be acknowledged in writing either by the Resource Development Director or the Executive Director. See gift recognition plan for donation recognition schedule.

The Omnibus Reconciliation Act of 1993, sec. 13172(a), requires that the recipient of any charitable gift of \$250.00 or more give the donor written confirmation of the receipt of such a gift, including a description of, and a good faith estimate of the value of any goods and services provided by the donor in exchange for making the gift.

All donations will be acknowledged by the Resource Development Department and/or CPO within two weeks of date of receipt according to the current donor recognition plan.

All pledges and deferred gift commitments should be formally acknowledged either by a pledge form signed and dated by the donor or a written acknowledgement given by the Boys & Girls Clubs of the CSRA to the donor. The value of any gift will be recorded on the Boys & Girls Clubs of the CSRA's books and records as required by standard accounting practices, which may not necessarily be the same value attributed to the gift for tax purposes. The Boys & Girls Clubs of the CSRA will obtain an appraisal for in-kind gifts where necessary to assign a value if the value is not readily ascertainable by other means (for example, real estate or securities that are not publicly traded). The value of in-kind gifts will be determined net of any mortgages, liens, and other encumbrances.

No Boys & Girls Clubs of the CSRA employee should give individualized legal, tax, or estate planning advice to any donor. Donors should be referred to a qualified legal or tax advisor for such advice.

Boys & Girls Clubs of the CSRA
Procedure Type: Fund Development
Topic: Grants Acquisition

The development staff guided and approved by the Executive Director has the responsibility to research and acquire funding through grant sources. Other full time exempt staff may also research and acquire grants with permission of the Executive Director and when the research does not interfere with their primary job functions. All fundraising efforts, grants or otherwise must have been presented to the development staff and receive approval from the Executive Director. Only the Executive Director has the authority to submit an application on behalf of the organization.

All researched grant opportunities must fulfill the mission the Boys & Girls Clubs and work to improve programs and services to youth. The Development staff and the Executive Director will evaluate opportunities to ensure they are beneficial to the organization, sustainable, appropriate given the organization's current resources (both personnel and financial).

Boys & Girls Clubs of the CSRA
Procedure Type: Administration/Management
Topic: Special Events & Benefits

Special events can greatly benefit Boys & Girls Clubs of the CSRA and/or its members. However, special events must be carefully planned to ensure success. Therefore, proper steps must be followed before implementing a special event. Any event whether its purpose be for fundraising, recognition or entertainment must be submitted in writing to the immediate supervisor for review and approval. Fundraising events must be submitted to the development office for approval. No commitments, reservations or promotions shall be made prior to the Executive Director's approval.

In addition, the Corporate Board of Directors must approve any fundraising activity that includes the sale of merchandise by the Clubs at special events or to the public.

Any changes to any event, benefit or sale of merchandise must be approved by the Executive Director prior to the change.

The Executive Director is the only person authorized to sign outside fundraising contracts.

Boys & Girls Clubs of the CSRA

Procedure Type: Facilities, Transportation, and Travel

Topic: Inventory

Unit Directors are responsible for equipment issued for their use. The Unit Director is responsible for the maintenance of the inventory. Inventory list must include tagged items, serial numbers, model, make, location, date of purchase, and funding source.

Facilities are required to inventory capital equipment as requested but no less than once per year during the August shutdown period. Capital equipment includes any property or equipment \geq \$1,000 or has a useful life of at least one year. Equipment must also be inventoried when there is a new Unit Director at a facility. Unit Directors can obtain the most current list from the Operations Director.

Inventories will include tangible property and equipment items such as, but not limited to, computers, software, desks, chairs, tables, cameras, file cabinets, televisions, game tables, VCRs, phones, kitchen equipment, microwaves, cabinets, bookcases, couches, copiers, vehicles, tools, audio visual, bulletin boards, etc. Include anything with a useful life span.

Missing items and disposition of any equipment must be reported to the Executive Director immediately in writing. Unit Directors may not dispose of equipment without first completing a disposition form and second notifying the Operations Director. This information will be placed in the inventory file. Unit Directors must keep a record of this correspondence and a copy of their inventory at the Unit to update as items are purchased, missing, or disposed of.

Missing items will be investigated and appropriate action will be taken up to and including financial responsibility and/or termination from employment.

Equipment may not be transferred from one unit to another until accountability has been transferred. Transferred equipment must be taken off one inventory and added to the other with the information forwarded to the Operations Director.

It is the responsibility of the Operations Director to ensure that all inventories are accurate and that current copies for all departments/units are on file at the administrative office.

Boys & Girls Clubs of the CSRA

Procedure Type: Facilities, Transportation, and Travel

Topic: Keys - Buildings and Vehicles

A duplicate key for the main entrance of all facilities and for all vehicles will be kept at the Administrative Office. When a lock is changed, the Operations Director should be informed and the key replaced.

Unless the Executive Director grants an exception, only full-time staff will be authorized to have keys to the facilities owned and operated by the Boys & Girls Clubs. Staff shall have keys to only the buildings to which they are assigned unless authorized by the Executive Director.

In addition, a duplicate key for each vehicle owned by the Boys & Girls Clubs of the CSRA will be kept at the Administrative Office.

The security code for each Club should be on file at the Administrative Office.

Boys & Girls Clubs of the CSRA

Procedure Type: Facilities, Transportation, and Travel

Topic: Leases for Facilities

All facility leases, where the Boys & Girls Clubs is the lessee, must be examined by legal counsel, signed by the Executive Director and approved by the Board of Directors. The Administrative Office will maintain the original copy of the lease. A copy of an approved lease will be sent to the involved Unit for their reference.

All facility leases, where the Boys & Girls Clubs is the lessor, must also be examined by legal counsel, signed by the Executive Director and approved by the Board of Directors.

Lessors are required to provide a certificate and keep in force, during the duration of the lease, extensions or renewals, liability insurance for no less than \$1,000,000 per occurrence.

Boys & Girls Clubs of the CSRA

Procedures Type: Facilities, Transportation, and Travel

Topic: Use of Facilities by Outside Groups

- Use of building and grounds is permitted for civic activities with the approval of the Executive Director and as permitted by the owners of the building and grounds.
- The Unit Director is responsible for rental of the facility. Requests for the use of facilities are to be made in writing using the rental form. Requests will state the purpose and time of the meeting, size of the group, facilities, and equipment needed.
- Permission for the use of buildings will not be granted to an organization whose purpose is to advocate treason or insurrection, unlawful resistance or to plan the overthrow of the Government of the United States.
- Groups must adhere to all County, and police fire codes during use of the building and premises.
- All sponsoring groups shall agree to abide by all posted rules and regulations: 1) No smoking 2) No alcoholic beverages on premises 3) No decorations except as specifically approved, 4) Responsible adult at all times, and 5) No pets.
- The Unit Director and his staff have full authority at all times to enforce proper and safe conduct of all persons and activities on Boys & Girls Clubs property and full authority to eject anyone for any reason.
- There is to be a full-time or part-time staff member of the Boys & Girls Club assigned to building and ground control during all usage of our facilities by community, auxiliary or rental groups. This person will be responsible for equipment control and security of the facilities.
- Conditions and fees will vary from Club to Club due to differences in facilities. The suggested fee schedule is \$40 per hour for gym usage, \$10 per hour for stage usage, \$25 per hour for kitchen usage, and \$10 per hour for classroom usage. If Club staff is, to be utilized, the employee's hourly rate plus 9.5% must be paid per hour.
- A clean-up and security deposit of \$100 is required before rental date. Fifty percent (50%) of the deposit will be refunded after building use.
- Rental groups shall be responsible for all necessary set-ups for their activities. setup time will be charged at fifty percent (50%) of the hourly rate.
- One half (50%) of the rental fee is to be paid when request is granted (nonrefundable), unless group is on a continuing contract.
- Final payment of fees is to be made within one week following event. If group is on a continuing contract, payment will be due (using Monthly Rental Receipt Form) on the first day of the following month after use.
- Sponsoring organization are required to execute a "hold harmless" agreement form indemnifying, defending and holding the Boys & Girls Club free from any claims or liability to persons or property, in case of injury to persons or damage to the Club.
- A sponsoring organization is required to provide insurance certificate naming the Boys & Girls Clubs as additional insured against liability for injury to persons or property on Boys & Girls Clubs premises or vicinity during the sponsoring organization's use. This certificate must be in the amount of \$1,000,000 or more.
- When using facilities, sponsoring organizations are required to furnish adequate and responsible adult supervision to prevent damage or injury to persons or property.

Boys & Girls Clubs of the CSRA

Procedure Type: Facilities, Transportation, and Travel

Topic: Transporting Youth (Page 1 of 3)

POLICY STATEMENT:

The purpose of the transportation program is to provide safe transportation of Club members. The Club adheres to all Georgia Highway Patrol regulations regarding vehicles, drivers and safety procedures.

PREVENTIVE ACTION:

The following preventative actions should be taken when transporting children:

- Check vehicle carefully before each trip. Complete inspection form before each trip.
- Report any problems to Executive Director or supervisor immediately.
- Strictly obey all safety laws.
- Enforce vehicle rules, stopping if necessary to ensure orderliness of riders.
- Drive defensively at all times.
- Do not hurry - even if late.
- Drive in slow lane in freeway.
- Always keep in mind that large vehicles such as buses and vans are slow moving and require more response time and greater space in dealing with emergency situations.
- Check vehicle for first aid kit and fire extinguisher before leaving.

VEHICLE SAFETY RULES:

The following rules must be followed when transporting children:

- Staff should always accompany an orderly line of children to and from vehicles.
- Children should not be in parking lot without a staff member.
- One staff member should be present during boarding and departing vehicles. Staff should be standing at the door helping the children.
- Staff only should open and shut doors. Children are never to touch the doors.
- In the use of a van, children are to only use the cargo door. No children should enter nor exit through the passenger door.
- Every child must sit in a seat. No one should sit on a lap, on the tire well, on the armrest or on the floor.
- All passengers including the driver must wear a seat belt.
- A staff member should check all children's seat belts to make sure they are fastened and tight.
- The engine should not be started until the seat belt check has been completed. Seat belts are to remain fastened until the vehicle engine is turned off.
- All fingers, hands, and faces must remain inside the vehicle. Nothing should be put on the windows.
- No kicking or putting feet on the seats.
- Children must remain facing forward.
- No eating or drinking is allowed in the vehicles (staff and children).
- All papers and trash should be discarded after each use.
- When two staff are in the vehicle, one drives and the other rides in the back seat to observe.

Boys & Girls Clubs of the CSRA

Procedure Type: Facilities, Transportation, and Travel

Topic: Transporting Youth (Page 2 of 3)

RESPONSE TO VAN/BUS EMERGENCIES:

If a vehicle is involved in an accident, check on condition of children, staff, and others involved. Remove persons from vehicles only in the event of immediate danger (i.e. fire). Keep in control of the situation and have children remain in their seats.

Have someone call emergency personnel at 911 and stay with the injured. When you are able, call or have someone call the Club to report the incident. If there is no answer, call (at home, if necessary) the Unit Director, Executive Director, The Administrative Office or the other Clubs until you have reached your supervisor.

Do not leave the scene and do not let others leave. Get license numbers of all vehicles involved and do not tell anyone but emergency personnel what has happened. Once you are back at the Club, fill out, along with the Unit Director, a detailed accident/incident report. Include all names, telephone numbers, and details of the accident and deliver the report to the Executive Director within 12 hours of the incident. No one is allowed to talk to media. Only the Executive Director or his designee will be the spokesperson.

WHEN INVOLVED IN A MINOR ACCIDENT WHILE TRANSPORTING CHILDREN:

1. Pull over
2. Check for any bumps or injuries; begin emergency first aid treatment as needed.
3. Calm children by acting in a calm manner yourself.
4. Evacuate vehicle if necessary.
5. Notify police and Club.
6. Get information on other driver if another vehicle is involved.
7. Drive back to Club after police investigation is complete if vehicle is operable or call Club to arrange for another vehicle to pick up passengers.
8. Report incident to supervisor and Executive Director upon returning from trip.

WHEN INVOLVED IN A MAJOR ACCIDENT WHILE TRANSPORTING CHILDREN:

1. Determine extent of injuries; prioritize need for treatment; begin emergency first aid as needed. Put older child/adult in charge of injured if you need to perform CPR or other emergency medical treatment.
2. Calm children.
3. Evacuate van safely. Seek assistance from passersby if needed.
4. Seek assistance in calling proper authorities and Club and dealing with injured.
5. Keep children in a safe place.
6. Arrange for uninjured to be transported back to Club.
7. Inform the Unit Director and Executive Director of the incident as soon as possible. (Have the police contact the Club if necessary from the accident scene.)

AFTER ACCIDENT ON THE FREEWAY:

1. Try to pull to the shoulder so vehicle can be safely evacuated.
2. Check for injuries and begin emergency treatment. If any passenger is not breathing, begin CPR immediately. Apply pressure to slow bleeding from major trauma.
3. Keep everyone in seats until injured can be removed, then evacuate vehicle when safe.
4. Try to stay calm and keep feelings and voice under control.
5. Assist in arrangements for transporting uninjured back to Club.
6. Seek assistance in contacting authorities, treating injuries and evacuating to safety.
7. Driver and riders meet with professional counselors for help in dealing with psychological effects of major accident.

Boys & Girls Clubs of the CSRA

Procedure Type: Facilities, Transportation, and Travel

Topic: Transporting Youth (Page 3 of 3)

TRANSPORTING MEMBERS IN PERSONAL STAFF VEHICLES:

Unless it is an EMERGENCY, staff will not transport members in their own personal car or vehicles.

TRANSPORTING MEMBERS HOME:

Members are not to be transported home unless pre-approved by the Executive Director. If a staff member needs to transport a member home, the following procedures should be followed:

- The Boys & Girls Club vehicle must be used.
- A Member Transportation Form should be completely filled out.
- The time the staff person leaves the Club with the member should be logged on the form.
- Staff should call the Club to log on the answering machine the time the member was dropped off at home.
- The Unit Director or Executive Director must be informed before the member is transported.
- Two staff members **MUST** transport the member together.
- A member should never be left at a home without an adult relative present at the house. If the parent or guardian has given written permission for the member to be dropped off at home, this requirement can be waived. The written permission slip should be kept in the member's file.

Boys & Girls Clubs of the CSRA

Procedure Type: Facilities, Transportation, and Travel

Topic: Business Related Travel

PRIOR APPROVAL: Travel by employees outside of the Club's local area (local Area, as used in this Travel Policy, means within the counties in which a Boys & Girls Club unit is located) must be approved in advance by the Executive Director or designee and must be necessary to the objectives of Club programs.

TRIP PLANNING: The trip itinerary, including identification of mode of transportation and destination lodging, if any, is to be prepared by the Trip Supervisor. To achieve maximum savings, airline and destination lodging reservations are to be made as far in advance as possible by the trip planner and approved by the Executive Director or designee.

REIMBURSEMENT OF COSTS: Costs of transportation for employees authorized to travel on official Club business is paid or reimbursed by the Club. The Club uses IRS per diem rates for meal payment/reimbursement. An employee will need to request a check for travel at least ten (10) business days prior to departure to receive per diem funds in advance. Air travel and lodging are limited to the lowest fare/rate available at the time the trip is planned. Travel by private vehicle is permitted only when the cost of mileage en route, expenses, and salary cost for excess travel days is less than the lowest air fare available, and such mode of transportation must be approved in advance by the Executive Director or designee. A travel/mileage expense reimbursement form must be completed and turned in to the Administrative Office no later than five (5) business days after returning. All receipts need to be attached to the reimbursement form. Any expenditure over posted limits is the responsibility of the employee.

LODGING: Lodging is limited to the lowest rate available. Only the room, taxes and internet access may be charged to the organization. All other room charges are the responsibility of the employee.

PRIVATE VEHICLE TRAVEL: Reimbursement for use of privately owned vehicle is based on the State of Georgia current mileage reimbursement rate. All travel by private vehicle on official Club business is to be held to an absolute minimum. The current mileage reimbursement rate is posted in the Administrative Office.

CLUB VEHICLES: Fuel for Club-owned vehicles must be purchased through use of Club credit cards. Reimbursement for any emergency purchases of fuel for such vehicles without a credit card requires submission of a signed receipt, and full justification supporting payment, acceptable to the Executive Director. Club vehicles can only be used on official Club business.

OTHER REQUIREMENTS: Drivers of privately owned vehicles and Club vehicles being used for Club business must be at least 21 years of age, have a valid driver's license under Georgia law; and prior to or at the time of any trip, and at such other times as reasonably requested, present the driver's license for copying. Prior to use of a privately owned vehicle on Club business and at such other times as reasonably requested by the Executive Director or designee, written proof of current automobile liability insurance coverage in minimum amounts of \$50,000 per person and \$100,000 per occurrence must be presented by the driver of the vehicle. Such proof must show on its face that the proposed driver is an insured under the insurance coverage. Part-time staff are not permitted to use privately owned vehicles on Club business. State Motor Vehicle Department driver's license status checks of staff who are drivers or potential drivers on Club business are conducted from time to time as determined appropriate by the Executive Director or designee, in consultation with the Club's insurance carrier.

Boys & Girls Clubs of the CSRA

Procedure Type: Facilities, Transportation, and Travel

Topic: Board Travel Expenses

Any Board Member traveling to represent the Boys & Girls Clubs of the CSRA or as authorized by the Board of Directors to assist in Boys & Girls Clubs of the CSRA business will be reimbursed for travel and per diem expenses in the same manner that staff members are reimbursed.

Boys & Girls Club of the CSRA

Procedure Type: Finance

Topic: Allowability of Costs

The Boys & Girls Club of the CSRA will determine allowability of costs in accordance with § 200.302 Financial Management and § 200.403 Factors Affecting allowability of Costs. It is policy of the Boys & Girls Club of the CSRA to adhere to all management compliance requirements set forth by federal grants. All costs will be:

(A) Necessary, Reasonable and Allocable

- Costs will be necessary, reasonable and allocable for the performance of Federal grants awarded to the organization. All costs incurred must first be approved via purchase order by Program Manager and the Executive Director to ensure that all costs are allowable per grant requirements.

(B) Conform with federal law and grant terms

- Costs will be incurred in accordance with pre- approved budgets approved by Fiscal Analysts of the Federal grant. The organization will conform to any exclusions or limitations set forth by the Federal grant.

(C) Consistent with state and local policies

- Costs will not only adhere to Federal policies and procedures but also to the other associated non-Federal entities policies and procedures.

(D) Consistently treated

- Costs will not be charged to the Federal award as a direct cost if other costs associated with the same purpose was charged as an indirect cost. The organization will ensure costs are only charged once to the Federal award by tracking costs by award codes and reviewing award costs monthly before reimbursement requests.

(E) In accordance with GAAP

- Costs will be determined in accordance with Generally Accepted Accounting Principles (GAAP). The organization is audited annually to ensure accounting principles and financial statements adhere to GAAP guidelines and practices.

(F) Not included as a match

- Costs incurred and charged to a Federal award will not be used to match or in cost sharing requirements for any other Federal awards of the organization. The organization uses contributions for any matches that are required by awards.

(G) Net of applicable credits

- Costs charged to Federal awards will be net of any and all applicable credits (discounts, rebates, recoveries of losses, insurance rebates, and adjustments to overpayments and charges). Any credits will be credited back to the Federal award. Credits will be documents, kept with original purchase documentation, and reported to the Federal awarding agency as they are incurred.

(H) Adequately documented

- Costs will be adequately documented and will comply with all requirements of the Federal award. Costs will only be incurred during the period of performance for the Federal award. Any costs incurred before the award will be authorized by the Federal awarding agency. Costs are kept in the general ledger and tracked by Federal awards.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Financial Responsibilities & Finance Committee

It is the responsibility of the Board of Directors to formulate financial policies, delegate administration of such policies to staff, and review operations and activities on a periodic basis.

The Board of Directors oversees the general financial administration of the Boys & Girls Clubs of the CSRA and relies on the CPO and assigned staff for finance for the day to day operations and financial decisions. The Board delegates this oversight responsibility to the Treasurer of the Board and the Finance Committee of which the Treasurer is Chair. This responsibility is shared through delegation with the CPO of the Boys & Girls Clubs of the CSRA and the assigned staff for finance.

The Finance Committee shall be responsible for the oversight and coordination of the following: Annual budget presentation for Board approval, presentation of periodic financial statements, management of the Endowment fund investments, selection of the outside auditors, annual financial report, internal controls, and financial policies. The Treasurer of the Boys & Girls Clubs of the CSRA shall serve as the Chair of the Finance Committee. The CPO shall present staff compensation ranges reviewed and approved by the Human Resource Committee to the Board for approval. Such ranges shall be generated in cooperation with B&GC's Job Classification and Compensation Program (JCCMP), the Regional Service Director serving the Boys & Girls Club of the CSRA, the assigned staff for finance and the Finance Committee in the preparation of the annual budget.

The Finance Committee is staffed by the assigned staff for finance. The long-term financial objectives for the Boys & Girls Clubs of the CSRA are reviewed and approved by the Finance Committee following the recommendations of the CPO of the Boys & Girls Clubs of the CSRA and the assigned staff for finance.

ROLES AND RESPONSIBILITIES FOR FINANCE HEAD VS CPO VS BOARD COMMITTEE: The general and daily financial management and reporting of the Boys & Girls Clubs of the CSRA are implemented by the CPO and the assigned staff for finance. The Boys & Girls Clubs of the CSRA's CPO acts as the primary fiscal agent, implementing all financial policies and procedures. The assigned staff for Finance Committee recommends expenditures and revenue objectives for the Boys & Girls Clubs of the CSRA in accordance with the Board approved long-term plans, and develops the annual budget in cooperation with the management team and other Board committees.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Division of Duties

The following is a list of personnel and their responsibilities within the finance department.

CPO/EXECUTIVE DIRECTOR:

- Reviews and approves all financial reports
- Reviews and approves annual budget
- Reviews and approves all vouchers and invoices and checks
- Reviews and approves all contracts for goods and services

STAFF ACCOUNTANT:

- Processes all receipts and disbursements
- Receives unopened bank statements
- With Director of Finance, provides data to help development of annual budget
- Reviews and approves list of pending check disbursements
- Reviews the payroll summary for correct payee, hours worked and check amount.
- Reviews all reimbursements for appropriate documentation

DIRECTOR OF FINANCE:

- Manages all asset accounts
- Maintains and reconciles the general ledger monthly
- With CPO and with the input from Unit Directors develops the annual budget.
- Prepares all financial reports
- Reconciles the bank statements
- Reconciles the statement of credit card deposits and service charges
- Double checks all reimbursement requests against receipts provided
- Authorizes and executes all interfund transfer

ADMINISTRATIVE ASSISTANT:

- Receives and opens all incoming mail, except the bank statements
- Prepares cash receipts log

ALL UNIT DIRECTORS:

- Develops first draft of department budgets and works with the Director of Finance and CPO to finalize.
- Accountability to approved departmental budgets in purchasing decisions and in preparing check request vouchers with the proper account code.
- Designated Board Members (currently President, Finance Committee Chair, members of executive committee):
- Check signing authority on all accounts
- Authorizes expenditures in excess of \$25,000, except preapproved capital and/or grant expenditures.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: In-kind Donations

Donated materials and equipment shall be reflected in the Financial Statements as their estimated values measured on the date of receipt. A substantial number of volunteers donate significant amount of time to the Boys & Girls Clubs of the CSRA's program services on an on- going basis. Other volunteers contribute time and services for administrative or fund raising activities. Such contributed services are generally not reflected in the Boys & Girls Clubs of the CSRA's financial statements, since there is no objective way of assessing their value.

Donations in-kind are treated, for reporting purposes, as cash contributions. All in-kind contributions to the Boys & Girls Club require an acknowledgment provided by the Administrative Office or designee of the Executive Director.

The Unit Director has the responsibility of providing the Executive Director with a Charitable Donation form indicating the item or service contributed, including the source and what fair dollar value should be credited to the individual or organization for our database records.

The Charitable Donation form should be filled out and sent to each donor, however, we assign no value to the donation, only a description of the item.

The Resource Development Director will ensure there is a file of in-kind contributions on a fiscal year basis. The Administrative Office will examine the in-kind records yearly to determine if any donated items are depreciable assets.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Fiscal Policy Statements

- All cash accounts owned by BGC will be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating.
- All capital expenditures which exceed \$1,000 will be capitalized on the books and records of the BGC.
- Employee paychecks and/or personal checks will not be cashed through the petty cash fund of the BGC.
- No salary advances will be made under any circumstances.
- Any item whose value exceeds \$250, received via donation, will be recorded in the books and records of the BGC.
- Fiscal management personnel are required to take an annual vacation which will not interfere with fiscal procedures. Variances to this policy shall be made in special circumstances, with written permission from the CPO and/or Finance Committee.
- It is the policy of the BGC to reimburse out of pocket expenses only when supporting documentation has been presented from approved costs incurred.
- It is the policy of the BGC to establish pay rates which equal or surpass the federal minimum wage.
- It is the goal of the BGC to maintain a minimum of 5% of the operating budget between its operating and savings accounts at all times. In the event that the balance falls below that amount the CPO and Finance Committee chair will be immediately notified by the Director of Finance.
- All funds received by the BGC for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds. A full computerized ledger accounting system will be maintained. Monthly financial statements including balance sheet and statement of revenue and expenses will be produced for each project as a separate department.
- The CPO and Finance Committee, and Board President are signators of all BGC bank accounts.
- Bank statements will be reconciled monthly in order to account for any outstanding or lost checks.
- Expense reports will be maintained which will disclose the nature of expenses, and the dates incurred.
- Separate files will be maintained for each bank account and for each vendor. Files will be kept separately for each fiscal year.
- The services of a certified public accountant will be engaged to prepare a formal financial audit of the BGC fiscal year-end.
- Correction fluid should never be used in preparing timesheets or any accounting documents.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Financial Statements

The Boys & Girls Clubs of the CSRA's financial statements shall be prepared on the accrual basis in accordance with Generally Accepted Accounting Principles ("GAAP"), and more specifically in accordance with standards of accounting and reporting established for non-profit organizations.

The presentation of the Financial Statements shall follow the recommendation of the Financial Accounting Standards No. 117, "Financial Statements of Not-For-Profit Organizations" (SFAS No. 117).

Under these presentations, net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Boys & Girls Clubs of the CSRA and changes shall be classified as unrestricted, temporarily restricted and permanently restricted.

Unrestricted net assets include amounts that are not subject to donor-imposed stipulations, which are used to account for resources available to carry out the purposes of the Boys & Girls Clubs of the CSRA in accordance with the limitations of its charter and bylaws. The principal sources of unrestricted funds are grants, contributions and investment income.

Temporarily restricted net assets are those resources currently available for use for program services. They are expendable only for purposes specified by the donor or grantor and may or will be met by the actions of the Boys & Girls Clubs of the CSRA and/or the passage of time.

Such resources originate from grants and contributions restricted for specific purposes or a specific future time frame. When a donor or grantor restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets are those resources that are required to be maintained permanently, but which the Boys & Girls Clubs of the CSRA is allowed to use up or to expend all or part of the income which is derived from the donated assets.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Fund Accounting

In observance of limitations and restrictions placed on the use of resources available to the Boys & Girls Clubs of the CSRA, the accounts of the Boys & Girls Clubs of the CSRA are maintained in accordance with the principles of fund accounting. Under these procedures, resources for various purposes are classified for accounting and maintained for each fund. Several funds are in place for this purpose including but not limited to: Endowment Fund, Restricted Funds, Cash Management Fund, Property and Equipment Fund, etc.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Accounting and Record Keeping

The Finance Director with the oversight by the Finance Committee shall have the direct responsibility for ensuring the accuracy of the accounting records.

The Finance Director is responsible for the preparation of the Chart of Accounts, Reporting Formats, Accounts Payable Processing, Payroll input and Payroll processing, Cash Receipts input, Journal Entries for General Ledger, Form 1099 reporting and Bank Reconciliations. The Auditor who performs the annual audit for the organization is also engaged to complete the Form 5500 reporting and Form 990 reporting.

Boys & Girls Clubs of the CSRA
Procedure Type: Finance
Topic: Internal Financial Statements

The assigned staff for Finance shall prepare and present Monthly Financial Statements in a format approved by the Finance Committee. The statements shall be presented to the CPO, the Chairman of the Finance Committee and the Finance Committee for review.

The Financial Statements shall include information about all Boys & Girls Clubs of the CSRA's funds and cash position as of the end of each month.

The Financial Statements will then be submitted to the Executive Committee and/or the Board of Directors for final review and approval on a monthly basis.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Audit

The Boys & Girls Clubs of the CSRA will have an audit of its financial statements annually by a firm of Independent Certified Public Accountants. The fiscal audited year shall be January 1st to December 31st of each year. For Clubs spending more than \$500,000 in federal funding, an A-133 audit must be filed six months after the fiscal year end dated.

The CPO and the assigned staff for Finance shall have direct responsibility in overseeing the implementation of the Annual Financial Audit.

The CPO and the assigned staff for Finance shall recommend to the Finance Committee for approval, the selection of a firm to perform the annual audit. In addition, the Chairman of the Finance Committee, and the Finance Committee shall assist when necessary in the audit preparation, and report the final results to the Board of Directors. A representative of the audit firm shall be invited to attend the annual presentation to the Finance Committee, and shall be required to make a presentation to the Board if the audit report is other than unqualified, or if the auditor's report material weaknesses in internal controls or reportable conditions.

Bids for an independent auditor are conducted at least every three years according to the procurement policy.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: 990 Review Policy

BGCCSRA staff will present the Form 990 to the Finance Committee including significant schedules. Each member of the Board of Directors will also receive a copy of the Form 990 prior to the submission of the form to the Internal Revenue Service. BGCCSRA will file the Form 990 when the Finance Committee has approved and recommended to the full Board of Directors that the 990 be submitted.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: 990 Public Disclosure Policy

The Form 990 and Form 1023 are available to the public upon request. Copies will be provided immediately in case of in-person requests. Requests received by written, phone, fax, or e-mail means will be honored by directing requestors to our website. The current Form 990 as well as for the previous 5 years (not including SCHEDULE B), Form 1023, conflict of interest policy, and annual report can be found on the organization's website in Adobe format. We reserve the right to charge a reasonable copying fee plus actual postage for multiple copies requested from the same individual or related group of individuals.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Cash and Cash Equivalents

Cash and cash equivalents include all cash balances and highly liquid investments with a maturity of six months or less. The agency places its temporary cash investments with highly rated financial institutions. The assigned staff for Finance shall closely monitor the balances of the Checking account, Money Market and Certificates of Deposit accounts. At times such investments may be outside of the FDIC insurance.

Boys & Girls Clubs of the CSRA
Procedure Type: Finance
Topic: Cash Disbursements and Payments

The organization's director of finance maintains standard accounting records containing all aspects of the Boys & Girls Clubs of the CSRA's financial operations. They include but are not limited to: A general ledger, a check register, and a payroll register.

Invoices shall be received by the Boys & Girls Clubs of the CSRA's CPO or assigned staff for Finance who will approve them for payment when appropriate. Following the review and approval, check payment vouchers shall be prepared and the invoices shall be distributed to the Boys & Girls Clubs of the CSRA's finance staff for check payment preparation. Upon payment of a bill, copy of the check or duplicate of stub shall be stapled onto the bill and payment date and check number shall be printed on the invoice. The paid invoices shall be filed alphabetically according to company/individual name and shall be kept on a fiscal year basis on file.

The Boys & Girls Clubs of the CSRA's Administrative Assistant shall receive the Accounts Payable checks prepared by the finance staff and ensure that the appropriate signatures are executed. The checks and necessary accompanying materials are then mailed.

Voided checks shall be marked "VOID" boldly written in ink across the face of the check and the signature portion of the check will be torn off. The voided check shall be filed with other canceled checks upon review of documentation by the director of finance.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Income Procedures

All contributions and income shall be recorded in accordance with GAAP, with specific attention to standards FASB 116 and 117. Contributions and income are recorded as pledged or received in accordance with FASB 116, and must be credited to the appropriate revenue lines as presented in the annual budget and coded with the appropriate account number as designated in the Boys & Girls Clubs of the CSRA's Chart of Accounts. The account numbers in the Chart of Accounts are segmented and allows for tracking of income and expenses on six different levels.

All checks received by the Boys & Girls Clubs of the CSRA shall be recorded and deposited with due diligence in the appropriate accounts by the assigned staff for Finance.

The Boys & Girls Clubs programs and services are open to all youth. BGCCSRA believes that participant/family investment in the program adds value to the participant experience. As such, BGCCSRA charges a minimal membership fee for the after school program. Currently, the fee is \$10 for the entire after school program. A separate summer camp fee is charged for youth participating in the full day summer camp program. Currently, the fee is \$350 for the entire summer camp program. Some site locations may also provide bus service for youth who do not reside in the adjacent neighborhoods or attend partner schools that provide transportation to the Clubs. The transportation fee currently set at \$50 per month. Typically, a very limited number of youth participate in the transportation program. The purpose of the transportation program is to provide outreach and accessibility to youth and families who have a connection to the neighborhoods served by BGCCSRA, but do not attend neighborhood schools who provide transportation to the Clubs.

BGCCSRA ensures that all services are equally accessible to youth in our targeted areas. BGCCSRA does not prohibit a child from participating in our programs based on inability to pay.

BGCCSRA offers need based scholarships for our summer camp program.

All income collected from fees is used to fund program activities. Program income is spent during the current program year. BGCCSRA does not save and/or invest program income to be used at a later date for program sustainability.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Recording and Reconciliation of Member Income and Enrollment

All units are required to turn in any program income weekly on Tuesdays for the previous Monday-Friday period. All unit program income should be turned into the accounting office in a sealed, signed envelope by the Unit Director.

When units collect income in the form of membership payments, transportation payments or summer camp payments, the income should be immediately recorded in Kidtrax using the Moneytrax feature. In the event that Moneytrax is not available, the unit may use the traditional receipt book system to provide a receipt to the parent/guardian. When the system is again available, the data must be entered into the Moneytrax feature. Attach Moneytrax receipt to the receipt book to verify that the transaction was entered into the system.

When the child enrolls in the program, the membership fee is applied to that child's account regardless if they are paying or receiving a scholarship. To apply a charge to the account, click on the "CHARGE FEE" button, enter the dollar amount, select the appropriate "LEDGER CODE" (i.e. membership fee, summer fee, transportation fee, etc.). Once the charge has been applied to the account, select the "ACCEPT PAYMENT" button. Select the appropriate "METHOD OF PAYMENT" (i.e. money order, credit card, Amerigroup, scholarship, etc.) and enter the dollar amount.

In the event, that the member is receiving a scholarship of any kind (i.e. afterschool, Amerigroup, DHS, DFACs, CAAPs, summer camp, MCG Grandparent program, etc.) the scholarship designation MUST be checked using the appropriate UDC in Kidtrax.

Unit Directors are responsible for monitoring uncollected charges and ensuring that all charges, scholarships and monies are recorded and turned into the administrative offices as specified in this policy. As such, Unit Directors are responsible for pulling and reviewing all applicable Kidtrax reports to ensure proper data collection.

After each Tuesday collection of income from units, the Accounting Clerk will pull the Kidtrax member status report, balance reports, scholarship reports and reconcile with turned in unit income. If any discrepancies arise, the Accounting Clerk will research with the Unit Director. If a satisfactory resolution is not reached, the Accounting Clerk will notify the Operations Director and the Finance Director. Any unresolved or persistent issues should be brought to the immediate attention of the Executive Director.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Bank Reconciliations

Bank reconciliations shall be completed monthly by the Director of Finance and cross-referenced with the cash and receipts logs and the monthly Financial Statements. The Financial Statements shall be compiled by the Director of Finance and submitted to the CPO for review, comments and corrections. The Statements will then be presented to the Finance Committee at its monthly meeting.

Each month the Director of Finance and CPO should review the ending balance shown on the balance sheet accounts such as the cash accounts, accounts receivable, accounts payable and deferred revenue. The Director of Finance and CPO should review the bank reconciliations, schedules of accounts receivable and deferred revenue and the aging of accounts payable to support the balances shown on the balance sheet.

Bank statements are to be received unopened by the finance staff. The receiving party should review the contents for inconsistent check numbers, signatures, cash balances and payees and endorsements at a minimum. After this cursory review is conducted, the party should initial and date the bottom, right hand corner of the first page of each bank statement reviewed. The reviewed bank statement should then be forwarded to the Director of Finance (an individual without check signing rights) to reconcile the bank accounts using the approved reconciliation form.

The person charged with this responsibility should reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 7 days after receipt of the monthly bank statements.

All Bank Statements, Credit Card Statements, and Endowment Fund Reports will be reconciled every month by the Director of Finance, and records will be kept in the assigned staff for Finance's office.

A check outstanding for more than six (6) months will be voided with a possible stop payment request to the bank upon approval of the assigned staff for Finance. All voided checks will be kept on file whenever possible.

PROCEDURES FOR RECONCILING BANK ACCOUNTS:

When reconciling the bank accounts, the following items should be included in the procedures:

- A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
- A comparison of inter-organizational bank transfers to be certain that both sides of the transactions have been recorded on the books.
- An investigation into items rejected by the bank, i.e., returned checks or deposits.
- A comparison of wire transfers dates received with dates sent.
- A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
- An accounting for the sequence of checks both from month to month and within a month.
- An examination of canceled checks for authorization signatures, irregular endorsements, and alterations.
- A review and proper mutilation of void check.
- Investigate and write off checks which have been outstanding for more than six months.
- The Director of Finance upon receipt of the completed bank reconciliations, prepares any general ledger adjustments.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Cash Flow

The Boys & Girls Clubs of the CSRA is to maintain five percent (5%) of the operating budget between its operating and savings bank accounts at all times. In the event that balances fall below that amount the CPO should be notified immediately by the Director of Finance. The Board President and Treasurer should be notified immediately by the CPO.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Bank Accounts and Investment Accounts

The assigned staff for Finance shall maintain and oversee Bank and Investment accounts, and ensure the Boys & Girls Clubs of the CSRA's day-to-day financial operations. Several accounts are maintained by Boys & Girls Clubs of the CSRA as follows:

1. Checking Account
2. Money Market Account
3. Payroll Account
4. Certificates of Deposit
5. Brokerage Account

These accounts may be changed as the Boys & Girls Clubs of the CSRA's financial conditions and requirements change.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Checking Accounts

All checks, cash, money orders, and credit card deposits, are reviewed by the assigned staff for Finance and deposited in the appropriate Accounts. All checks received from fund raising events, foundations and corporate donations and miscellaneous contributions, shall be deposited into the accounts. Monies shall be transferred from the Checking account into the Money Market Account or the investment account when necessary, by the CPO. Funds to cover payroll expenses (payroll + payroll taxes) shall be transferred into the payroll account bi-weekly.) Checks are written weekly to meet any obligations or ongoing operational expenditures. Monthly checking accounts statements will be reconciled on a monthly basis by the finance staff and submitted for review to the CPO.

Boys & Girls Clubs of the CSRA**Procedure Type: Finance****Topic: Insurances**

Reasonable and adequate coverage will be maintained to protect the Boys & Girls Clubs of the CSRA's interests as well as the Board of Directors and the Boys & Girls Clubs of the CSRA's employees. The following insurance policies shall be kept on a yearly basis: Commercial Property Contents and Computer Policy, General and Professional Liability Insurance, Child Sexual Abuse and Child Molestation Liability Insurance, Directors and Officers Liability Insurance, Employee's Dishonesty Bond Insurance, Employee's Life Insurance, Workers Compensation Insurance, Long-Term Disability Insurance, and Employees Health Insurance. Bids shall be obtained every three years to ensure rates are reasonable.

Insurance policies shall be maintained with the insurance files on a yearly basis by the Boys & Girls Clubs of the CSRA's assigned staff for Finance. Insurance policies shall correspond to the fiscal year whenever possible.

Insurance Policies shall be carefully reviewed by the Boys & Girls Clubs of the CSRA CPO and assigned staff for Finance before renewal each year.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Bonding

All Boys & Girls Clubs of the CSRA employees shall be bonded through an Employee's dishonesty bond policy. In addition, the Chairman, Secretary, Treasurer and all Board of Directors officers shall be bonded by a reputable bonding company. Bonding insurance shall be reviewed and approved by the CPO, the assigned staff for Finance and the Finance Committee and shall last for the length of the officers' appropriate term.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Property and Equipment Depreciation

Property and equipment shall be stated at historical cost. Depreciation is computed over the estimated useful lives of the assets using the straight-line method. A Depreciation schedule shall be prepared and implemented by the Boys & Girls Clubs of the CSRA's auditor on an annual basis, taking into consideration the annual equipment inventory. A Property Removal Form shall be required for the removal of the Boys & Girls Clubs of the CSRA's property, supplies, and/or equipment from the Boys & Girls Clubs of the CSRA's premises.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Income Taxes

The Boys & Girls Clubs of the CSRA is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code as amended. Accordingly, no provisions for income taxes shall be reflected in the financial statements.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Confidentiality and Financial Records Security

Financial records are restricted materials with limited access. Only the CPO and the assigned staff for Finance (or others so authorized) shall have access to financial records (vendor files, checks, journals, payroll, etc.).

All payments, transactions and invoices shall be filled with supporting documentation after execution by the assigned staff for Finance, and files should be kept confidential.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Conflict of Interest/Ethics Policies (Page 1 of 3)

Board members and staff members should act in the best interest of the organization, rather than in furtherance of personal interests or the interests of third parties. Boys & Girls Clubs of the CSRA has policies in place, and routinely and systematically implements these policies to prevent actual, potential, or perceived conflicts of interest.

CONFLICT OF INTEREST POLICY: Boys & Girls Clubs of the CSRA has a written conflict-of-interest policy. The policy is applicable to board members and staff, and volunteers who have significant independent decision-making authority regarding the resources and programs of the organization. The policy identifies the types of conduct or transactions that raise conflict-of-interest concerns, sets forth procedures for disclosure of actual or potential conflicts, and provides for review of individual transactions by the uninvolved members of the board of directors.

CONFLICT OF INTEREST STATEMENT: Boys & Girls Clubs of the CSRA provides board members, staff and volunteers with a conflict-of-interest statement that summarizes the key elements of the organization's conflict-of-interest policy. The conflict-of-interest statement provides space for the board member, employee or volunteer to disclose any known interest that the individual, or a member of the individual's immediate family, has in any entity that transacts business with the organization. The statement is provided to and signed by board members, staff, and volunteers, both at the time of the individual's initial affiliation with the organization and at least annually thereafter.

REASON FOR STATEMENT: The Boys & Girls Clubs of the CSRA, as a nonprofit, tax-exempt organization, depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the operations of the Boys & Girls Clubs of The CSRA first must fulfill all legal requirements. They also depend on the public trust and thus are subject to scrutiny by and accountability to both governmental authorities and members of the public.

Consequently, there exists between the Boys & Girls Clubs of the CSRA and its board, officers, and management employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of the Boys & Girls Clubs of the CSRA honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Boys & Girls Clubs of the CSRA. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Boys & Girls Clubs of the CSRA or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

PERSONS CONCERNED: This statement is directed not only to board members and officers, but to all employees who can influence the actions of the Boys & Girls Clubs of the CSRA. For example, this includes all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning the Boys & Girls Clubs of the CSRA.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Conflict of Interest/Ethics Policies (Page 2 of 3)

KEY AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

- Persons and firms supplying goods and services to the Boys & Girls Clubs of the CSRA
- Persons and firms from whom the Boys & Girls Clubs of the CSRA leases property and equipment
- Persons and firms with whom the Boys & Girls Clubs of the CSRA is dealing or planning to deal with in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations
- Donors and others supporting the Boys & Girls Clubs of the CSRA
- Recipients of grants from the Boys & Girls Clubs of the CSRA
- Agencies, organizations, and associations that affect the operations of the Boys & Girls Clubs of the CSRA
- Family members, friends, and other employees

NATURE OF CONFLICTING INTEREST: A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms doing business with the Boys & Girls Clubs of the CSRA. Such an interest might arise, for example, through:

- Owning stock or holding debt or other proprietary interests in any third party dealing with the Boys & Girls Clubs of the CSRA
- Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) by any third party dealing with the Boys & Girls Clubs of the CSRA
- Receiving remuneration for services with respect to individual transactions involving the Boys & Girls Clubs of the CSRA
- Using the Boys & Girls Clubs of the CSRA's time, personnel, equipment, supplies, or good will other than for approved Boys & Girls Club activities, programs, and purposes
- Receiving personal gifts or loans from third parties dealing with the Boys & Girls Clubs of the CSRA. Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted.

INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest previously listed, and the relations in those areas that may give rise to conflict are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the trustees, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of the Boys & Girls Clubs of the CSRA.

However, it is the policy of the board that the existence of any of the interests described shall be disclosed on a timely basis and always before any transaction is consummated. It shall be the continuing responsibility of board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Conflict of Interest/Ethics Policies (Page 3 of 3)

DISCLOSURE POLICY AND PROCEDURE:

Disclosure should be made according to the Boys & Girls Clubs of the CSRA's standards. Transactions with related parties may be undertaken only if all of the following are observed:

- A material transaction is fully disclosed in the audited financial statements of the organization.
- The related party is excluded from the discussion and approval of such transaction;
- A competitive bid or comparable valuation exists and, the organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

Staff disclosures should be made to the chief executive (or if he or she is the one with the conflict, then to the executive committee), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the designated committee.

Disclosure involving directors should be made to the executive committee.

The board shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the Boys & Girls Clubs of the CSRA. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of the Boys & Girls Clubs of the CSRA and the advancement of its purpose.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Acceptance of Cash/Checks by Administrative Office

Acceptance and deposit of checks and other negotiable instruments by the Administrative Office will be done according to the following procedures:

The Administrative Assistant will open the mail and date all accompanying supportive documents, make two copies of each check and forward the original check, one copy of the check and supporting documents to the Staff Accountant. The other copy will be forwarded to the Resource Development Director who will record donations in the donor tracking system. The Resource Development Director will print a batch report of receipts detailing the purpose/type of receipt and give it to the Staff Accountant to match. In the event cash is received in the mail, the Administrative Assistant will log the cash received by recording the date of receipt, the amount of cash and who gave the cash. The cash will then be given to the Staff Accountant. If necessary, the Staff Accountant will provide a report to the Resource Development Director for recording purposes. The Staff Accountant will provide a report to the Executive Director summarizing the Receipts (automated Deposit Slip).

The Staff Accountant prepares deposits weekly. Each check or negotiable instrument should be listed separately on a bank deposit slip. The Executive Director and the Director of Finance are dually responsible for transporting of deposits in an effort to maintain segregation of duties. All deposits slips and accompanying bank receipts are filed in the appropriate bank statement book.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Acceptance of Cash/Checks by Units

A receipt must be issued for all funds remitted to the organization. Receipts must be issued and all receipts must be accounted for. Voided receipts must be forwarded to the Administrative Office along with other receipts. All receipts must contain the following information:

- Name and address of the individual from whom funds are received and, if a check, the check number.
- Reason for the funds being received.
- The total amount received, and any breakdown, if the funds are received for more than one reason.
- The date the receipt is issued.
- The signature of the person issuing the receipt.
- Whether the receipt is cash or check.

The Boys & Girls Clubs currently uses the Moneytrax feature in Kidtrax. Receipts should be issued using the Moneytrax system. In the event, that Moneytrax is not available at the time or receipt issuing, Clubs may use the receipt book system as a backup.

Copies of the receipts should be distributed as follows:

- White copy to the person issuing the funds.
- Pink copy attached to the deposit slip
- Yellow copy filed in numerical order and retained at the Unit.

The Unit Director is charged with the custodial duties of cash receipts and will exercise reasonable and due care so as to protect the receipts from theft, shortages, miss-use or any other discrepancies. All other staff should turn in money to their Unit Director. If action is not taken to secure funds, or staff is not properly trained on financial procedures, or proper financial procedures are not implemented, responsible employees will receive disciplinary action, which may include termination.

All funds must be turned in to the Administrative Office weekly on Tuesdays for the period Monday-Friday or the previous week. Unit Director will be responsible to replace all lost, stolen and/or misplaced funds if they fail to keep the funds secure. Funds cannot be retained for making purchases of any kind. All receipted funds must be kept in a locked safe or locked file cabinet.

Units will only accept money orders for membership and program (i.e. transportation and/or summer camp) payments. Donations to the organization may be made by check.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Budgets

Each Unit Director is required to submit in writing a Club budget by the first business day in October preceding the budget year that includes the following:

- A staffing budget by position, wage and monthly scheduled hours.
- A line item budget of all categories assigned by the Executive Director.
- A written explanation of any significant changes to prior year revenues or expenditures.
- A list of repairs needed to the building or existing equipment.
- A written proposal for new equipment or staffing.
- A list of any capital purchases planned for the New Year.
-

The Director of Operations is required to submit in writing a budget for all staff they directly supervise, by the first business day in October, preceding the budget year which includes the following:

- A staffing budget by location and position outlining position, current salary and proposed salary.
- A training budget by location and position.
-

The Director of Resource Development/Marketing is required to submit in writing a development and marketing budget that includes all current and proposed special events by the first business day in October, preceding the budget year which includes the following:

- A line item of revenue and expenditures for all special events planned for the new budget year.
- A general marketing budget for expenditures for printing, flyer, brochures, newsletters, and other items generated from the marketing and communications area.

While Unit Directors and Department Directors participate in the planning and management of their budgets, the Executive Director, the Finance Committee, and ultimately the Board of Directors will have final authority regarding the appropriateness of budgeted entries based on the availability of funds.

The submitted budgets will be compiled by the Administrative Office; reviewed by the Executive Director; presented to and reviewed by the Finance Committee; and presented to and approved by the Board of Directors at the Board of Directors meeting in December. At any time during this process line item amounts can be changed or revised.

The finalized budget will be distributed throughout the organization prior to the start of the fiscal year.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Event Budgets

All of the Boys & Girls Clubs of The CSRA's special events shall require the preparation of a budget. An event budget shall be prepared by the staff member in charge and submitted to the CPO and the assigned staff for Finance prior to the implementation of the event. Event expenditure advances will be provided upon the approval of the event budget.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Purchase Policy/Check Requisition (Page 1 of 2)

It is necessary to order supplies, materials, equipment, and other vendor services using a Purchase Order with the exception of gas purchases. Employees request approval for purchases by submitting a Purchase Order request using the Club's electronic system.

All items must be listed individually on Purchase Orders. The amount purchased cannot exceed the purchase order and other items cannot be purchased without approval. Purchase Order requests should be made at least 14 days in advance. Unit Directors should complete purchase requests during the first week of the month. Monthly purchase requests should include supplies needed for program activities during that month. The staff member making the Purchase Order request is responsible for price comparisons and ensuring that all procurement procedures are followed.

The Executive Director is authorized to make purchases approved in the annual operating budget and in awarded grant budgets. Any purchases in excess of \$5,000 that are not included in the regular operating budget or in an awarded grant budget must be approved by the Finance Committee in advance.

Check requests must be made using the Boys & Girls Clubs of The CSRA Purchase Order procedure. Check requests must include the actual cost for each item. (An item costing \$.89 should not be rounded off to \$.90).

CHECK REQUEST PROCEDURE:

1. Complete Purchase Order request
2. Purchase Order is routed for approval
3. Purchase Order is approved and/or denied
4. If approved, check will be cut in the next check run

PURCHASING PROCEDURE:

1. Purchase Order should be entered into the accounting system at least 14 days prior to the purchase date.
2. Upon approval the authorized staff person will then order the items listed on the Purchase Order. The Purchase Order Number should be provided to the vendor and recorded on the receipt/invoice.
3. The staff member will keep a copy of the printed Purchase Order for reconciliation when the order arrives. Documentation of receipt of goods must be submitted to the Administrative Office within 1 day of the receipt of goods.
4. Most supplies will be signed for and picked up from the Administrative Office.
5. For invoiced purchases, staff must submit invoice to Administrative Office within 1 day of receipt.

Staff should only request purchases from authorized vendors. Should a new vendor be required, staff members should request the finance department to consider adding the vendor to the approved list. Approved vendors should be reputable, bonded and screened using the

Federal Excluded Parties List System. Any vendor listed on the Federal Debarment List should not be utilized. Federal regulations prohibit the use of vendors on the list from receiving Federal funds. The Excluded Parties List System can be found at www.epls.gov

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Purchase Policy/Check Requisition (Page 2 of 2)

Only authorized individuals may make purchases for the Boys & Girls Club. Authorized individuals are limited to full time staff.

Check requests must clearly state the date needed and the purpose of the request.

If the actual cost of the items purchased differentiates from the requested cost, any excess money must be re-deposited as a credit to the account from which the purchases were made. No money may be kept for future purchases or added to the petty cash fund. Staff members should make a note of difference on the printed out purchase order that is turned into the Administrative Office.

The authorized staff member will then order the items listed on the Purchase Order. The staff member will keep a copy of the printed Purchase Order for reconciliation when the order arrives. Documentation of receipt of goods must be submitted to the Administrative Office within 1 day of the receipt of goods. In most cases, supplies will be signed for and picked up from the Administrative Office.

The receipt from the purchases must also be itemized by account for comparison to the check and/or purchase order request. For check requests, the itemized receipt must be submitted to the Administrative Office within one (1) business day of the date of purchase.

To ensure proper documentation of purchases, check requests/purchase orders made by the Executive Director will be recorded by the Administrative Assistant after the Executive Director turns in the receipt. The Purchase Order then goes through the standard approval process in as all other Purchase Orders.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Credit Cards

It is the responsibility of each cardholder to ensure that only those who are authorized use the credit card. The credit card is to be used exclusively for Boys & Girls Club business. Credit Card purchases must adhere to the same Boys & Girls Clubs of the CSRA purchase order procedures as all other purchase methods.

CREDIT CARD PURCHASING PROCEDURE:

1. Complete Purchase Order request.
2. Purchase Order is routed for approval.
3. Purchase Order is approved and/or denied.
4. If approved, then credit card purchase may be made.

When using an organization credit card, the receipt should be itemized. To ensure clear, readable documentation, a photo copy of all receipts should be made immediately after purchase by the purchaser and the original receipt affixed to the copy. The Credit Card purchase receipts must be compiled each month on the appropriate credit card log and turned into the Administrative Office by the specified date. (Dates vary based on statement cutoff dates). Multiple credit cards should not be on a single log. (For example, all Wal-Mart credit card charges are on the Wal-Mart Card Log only). A pre-approved purchase order should be attached to the receipt.

Under no circumstances may a Boys & Girls Club credit card be used for personal expenses with the intent of paying the organization for its use.

Cardholders who exceed the limit of their cards, make questionable purchases, fail to turn in receipts, or use their card for personal business will forfeit the use of the card and may be subject to further disciplinary action.

Lost credit cards should be reported immediately to the Administrative Office. If credit is refused and/or the card is collected, the Administrative Office must be notified immediately.

Credit card debit shall not exceed \$10,000 unless prior approval from the Finance Committee is obtained.

Boys & Girls Clubs of the CSRA
Procedure Type: Finance
Topic: Petty Cash Funds Reimbursement

The petty cash funds at the Administrative Office are to be used for payment of small everyday expenses (\$15 or less) such as postage, office supplies and general operation supplies, etc.

The reimbursement procedure must be initiated when the Fund is depleted by 75%. A Petty Cash Reimbursement Form will be used when requesting reimbursement. The Administrative Office then processes the form. Petty cash will be replenished only by a check from the Executive Director and never from un-deposited cash receipts.

REQUEST FOR REIMBURSEMENT FORM REQUIREMENTS:

- Date
- A summary of disbursements by account order
- Name of supplier
- Description of item
- Receipts attached to the rear of the form

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Receipts and Invoices

All invoices and statements are to be mailed from the vendor directly to the Administrative Office. Any invoices left at the Unit Office must be turned into the Administrative Office daily.

In addition, any receipts acquired by any personnel as a result of credit cards purchases, and check requests or any other purpose must be turned into the Administrative Office as directed by the credit card and check request policy.

All receipts must clearly state which Unit, the program area the funds were spent and will have the signature of person authorized to spend such funds. The authorized purchase order must also accompany the receipt.

Only authorized individuals may make purchases for the Boys & Girls Club. Authorized individuals are limited to full time staff and only as approved.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Returned Checks/NSF Checks

In an effort to reduce the number of NSF Checks received by the Clubs, Units will only accept money orders or cashier's checks for program membership, transportation, and summer camp payment. Checks may be accepted for donations. The Administrative Office has the responsibility to collect payment on any check returned to the Administrative Office by the bank for non-sufficient funds.

The Administrative Office will contact the person regarding the returned check. A return check fee of \$30 may be applied.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Signature Requirements on Checks

All checks require two (2) signatures. Signature cards are maintained for each account and those signers are reviewed on an annual basis. Only signers listed on the signature card may sign checks. Signers consist of Executive Committee Members and the Executive Director.

Boys & Girls Clubs of the CSRA
Procedure Type: Finance
Topic: Employee Expense Reimbursement

Expenses pre-approved and/or directly related to Boys & Girls Clubs business activities (mileage, meals, hotel, supplies, etc.) will be reimbursed to employees upon submission of valid receipts. For instances when employees need to travel on company business, the organization uses the IRS per diem schedule.

- An employee will need to fill out a check request for any travel expenses incurred that have not been pre-paid by the organization. They will receive the reimbursement check made out in their name.
- The employee needs to show a record of all expenses, cash, or credit card, and all receipts need to be attached.
- Any expenditure, either from cash advances or credit cards, above the per diem limit or outside the scope of the trip are the employee's responsibility.

With proper authorization, an employee who uses their vehicle for organization business may submit for mileage reimbursement via a properly completed and approved mileage reimbursement form. A Club vehicle should be used in most situations requiring a staff to drive a vehicle; however, with permission of the Executive Director an employee may be authorized for mileage reimbursement.

- The form records where the trip originated and where it ended.
- The odometer reading at the beginning and the end of the trip must be recorded.
- The date and the number of miles must be recorded.
- Stops made on the usual commute to and from home are not reimbursable, only out of the way miles.

Boys & Girls Clubs of the CSRA**Procedure Type: Finance****Topic: Vendors**

The Boys & Girls Club uses numerous approved vendors throughout the area to purchase items. Because of the incurred costs of opening and maintaining new accounts, staff is not permitted to establish additional accounts unless first submitting the request through the Administrative Office.

Approved vendors should be reputable, bonded and screened using the Federal Excluded Parties List System. Any vendor listed on the Federal Debarment List should not be utilized. Federal regulations prohibit the use of vendors on the list from receiving Federal funds. The Excluded Parties List System can be found at:

- www.epls.gov
- <http://www.doas.ga.gov/statelocal/spd/contracts/pages/spddebar.aspx>

Only authorized individuals may make purchases for the Boys & Girls Club. Authorized individuals are limited to full time staff using the purchase order system.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Leases and Other Contractual Agreements

The assigned staff for Finance shall review leases when they are due for renewal and shall seek bids for best proposals before entering into new agreements and prior to submission to the CPO for approval. The procurement policies detailed in this manual will be followed. New leases in excess of Twenty-Five Thousand Dollars (\$25,000) per year require the approval of the Finance Committee.

All leases shall be approved by the CPO and the assigned staff for Finance and subsequently presented to the Finance Committee for ratification through the budgeting process. The following rules also apply:

- Leases will correspond to the fiscal year whenever possible.
- Copies of all leases will be maintained in the assigned staff for Finance's office.
- The CPO and the assigned staff for Finance are authorized to develop and enter into contractual agreements with vendors, bankers, and third parties for the purpose of ensuring the Boys & Girls Clubs of The CSRA's general operations.
- The Finance Committee shall review such agreements and make recommendations when necessary.

Boys & Girls Clubs of the CSRA
Procedure Type: Finance
Topic: Procurement Policy (Page 1 of 4)

All procurements made by Boys & Girls Clubs of The CSRA involving the expenditure of Grant Funds will be made in accordance with the following procurement standards. Procurement transactions, regardless of method or dollar value, will maximize open and free competition consistent with the standards of 24 CFR Sections 84.41 through 84.48. Boys & Girls Clubs of The CSRA shall not engage in procurement practices which may be considered arbitrary or restrictive. Purchases will be reviewed by the Executive Director to prevent duplication and to ensure that costs are reasonable.

METHODS FOR PROCUREMENT: Procurements shall be made using one of the following methods: (A) small purchase procedures, (B) competitive sealed bids, (C) competitive negotiations, (D) non-competitive negotiation and shall be made in accordance with procedures set forth at 24 CFR § 84.44 (a)(1) through (a)(3) at a minimum.

1. SMALL PURCHASES: Purchases which cost between \$500 and \$1,000 will require three over-the-telephone quotations of rate, price, etc. A memorandum will be prepared setting forth the date calls were made, parties contacted and prices obtained. For purchases of less than \$500, efforts will be made to get the lowest and best price, but written records of such efforts are not necessary. Purchases of supplies, equipment and services which cost between \$1,000 and \$24,999 will require written estimates but no legal advertisement is required. Boys & Girls Clubs of The CSRA will solicit written responses from at least three vendors, and if no such responses are available, a statement explaining the procurement will be prepared and filed.

2. COMPETITIVE SEALED BIDS: Bidding will be employed when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost. When the cost of a contract, lease or other agreement for materials, supplies, equipment or contractual services, other than those personal or professional, exceeds \$25,000, an Invitation for Bids (IFB) notice will generally be prepared. This notice will be published at least once in local newspaper, the official newspaper of general circulation in CSRA. This newspaper notice will appear not less than seven (7) days and not more than twenty-one (21) days before the due date for bid proposals. Boys & Girls Clubs of The CSRA may also solicit sealed bids from responsible prospective suppliers by sending them a copy of such notice.

The IFB will include a complete, accurate and realistic specification and description of the goods or services to be procured, the bid deposit, payment bond and bond performance required (if applicable), the location where bid forms and specifications may be secured, the time and place for opening bids, and whether the bid award will be made on the basis of the lowest price or the lowest evaluated price. If the lowest evaluated price is used, the measurable criteria to be used must be stated in the IFB. The newspaper notice must also contain language which calls to the attention of bidders all applicable requirements which must be complied with such as Section 3 of the 1968 Housing Act, Section 109 of the 1974 Housing and Community Development Act, the Civil Rights Act of 1964, Executive Order 11246 and the Davis-Bacon Act.

Sealed bids will be opened in public at the time and place stated in the IFBs. The bids will be tabulated by the Executive Director at the time of bid opening. The results of the tabulation and the bid procurements will be examined for accuracy and completeness by the Finance Committee who will make recommendations to the Boys & Girls Clubs of The CSRA. In addition, the Executive Director shall determine that all firms are responsive and responsible. The Boys & Girls Clubs of The CSRA will make the decision as to whom the contract shall be awarded. After the bid award is made by the Boys & Girls Clubs of The CSRA, a contract will be prepared for execution by the successful bidder. After the contract is signed, all bid deposits will be returned to all unsuccessful bidders.

Boys & Girls Clubs of The CSRA may cancel an Invitation for Bid or reject all bids if it is determined that such is in the best interests of Boys & Girls Clubs of The CSRA. Bidders will be notified in writing of such cancellation or rejection. Boys & Girls Clubs of The CSRA may allow a vendor to withdraw a bid if requested at any time prior to the bid opening. Bids received after the time set for bid opening shall be returned to the vendor unopened.

3. COMPETITIVE NEGOTIATIONS: Boys & Girls Clubs of The CSRA will use competitive negotiations, regardless of contract amount, upon a written determination that:

- Specifications cannot be made specific enough to permit the award of a bid on the basis of either the lowest bid or the lowest evaluated bid price (in other words, bidding is not feasible).
- The services to be procured are professional in nature. With the exception of certain professional services (principally engineering services), competitive negotiations will proceed as follows:
 - a. Proposals will be solicited through newspaper advertisement and/or a Request for Proposal (RFP) may be prepared and mailed to qualified vendors. The newspaper advertisement must be published at least seven (7) days and not more than twenty-one (21) days before the date for receipt of the proposals. The RFP will describe services needed and identify the factors to be considered in the evaluation of proposals and the relative weights assigned to each selection factor. The RFP will also state where further details regarding the RFP may be obtained. The RFP will call attention to the same regulations discussed in the bidding process. Requests for proposals will always include cost as a selection factor.
 - b. Award must be made to the offeror whose proposal is determined in writing by the Boys & Girls Clubs of The CSRA to be the most advantageous to Boys & Girls Clubs of The CSRA. Evaluations must be based on the factors set forth in the Request for Proposal and a written evaluation of each response prepared. The review committee may contact the firms regarding their proposals for the purpose of clarification and record in writing the nature of the clarification. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected. New proposals may be solicited on the same or revised terms or the procurement may be abandoned.

For the procurement of certain professional services, an alternative to RFPs may be used. Boys & Girls Clubs of The CSRA may publish a Request for Qualifications (RFQ). RFQs are handled in a similar method to RFP's with the exception that cost is not a factor in the initial evaluation. The Executive Director will evaluate the responses and rank them by comparative qualifications. The highest scoring person or firm will be contacted and the designee will negotiate cost. If the Executive Director is unable to negotiate a satisfactory cost arrangement, the second highest scoring person or firm will be invited to negotiate. The Executive Director will maintain a written record of all such negotiations.

4. NONCOMPETITIVE NEGOTIATIONS: Noncompetitive negotiations may be used for procurements in excess of \$10,000 when bidding or competitive negotiations are not feasible. Boys & Girls Clubs of The CSRA may purchase goods and services through non-competitive negotiations when it is determined in writing by the Executive Director that competitive negotiation or bidding is not feasible and that:

- An emergency exists which will cause public harm as a result of the delay caused by following competitive purchasing procedures, or
- The product or service can be obtained only from one source, or
- The contract is for the purchase of perishable items purchased on a weekly or more frequent basis, or
- Only one satisfactory proposal is received through RFP or RFQ, or
- The state has authorized the particular type of noncompetitive negotiation (e.g., the procurement of services by an Area Development District).

Procurement by noncompetitive negotiation requires the strictest attention to the observation of impartiality toward all suppliers. The Boys & Girls Clubs of The CSRA must approve all procurements by non-competitive negotiation when only one supplier is involved or only one bid or response to an RFP/RFQ is received.

Boys & Girls Clubs of the CSRA
Procedure Type: Finance
Topic: Procurement Policy (Page 3 of 4)

BID SUBMISSION/ACCEPTANCE: Bids will be accepted only from those contractors who have a proven record of ability to successfully complete the scope of work being bid. References will be requested along with the contractor's bid proposal. Any contractors submitting a bid must produce (along with his/her bid documents) written proof of liability insurance and worker's compensation coverage. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources in awarding contracts. Upon submission of a bid, the contractor will present a bid guarantee equivalent to 5 percent of the amount of the contractor's submitted bid. Unsuccessful bidders will have their bid guarantee returned to them with the notice which advises them they are an unsuccessful bidder. The successful bidder will post (at the signing of the contract and notice to proceed) a performance bond equal to 100 percent of the contract amount, along with a payment bond equivalent to 100 percent of the contract amount.

CONTRACTS: Generally, all procurement will be memorialized and supported by a written contract. Where it is not feasible or is impractical to prepare a contract, a written finding to this effect will be prepared and some form of documentation regarding the transaction will also be prepared. The contractual provisions required by the "Common Rule," 24 CFR Part 84 Sections 47 and 48 and 24 CFR Part 92 Sections 504, 505 and all others as applicable will be included in all contracts. All contracts will contain language which allows the Boys & Girls Clubs of The CSRA the opportunity to cancel any contract for cause. Said cause shall include (but not be limited to) demonstrated lack of ability to perform the work specified, unwillingness to complete the work in a timely fashion, cancellation of liability insurance or worker's compensation, failure to pay suppliers or workers, unsafe working conditions caused by the contractor, failure to comply with Davis-Bacon wage laws (where applicable), failure to keep accurate and timely records of the job, or failure to make those records available to the Boys & Girls Clubs of The CSRA (on request) or any other documented matter which could cause a hardship for the Boys & Girls Clubs of The CSRA if a claim should arise or the work not be completed on schedule at the specified cost.

RFPs will be structured to utilize value-engineering for any construction project in excess of \$50,000. Value engineering will allow the total job to be broken down and bid in sections, so as to produce the lowest overall cost of the project to the Boys & Girls Clubs of The CSRA. A project will request proposals for heating as one element, electrical as one element, etc. In some cases, this will make for a more cost-effective project. However, this does not preclude a bidder from making a lump-sum bid. Total cost will be calculated when value-engineering produces different bids for different scopes of work. Those segmented bids will then be added together for a final project cost.

DOCUMENTATION: All source documents supporting any given transaction (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. Where feasible, source documents pertinent to each individual procurement shall be separately filed and maintained. Where it is not feasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner (examples include chronologically, by vendor, by type of procurement, etc.). Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

LOCALLY OWNED, MINORITY-OWNED, FEMALE-OWNED AND SMALL BUSINESSES: All necessary affirmative steps will be taken and documented to solicit participation of locally owned, minority-owned, female-owned and small businesses. Boys & Girls Clubs of The CSRA will solicit proposals from minority- or women-owned businesses that provide the goods or services that are being sought. Where possible and feasible, delivery schedules will be established and work will be subdivided to maximize participation by small businesses or minority- or women-owned businesses. Subdivided components will be bid as a separate contract. Where feasible, evaluation criteria will include a factor with an appropriate weight for these firms. A list of locally owned, minority-owned, female-owned and small businesses and also minority businesses located within the trade region shall be maintained and used when issuing IFBs, RFPs and RFQs. This list shall also be consulted when making small purchases. Boys & Girls Clubs of The CSRA will use the services of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce. The successful bidder will be required to use these same criteria in selection of suppliers and subcontractors whenever possible.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Procurement Policy (Page 4 of 4)

CODE OF CONDUCT: Conflict of Interest; no Boys & Girls Clubs of The CSRA member, employee, consultant, elected official, appointed official or designated agent of Boys & Girls Clubs of The CSRA will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, employee or designated agent of Boys & Girls Clubs of The CSRA, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms. No Boys & Girls Clubs of The CSRA member, employee or designated agent of Boys & Girls Clubs of The CSRA may acquire a financial interest in or benefit in any way from any activity which uses any portion of grant funding, nor shall they have any interest in any contract, subcontract or agreement for themselves or any family members.

Acceptance of Gratuities; no Boys & Girls Clubs of The CSRA member, employee or designated agent of Boys & Girls Clubs of The CSRA shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, subcontractors or potential subcontractors.

These rules apply to all named parties and shall be effective for the period of service and for one year after leaving said position (or office, in the case of elected officials).

PENALTIES: Any Boys & Girls Clubs of The CSRA member, employee or designated agent of Boys & Girls Clubs of The CSRA who knowingly and deliberately violates the provisions of this code will be open to civil suit by Boys & Girls Clubs of The CSRA without the legal protection of Boys & Girls Clubs of The CSRA. Furthermore, such a violation of these procurement standards is grounds for dismissal by Boys & Girls Clubs of The CSRA (if an employee) or such sanctions as available under the law (if an elected official). Any contractor or potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with Boys & Girls Clubs of The CSRA.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Notes, Loans, Etc.

All notes, loans and other indebtedness to be contracted in the name of the Boys & Girls Clubs of The CSRA (except open accounts and all other routine banking transactions), shall require the signatures of the Chair of the Board, or the Treasurer of the Board and the signature of the CPO, unless otherwise specified by the Board or established in the present management policies and procedures. All indebtedness over \$10,000.00 (Ten Thousand) must be approved by a majority vote of the Finance Committee; the Board must approve all indebtedness over \$10,000.

Boys & Girls Clubs of the CSRA
Procedure Type: Finance
Topic: Deeds, Conveyances, Etc.

The CPO shall execute all Deeds, Conveyances, Mortgages, Leases, Contracts and other instruments in the name of the Boys & Girls Clubs of The CSRA. However, if in any case the Finance Committee shall direct a different method of execution or signature it may do so notwithstanding the provisions of this Section.

Boys & Girls Clubs of the CSRA**Procedure Type: Finance****Topic: Revenue Goals and Reports**

The responsibility for reaching the Boys & Girls Clubs of The CSRA's budgeted revenue goals on a yearly basis is shared by the CPO and the Board of Directors and is specifically coordinated by the Resource Development Committee of the Board. The CPO in conjunction with the assigned staff for Resource Development and Marketing, and the assigned staff for Finance, develops and proposes revenue goals and objectives and submit them to the appropriate Committees prior to Board discussion and approval.

The assigned staff for Resource Development and Marketing prepares a monthly report on the status of the fund raising activities and presents it to the CPO and to the Resource Development Committee. The Finance Committee reviews monthly revenues and expenditures and if necessary makes recommendations to the Board and to the CPO of the Boys & Girls Clubs of The CSRA.

The Finance Committee and the Boys & Girls Clubs of The CSRA's CPO shall continuously plan for the long-term financial stability of the organization in accordance with the agency's long-term plans which will be reviewed periodically, and adjusted when necessary.

The Finance Committee shall use due diligence in overseeing the investments of Boys & Girls Clubs of The CSRA funds, by establishing and monitoring an investment strategy that gives proper recognition to risk and return.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Grants Compliance

Grants often require the fulfillment of certain conditions as set forth in the related instrument. Failure to fulfill the conditions could result in the return of funds to the grantors. It is the responsibility of the assigned staff for finance to oversee the fulfillment of the financial components of grant conditions. All grants shall be properly acknowledged in accordance to IRS regulations and all grantors shall be properly recognized.

When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Finance Staff. The Director of Finance should set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant.

It is the responsibility of the Finance Director and the designated staff to serve as grant manager to review the grant contract and extract any fiscal items which must be complied with by the Boys & Girls Clubs of The CSRA. Typically, for government grants, reference will be made to various publications put out by the Office of Management and Budget (OMB) and the Comptroller General's Office to with the Boys & Girls Clubs is responsible for adhering.

CURRENT OMB PUBLICATIONS INCLUDE:

- OMB Circular A-110 Grants and Agreements with Institutions of Higher Learning, Hospitals and other Non-Profit Organizations
- OMB Circular A-122 Cost Principles for Non-Profit Organizations
- OMB Circular A-133 Audits of Institutions of Higher Learning & Other Non-profit Organizations

It is the policy of the Boys & Girls Clubs of The CSRA to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, the Boys & Girls Clubs of The CSRA employees are expected to bring to the attention of management any instances of non- compliance.

When Boys & Girls Clubs is expending federal funds, prior written approval from the funder agency is required for the purchase of; capital expenditures for land or buildings, insurance and indemnification expenses, pre-award costs, public information service costs, publication and printing costs, and rearrangement and alteration costs.

The Boys & Girls Clubs will never request federal funds to pay for the following costs; bad debt expense, contingencies, contributions or donations to others, entertainment expenses, fines and penalties, interest, fundraising, or other financial costs.

Federal funds received in advance will be deposited into a separate federally insured bank account. Any interest earned from those monies will be submitted to the funder agency. BGCCSRA may receive federal funds on a reimbursement, draw down or cash advance basis. All appropriate documentation is retained and readily available to substantiate allowable cost to funders.

All expenses are monitored against the approved grant budget by the designated staff grant manager, the Director of Finance and the Executive Director. Expenditures are monitored for allowableness, reasonableness and against budget initially during the PO process. Monthly when reimbursement/draw down/financial reports are prepared, expenditures are also monitored for allowableness and against budget.

Boys & Girls Clubs of the CSRA

Procedure Type: Finance

Topic: Non-Supplant Policy

The Boys & Girls Clubs of The CSRA has implemented guidelines to ensure compliance with the federal fiscal requirement of supplement, not supplant. The purpose of the procedures is to ensure that the level of state and local support for programs remains at least constant and is not replaced by federal funds. Federal funds are used to supplement (add to, enhance, to expand, or increase) the funds available from non-federal sources, and not to supplant (replace or take the place of) the existing non-federal funds.

Determining whether or not federal funds are being used to supplant other funds can be complicated. There are a number of factors affecting the decision, e.g. understanding the availability of other funds for the project, identical or similar projects being funded from other sources, and the timing of funding changes in relation to the timing of receiving federal funding.

GUIDELINES FOR ENSURING SUPPLEMENTATION NOT SUPPLANTING:

- Federal funds are used to increase the scope of services offered to Club members.
- Federal funds are used to increase the quality and depth of services offered to Club members.
- Federal funds are used to increase the number of programs or services offered.
- Federal funds are used to increase the number of youth served for a particular program or for programs in general.
- Federal funds are used to support new programs and initiatives.
- Federal funds are used to support programs that would no longer exist (i.e. funding source was eliminated by funder not budgetary decision by BGCCSRA).
- Staff records are thoroughly maintained to demonstrate non-supplanting including:
 - For 100% of grant funded staff, semi-annual certifications of time and effort activities devoted to the grant.
 - For split-funded staff, time and effort reports (PARS) with clear delineation of time spent on each grant program; and other documentation that demonstrates accurate charges to the applicable grant programs. (e.g., detailed position descriptions and evidence of work such as program delivery and/or reporting).

Boys & Girls Clubs of the CSRA
Procedure Type: Finance
Topic: Anti-Fraud Policy (Page 1 of 2)

AUDIENCE: This policy applies to all Boys & Girls Clubs of The CSRA employees, volunteers, and contractors (business associates).

PURPOSE: The purpose of this policy is to provide guidelines and controls to aid in the prevention, deterrence, and detection of fraud, theft, waste, or abuse against the Boys & Girls Clubs. This policy expands upon the Boys & Girls Clubs Employee Ethics, Standards of Conduct, and Conflict of Interest policy and outlines more specific responsibilities and expectations related to fraud.

DEFINITIONS AND EXAMPLES OF FRAUD, THEFT, WASTE, AND ABUSE:

FRAUD is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Examples of fraud include:

- Any dishonest or fraudulent act
- Impropriety in the handling or reporting of money or financial transactions.
- Forgery or alteration of any document or account belonging to the Boys & Girls Clubs (checks, timesheets, invoices, contractor agreements, bid documents, purchase orders, electronic files, and other financial documents)
- Forgery or alteration of a check, bank draft, or any other financial document
- Financial report misrepresentation
- Misappropriation of funds, securities, supplies, inventory, or any other asset including furniture, computers, fixtures or equipment)
- Authorizing or receiving payments for hours not worked
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Boys & Girls Clubs that may be construed to be an attempt to influence the performance of an employee's official duty in the scope of employment for the Boys & Girls Clubs
- Destruction, removal, or inappropriate use of records, furniture, fixtures and equipment

THEFT is defined as the act of taking something from someone unlawfully. An example of theft is taking home a printer belonging to the District and keeping it for personal use.

WASTE is the loss or misuse of District resources that results from deficient practices, system controls, or decisions. An example of waste is not taking advantage of available early bird conference registration discounts.

ABUSE is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. An example of abuse would be using District equipment or supplies to conduct personal business.

POLICY: The Boys & Girls Clubs of The CSRA's policy is to promote consistent, legal, and ethical organizational behavior by:

- Assigning responsibility for reporting fraud, theft, waste or abuse;
- Providing guidelines to conduct investigations of suspected fraudulent behavior; and
- Making anti-fraud awareness training available annually.

ANTI-FRAUD AWARENESS TRAINING: BGCCSRA Operations Director will conduct employee training and/or provide training materials to Unit Directors during in-services and/or staff meetings on an annual basis.

RESPONSIBILITY TO REPORT SUSPECTED FRAUD: Each employee is required to report any suspected fraud, theft, waste or abuse or other dishonest conduct to BGCCSRA Chief Executive Officer or the Organization's Compliance Officer. Unit Directors do not have the authority to determine the merits of a report of suspected fraud- the Chief Executive Officer makes this determination after an internal investigation has been completed. The identity of an employee or complainant who reports suspected fraud will be protected to the full extent allowed by law. Suspected improprieties and/or misconduct concerning an employee's ethical conduct should be reported to Chief Executive Officer.

All employees are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Each Administrator shall be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of fraud. Any fraud that is detected or suspected must be reported immediately to Chief Executive Officer, who shall order an internal investigation. All employees will be held accountable to act within the organization's code of conduct. The Boys & Girls Clubs will not tolerate any type of fraud, theft, waste or abuse.

GUIDELINES FOR HANDLING A REPORT OF SUSPECTED FRAUD, THEFT, WASTE, OR ABUSE: Whether the initial report is made to Unit Director, Operations Director and/or the Chief Executive Officer, the reporting employee/individual should receive the following instructions and information:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Allow the Chief Executive Officer to order an internal investigation be conducted. Do not further investigate the allegations.
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Chief Executive Officer.
- Retaliation will not be tolerated. BGCCSRA will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud.
- Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
- The identity of an employee or other individual who reports a suspected act of fraud will be protected as provided by this policy.

RESPONSIBILITY OF COMPLIANCE OFFICER: Under the direction of the Board of Directors, the Compliance Officer or other designated investigator shall document the allegation and conduct an investigation. If the investigation substantiates the allegation of fraud, appropriate corrective action will be taken according to BGCCSRA policy. The Compliance Officer or other designated investigator shall make every effort to protect the rights and the reputations of everyone involved in a report of suspected fraud, including the individual who in good faith alleges perceived misconduct, as well as the alleged violator(s).

QUARTERLY COMPLIANCE REPORT: Investigated incidents of suspected fraud shall be reported to BGCCSRA Board of Directors on a quarterly basis. The Compliance Report shall include: whether the report was from an employee; the outcome of the investigation; and the corrective action taken.

VIOLATIONS AND CORRECTIVE ACTIONS: Employees who violate the Anti-Fraud policy and procedures will be subject to corrective action up to and including termination in accordance with BGCCSRA's Progressive Discipline policy. An employee who has engaged in any form of fraud, waste, or abuse; suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy; or intentionally reports false or misleading information is subject to such corrective action, up to and including termination. In addition, corrective action may be taken as provided by this policy against an employee who makes a report alleging fraud in bad faith.

Failure to comply with any part of this policy by a Contractor (Business Associate) could result in cancellation of the business or other relationship between the entity and the Boys & Girls Clubs. When appropriate, the Chief Executive Officer or designee will also report the violation(s) to federal, state and/or local law enforcement agencies.

Boys & Girls Clubs of The CSRA
Procedure Type: Finance
Topic: Invoicing (Grant Compliance)

SUPPLEMENTAL EDUCATIONAL SERVICES (SES) MONTHLY INVOICING PROCEDURES:

- Monthly invoicing is conducted by the Accounting Department
- The SES Coordinator must collect attendance sheets at the end of each month from the tutors, in addition to signed individual student plans (ISPs), and other progress reports.

THE FOLLOWING IS NEEDED IN ORDER FOR INVOICING TO OCCUR:

- Signed monthly copy of ISP (for student's first invoice only)
- Monthly Attendance Sheet
- Monthly Progress Report
- Signed Attendance Invoice (Student Sign-In Form) – RCBOE
- Summary Invoice
- It is the responsibility of each Site Coordinator to ensure that the student's parent signs off on their attendance sheet after each tutoring session.
- Invoices must be MAILED within 15 days of rendering services.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Compensation Process Policy

When hiring the Executive Director and other key employees, and thereafter on an annual basis, the Board will perform a thorough review to determine suitable compensation. This process is to include a review of comparability data by the Board of Directors or by Boys & Girls Clubs of America's Regional Service Director. Comparability data can include compensation surveys, written employment contracts and 990s of similar organizations. The board will retain documentation of the deliberation and final decision.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Whistleblower Policy

GENERAL: Our Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business “Our Code of Ethics and Conduct” (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

REPORTING RESPONSIBILITY: It is the responsibility of all directors, officers and employees to comply with the Code and to report violations in accordance with the Whistleblowers Policy.

NO RETALIATION: No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

REPORTING VIOLATIONS: The code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or comfortable with following the Organization’s open door policy, individuals should contact the Organization’s Compliance Officer directly.

COMPLIANCE OFFICER: The Organization’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the Board of Directors and is required to report to the audit committee at least annually on compliance activity. The Organization’s Compliance Officer is the chair of the audit committee.

ACCOUNTING AND AUDITING MATTERS: The audit committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

ACTING IN GOOD FAITH: Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

CONFIDENTIALITY: Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS: The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Job Vacancies

FILLING A VACANT POSITION: When filling a vacant employment position, it is important to take the necessary time to ensure the individual hired has the qualifications, competencies and abilities to be a valuable employee. Too often we are faced with being shorthanded and need a body immediately.

Failure to spend an adequate amount of time researching candidates usually results in a bad hire. The following are procedures to follow in posting job vacancies, accepting applications for employment, checking references and interviewing candidates.

POSTING A JOB VACANCY: The purpose of posting job vacancies is to raise awareness of professionals or future professionals of employment opportunities. The more job seekers are aware of vacancies the larger the pool of applicants will be. You should also consider targeting a certain demographic area for certain positions. For example, if you are in need of an Education Director, contact the Retired Teachers Association, Education Majors, Teachers, or Para-Professionals.

- All employment positions need to be posted for all current employees to see. Unit Directors are responsible for providing bulletin boards for these postings to be located. Each Unit Director is responsible for e-mailing the Director of Operations notices to be posted on the appropriate boards.
- Positions must be posted on the Boys & Girls Clubs of The CSRA website. You may request for employment positions to be posted in the local newspaper or other electronic job search engines. Provide the Director of Operations with details of the position and application process. You may consult with the D.O. to have vacancies posted in other locations such as local colleges or schools. Vacancies must be posted in at least two locations.
- To avoid an overwhelming amount of phone calls regarding the details of the job the posting must be informative. Include hours to be worked, rate of pay, duties, qualifications and location to apply. You may also request no phone calls.

APPLICATION PROCESS: There should be one person responsible for the disbursement and collection of applications to avoid misinformation. Candidates should be provided at least 10 days to apply for any position. Once the deadline to submit applications has passed consult with the Director of Operations and begin your review process. Read each candidates application carefully. Pay close attention to dates of employment to determine any gaps in time. Review their education history and avoid individuals who do not have a High School Diploma or who have not graduated. An individual's inability to complete High School is usually an indication of a lack of dedication and ability to complete tasks. Narrow the candidates down to four or five based on experience, field of study or other factors that may qualify them for the position. Place phone calls to schedule interviews for the selected candidates. All other applications must be kept until the position has been filled.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Interview Process

Interviewing candidates is a difficult task. Federal law requires employers to conduct the applicant screening and hiring process in a nondiscriminatory manner. Therefore, the Equal Employment Opportunity Commission (EEOC) cautions that inquiries concerning an applicant's race, color, religion, or national origin, either directly or indirectly, may be regarded as evidence of discrimination.

In order to prevent false accusations from disgruntled applicants, always have at least two staff members interviewing. The Director of Operations and/or the Executive Director should be present at all interviews.

You should ask questions regarding previous employment, such as: roles and responsibilities, length of employment and reason for leaving. You should ask specific questions related to the vacant position. Example: If you are interviewing for an Art Director you should ask "what type of art programs have you implemented?", "how many children were you responsible for?", and "who was responsible for planning and developing the activities?".

ADDITIONAL INTERVIEW BEST PRACTICES TO FOLLOW INCLUDE:

- Use the same series of questions for all interviewees
- Screen down the resumes to no more than 10 applicants
- Identify the critical job requirements and ask questions related to those requirements
- Tell the interviewee the format of the interview and how much time will be allotted for the process
- Use the applicants past experiences to predict future behavior, do not use hypothetical questions
- Involve more than one person in the interview and selection process
- Allow sufficient time
- Do not ask questions that can be answered with a "yes" or "no"
- Stick to the issues and purpose of the interview
- Reserve time for the interviewee to ask questions
- In closing tell the person what the next step will be
- Never make promises you can't keep!
- The interview team then ranks the candidates from the same series of questions asked each one and selects the top candidate based on the ranking.
- At the conclusion of the interview you should ask the candidate if it is O.K. to check their references. You should also ask if their current employer is aware that they are seeking other employment. Always require no less than three employment references and three personal references.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Nepotism

BGC is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, the following restrictions apply to the hiring of relatives. Relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include but are not limited to hiring, retention, transfer, promotion, wages and leave requests.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Reference Checks

It is a requirement of the Boys & Girls Club to record at least two written verification of reference checks of all job applicants who will be offered employment.

There is a reference check form in the employee packet that must be completed before a person begins employment. The reference check form includes; the type of reference, the name of the individual spoken to, reference person's address and phone number, the potential hire's dates of employment with reference person, the primary duties, whether the individual had a satisfactory attendance record, whether the individual is eligible for rehire, if there is any reason the person should not be working with children.

If the reference was unable to supply any information, or attempts to reach the reference were unsuccessful, it should be recorded on the form as such.

In addition, a form is sent to two former employers for their signature. This form does not have to be returned before the onset of employment as long as a completed reference check form is submitted in the packet.

Boys & Girls Clubs of The CSRA

Procedure Type: Human Resources

Topic: Background Check & Barrier Crime Policy

The Boys & Girls Clubs of the CSRA is committed to selecting and retaining the best staff and volunteers to serve its youth. As a part of the initial selection process and on an on-going basis, The Boys & Girls Clubs of the CSRA will:

- (1) Conduct criminal background checks of all employees, including minors, board volunteers, who serve on a standing or enumerated committee, advisor or otherwise.
- (2) Conduct background checks on all volunteers, including minors who have direct repetitive contact with Club members.

Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals. Fingerprint checks are good for 5 years however; all employees will adhere to a yearly first advantage/enterprise advantage record search.

All background checks findings shall be considered when making employment or volunteer decisions. The Boys & Girls Clubs of the CSRA will not consider an applicant eligible for employment or volunteer service, if such individual:

- refuses to consent to a criminal check
- makes a false statement in connection with such criminal background check
- is registered, or is required to be registered on a State or National sex offenders registry
- is dishonest on job application
- has been convicted of felony consisting of any of the following:
 - murder or manslaughter
 - child abuse or child neglect
 - a crime against children, including child pornography,
 - spousal abuse
 - a crime involving rape or sexual assault,
 - arson or
 - physical assault, battery
 - felony stalking
 - drive by shooting
 - robbery
 - abduction for immoral purposes
 - pandering
 - felony violation of protective order
 - extortion by threat
 - felony terroristic threat
 - felony possession of drugs within (7) years of date if application
- abuse of elderly and incapacitated adults

Other crimes which may exclude volunteers/staff temporarily from service:

- DUI- 1 year following conviction
- Possession/Distribution – (5) years following conviction
- Shoplifting – (5) years following conviction
- Simple Assault – (5) years following conviction

All pending charges for barrier crime (except crime against minors) and convictions for other crimes revealed through background checks shall be reviewed on a case-by case basis to determine if individual poses a safety risk to children and to organization. No individual may be found ineligible because of pending charges, except those for barrier crimes. However, an individual may ultimately be found ineligible if the previously pending charges results in a conviction which indicates that the individual ineligible unless or until such charges are subsequently dismissed or the individual is found not guilty.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Starting a New Hire

All new hires are contingent upon the successful completion of a drug test and background check. No employee is allowed to begin work without these results. To obtain a background check and drug testing, potential employees submit completed employment packet to the Director of Operations. The Director of Operations will schedule testing and submit appropriate background check paperwork. Once all screening is complete, the Director of Operations will notify potential employee of results. See also employee handbook. After passing a pre-employment drug test, an individual who is offered a position should not begin work until the employee packet is complete. An employee will not be placed on payroll until the employee packet has been completed and returned to the Administrative Office. All new employees must complete the new hire orientation prior to being placed in a Club to work.

EMPLOYEE PACKET MUST INCLUDE:

- Employee Information Checklist
- Application, resume and other employee supplied materials
- IRS Form W-4
- State of Georgia Employee Withholding Exemption certificate
- Federal Form 1-9 (With copies of supporting documents)
- Criminal Records Check Release Form (notarized, and returned from records)
- Motor vehicle driving record check (if applicable)
- Copy of current Georgia state driver's license
- Signed job description
- Offer of employment letter with date of hire
- Employer reference check record completed by the person hiring
- United Way Contribution Form
- Signed acknowledgment of receiving, reading and understanding the Employee Handbook
- Signed acknowledgment of receiving, reading and understanding the Drug Policy
- For full-time employees, the employee packet will also include Medical/Dental/Life/Disability Insurance Form.

When all new hire criteria have been met, the employee should then shadow other employees for no less than 3 days before working on their own. When the new employee reports for work for the first time it is the job of the Unit Director to prepare the employee for their duties. The employee must be made aware of the organizations policies and procedures and their moral responsibilities as an employee of the Boys & Girls Clubs of The CSRA.

Past Employees Returning to employment must complete new documents as stated above and prior benefits will be null and void unless transferring from another Boys & Girls Club of The CSRA site.

BGCCSRA does not employ any person with a criminal background for the following barrier crimes: violent crimes, crimes against children, felony crimes, or sexual crimes. Other criminal records are subject to consideration and approval of the Executive Director. BGCCSRA considers the type of crime as well as the time that has passed since the offense in evaluating potential employees with criminal backgrounds that are not barrier crimes. All employees driving BGCCSRA vehicles must have a "clean" driving record.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Orientation

New employees should feel welcome and part of the organization from day one. Once an employee is hired they should be acquainted with the organization and channels of communication through which they can obtain information and answers to questions. A new hire's immediate supervisor will conduct the orientation process including orientation on the Boys & Girls Clubs of the CSRA organization, the Boys & Girls Club Movement, and duties related specifically to the new hire's job.

THREE SEPARATE PERSONNEL FILES ARE MAINTAINED:

1. A file containing all I-9 forms along with supporting documentation (driver's license, etc.). BGCCSRA maintains two separate I-9 files, one for active employees and one for inactive employees. BGCCSRA must use currently updated I-9 Forms. The Director of Operations should audit the I-9 files annually to ensure compliance.
2. A medical file on each employee is maintained including any medical related information including but not limited to drug screens and medical benefits enrollment information. Other examples include:
 - Health insurance application form
 - Life insurance application form
 - Request for medical leave of absence regardless of reason
 - Personal accident reports
 - Workers' compensation report of injury or illness
 - OSHA injury and illness reports
 - Any other form or document which contains private medical information for a specific employee.
3. A general personnel file is maintained on each employee to include employment information such as:
 - Request for application
 - Employee's original employment application
 - Prescreening application notes
 - Employment interview report form
 - Education verification
 - Employment verification
 - W-4 Form
 - Garnishment orders and records
 - Authorization for all other payroll actions
 - Other background verification
 - Rejection letter
 - Employment offer letter
 - Employment agency agreement if hired through an agency
 - Employee Handbook acknowledgment form showing receipt of Handbook
 - Checklist from new employee orientation showing subjects covered
 - Transfer requests
 - New employee progress reports
 - Performance appraisal forms
 - Performance improvement program records
 - Training history records
 - Training applications/requests
 - Skills inventory questionnaire
 - Training evaluation forms
 - In-house training documents
 - Exit interview form
 - Final performance appraisal
 - Exit interviewer's comment form
 - Record of documents given with final paycheck
 - Emergency Contact Form
 - Insurance waiver(s)/drop form(s)
 - Vacation accrual/taken form
 - Request for non-medical leave of absence
 - Retirement application
 - Payroll deduction authorizations
 - COBRA notification/election
 - Tuition reimbursement application and or payment records
 - Report of coaching/counseling session
 - Employee Assistance Program consent form
 - Commendations
 - Employee written warning notice

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Personnel Files (Page 2 of 2)

BGCCSRA keeps certain records relating to individual employment in a personnel file. The documents contained within that file are the property of BGCCSRA and must be maintained for government and BGCCSRA recordkeeping purposes. Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements. All files connected with an employee are considered strictly confidential, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question. Authorized personnel include the Executive Director, Operations Director and Finance Director.

All three files are kept in lock cabinets with access limited to only those authorized. All three files are kept separate and apart meaning at least in a different file drawer within a filing cabinet.

If an employee wishes to view the contents of his or her personnel file, the employee should report during off-duty time or, with permission from his or her immediate supervisor, during work time to the Administrative office and file a written request with the Director of Operations. The Operations Director will verify employee identity and provide a confidential area for employee to view the contents of the file. If employee would like to get a copy of a company record relating to their employment, said employee should let the Director of Operations know which document(s) need to be copied. BGCCSRA reserves the right to charge a copying fee at minimum of ten cents per page.

Employees may not take or alter any document found within their personnel file. If an employee disagrees with one of the documents, they may ask the Director of Operations for permission to add a document containing their comments regarding the document with which they disagree.

Both at and after the time an employee separates from employment, employees may request copies of documents in their personnel file through the Director of Operations. Personnel files will be maintained in company archives in accordance with all applicable legal requirements.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Child Labor Laws

Boys & Girls Clubs of the CSRA will abide by the following requirements of the Child Labor Laws when employing minors:

- Youth ages 16 and 17 may perform any non-hazardous job for unlimited hours.
- Youth under the age of 16 may not work:
 - During school hours
 - More than 18 hours during any week when school is in session
 - More than 40 hours when school is not in session
 - More than 3 hours during any day when school is in session
 - More than 8 hours per day when school is not in session
 - From 7:00 p.m. to 7:00 a.m. on any day, except during the summer (June 1 through labor Day), when the restricted hours are 9:00 p.m. to 7:00 a.m.

Although youth ages 18 and over may work unlimited hours, they are still subject to the same wage and hour laws concerning overtime pay.

Any exceptions to these laws do not apply to employment at Boys & Girls Clubs of the CSRA. Contact the Executive Director with any questions about child labor laws.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: COBRA

ELIGIBILITY/ENROLLMENT:

All full time employees and their eligible dependents covered by Boys & Girls Clubs of the CSRA medical and dental plans have the option when they are terminated to continue their coverage through COBRA.

After an employee's termination, a COBRA notice is mailed to the employee along with an election form that must be completed and returned to Boys & Girls Clubs of the CSRA. Once received, Boys & Girls Clubs of the CSRA will then submit the completed form to the carrier within their time restrictions.

COST/PAYMENT:

The employee will pay the amount of the premiums to the organization along with a 2% administrative fee. Payments must be timely each month for coverage to continue. Coverage can last up to 18 months, and can be extended to 36 months for dependents.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: CPR/First Aid Training

The Director of Operations and Unit Directors must be CPR/First Aid certified. Unit Directors must ensure that the staff in their Units are trained in CPR/First Aid within the first 6 months of their employment.

The Organization may provide CPR/First Aid Training in the spring at no cost to the employee.

If an individual is not certified or certification has expired and is unable to attend the training, he/she must find an outside source to complete the training at his or her own expense.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Discipline and Documentation Policy

Discipline is a method to guarantee the smooth and orderly operation of the organization and to assure that employees comply with the standards of performance expected of them as written in the policies of the organization. Discipline issues fall into two categories; 1. below-par performance and job skills 2. behavior problems. Because a record of discipline or lack of it could become an issue in any litigation involving an employee, it is imperative that supervisors use and document discipline when required. All discipline documentation should be forwarded to the Administrative Office to be placed in the employee's file.

THE FOLLOWING APPROACH SHOULD BE TAKEN BY SUPERVISORS TO DISCIPLINE STAFF:

- Discipline may be, but is not required to be progressive. Progressive discipline follows four basic steps of counseling including; determining whether the employee was aware of the standard in question, a verbal warning, a written warning, and discharge. Suspension or probation may be part of progressive disciplinary action as long as the supervisor is clear on the expectations and outcomes.
- A supervisor should keep records of all counseling sessions and/or warnings given. These records are to be kept, permanently on the supervisor's computer as well as in the employee's personnel file located at the Administrative Office.
- The degree of corrective action is at the discretion of the supervisor, however, discipline should be consistent and fair to all employees.
- During a written reprimand and/or termination, the Director of Operations and Executive Director must be present.
- Discipline should be discussed calmly and objectively and action should be taken immediately following unacceptable behavior or poor performance.
- Assistance reviewing a write-up may be requested of a manager's supervisor.
- With a goal of staff improvement, the employee should take part in determining the corrective action to be taken and the consequences if the terms are not met.
- Discipline and all pertinent communications records will should be kept confidential.
- Annual Performance Evaluations should not be confused with the administration of discipline. Discipline is focused on changing a specific behavior within a set timeframe.

ELEMENTS OF WRITTEN DISCIPLINE DOCUMENTATION:

- Date, time, place of infraction, statement of behavior/performance issue, and the specific rule or standard violated.
- Objective/factual account of the employee's behavior.
- A clear and mutual understanding of how the employee is to correct their current behavior or performance, including specific training if applicable.
- A timeline for correcting behavior issue including a date for review of improvement.
- A clearly stated, mutual understanding of the consequence(s) for not meeting the expected performance results.
- Signature and date of both supervisor and employee, including optional comments provided by employee.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Drug Testing (Page 1 of 2)

The Boys & Girls Club is committed to protecting the health and safety of its employees, members, and the general public by maintaining a drug free workplace which meets or exceeds the requirements outlined in the Federal Drug Free Workplace Act of 1988 and complies with any and all state and federal statutes. The illegal manufacture, distribution, dispensation, possession, or use of alcohol or drugs in the workplace is strictly prohibited. The illegal use of drugs includes the use of illegal drugs and the illegal use of prescription drugs that are considered "controlled substances." Under this policy, an employee cannot come to work under the influence of alcohol or illegal drugs. All full time, part time, seasonal, and contracted employees of any age working at the Administrative Office, Club Units, Teen Centers, and/or Outreach Facilities, are covered by this policy. Any employee in violation of the DRUG FREE WORKPLACE policy will be terminated from employment with the Boys & Girls Club.

EMPLOYMENT REQUIREMENT:

All offers of employment are conditional on applicants testing negative for the presence of illegal drugs. Employees will be asked to submit to a drug and/or alcohol test based on reasonable suspicion that their ability to perform work safely or effectively may be impaired. Any conditional applicant who refuses to submit to, tampers with, or fails to pass the pre-employment drug test will be ineligible for hire. If an employee refuses to consent to testing, fails to appear for testing, fails to cooperate with the testing procedures, or tampers with the test, he or she will be subject to termination. The testing of employees will occur during a regular work period and the organization will pay all costs associated with the test. Testing occurs at an off-site testing facility.

- Conditional applicants must complete test the same day or no later than closing time of the labs on the following day after being requested to be tested by the organization. The individual being tested will be required to read and sign a form consenting to take and to release the results of the test to the Boys & Girls Club. A copy of the Drug Testing Request form will be provided to the applicant upon request.
- Employees asked to submit to testing based on reasonable suspicion will be required to report to the test site immediately. Employee will not be allowed to drive to the site, staff will take the individual to the site or make arrangements to have the person transported.
- The employee being tested must have a photo I.D. or an approved person must verify their identity.
- The employee being tested may be asked to show proof of prescription medication(s) currently being taken.

DRUG TESTING PROCESS:

The drug-testing process is designed to balance our respect for individuals with the need to maintain a safe and productive workplace free from the illegal use of drugs and the use of alcohol. Substance abuse testing may involve urine, blood, or breathalyzer testing or any other means of testing not prohibited by federal or state law. Urinalysis testing will include, but will not be limited to testing for the presence of; amphetamines, cocaine, opiates, phencyclidine, and THC. Breathalyzer or urinalysis testing may be required to detect the presence of alcohol.

The Boys & Girls Club uses specific testing sites. Names of those sites are available through the Administrative Office. The organization assures that testing will be taken in a manner that guarantees its reliability. All drug tests taken for Boys & Girls Clubs of the CSRA will be:

- Conducted in a laboratory where samples are analyzed and screened for the presence of illegal drugs
- Taken under reasonable and sanitary conditions
- Properly documented with accurate labels and any relevant employee input, including information about the employee's use of prescription or non-prescription drugs
- Collected and stored in a manner to prevent contamination, adulteration, or misidentification
- Positive tests will be confirmed by a second test, which will be different than the first test
- The employee being tested should avoid drinking large amounts of fluids. Another test may be required if the results are determined to be "watered down".

RESULTS & APPEAL PROCESS:

- Conditional applicants will be offered employment upon a negative test result. Offers of hire will be withdrawn for those conditional applicants who test positive.
- Employees/potential employees who produce a negative screening (meaning no illegal or illicitly used substance present) will be considered to have tested negative, and no further testing will be done on the sample. Negative test results are usually available by telephone within 48 hours following the test and written confirmation is received within two weeks. Authorized BGCCSRA personnel can call for results.
- If the first screening is positive, then a chromatographic technique is used to confirm the validity of the first test to eliminate any false-positive tests and confirm the presence of illegal drugs. Second confirmations usually take 3 to 4 days before results are available.
- Any employee who fails to appeal a positive test result and/or fails to submit proof of legal medications that are determined to have affected the test result will be terminated.
- Employees who test positive will be notified in writing by BGCCSRA staff of the results within one working day of receiving results.
- Within 24 hours of a positive test result, an employee may appeal the test results in accordance with the procedures listed herein, and/or divulge the use of any and all medications that may have affected the test results. An employee may also request that a retest of the same sample be performed. Any costs associated with the retest will be the responsibility of the employee. The organization will suspend the employee while awaiting the result of the retest or an appeal investigation. A second positive test will result in immediate termination. A negative test will result in reinstatement with back pay for days missed while on suspension.
- If requested, the organization may provide employees/potential employees with a copy of the test results report.

DRUG TEST COMMUNICATION DISCLOSURE:

Test results and communications related to drug or alcohol testing will be kept in a separate file that is separate from the employee's employee file. The Boys & Girls Clubs of the CSRA will provide a tested employee with access to written results of their drug test only. The organization will treat communications regarding a drug or alcohol test as confidential, information regarding a drug or alcohol test may be disclosed as follows:

- In a proceeding related to an action taken by the BGCCSRA or the employee
- To staff designated by the organization to receive results from the test facility or to receive explanations and appeals from the tested employee
- To members of management, administration, or operations, as needed
- To an arbitrator, mediator, court, or government agency as permitted by law
- For Club members, to the member's parents or guardian.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Employee Performance Plan

THE PURPOSE OF AN EMPLOYEE PERFORMANCE PLAN IS TO:

- Define job expectations
- Provide supportive supervision
- Assess training and development needs
- Establish a system to measure performance, base salary actions, and provide recognition

THE OUTCOME OF A SUCCESSFUL EMPLOYEE PERFORMANCE PLAN IS TO:

- Improve employee's performance on their present jobs
- Enable employees to maintain performance levels as their present jobs change
- Prepare employees for new jobs
- Provide dedicated, talented, creative, skilled people who are able to engage and impact youth in a significant way

EMPLOYEE'S ROLE IN CREATION/EVALUATION OF EMPLOYEE PERFORMANCE PLAN:

- Review and update of current job functions and performance standards to establish a yearly performance plan that is in line with requirements of the position
- Continual assessment of strengths and weaknesses, current performance, and long-term career potential
- Attendance of training that will help achieve goals outlined in performance plan
- Records of trainings attended

SUPERVISOR'S ROLE IN CREATION/EVALUATION OF EMPLOYEE PERFORMANCE PLAN:

- Review and update employee's current job functions and performance standards to create the yearly Employee Performance Plan
- Hold quarterly and yearly performance reviews to assess individual performance and to establish, review, and update job functions and performance standards as needed
- Determine what training has taken place, review past training evaluations, assess the training needed by each employee to achieve his or her potential, and provide training opportunities
- Assist with the design of an individual training program for each employee as needed

ADMINISTRATIVE STAFF'S ROLE IN CREATION/EVALUATION OF EMPLOYEE PERFORMANCE PLAN:

- Provide packets to employees and supervisors that contain forms for the performance plan
- Update job descriptions based on current job functions of like positions by reviewing performance plans
- Assist with locating training classes, assess training classes for content and cost effectiveness

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Employee Packet Forms

DRUG TESTING FORM:

Before an offer of hire can be made the candidate must be drug tested and the results must be negative. Candidate should be provided with a copy. Candidates must report to be tested any time after they are informed of the requirement but no later than the close of the testing site the following day. Results will be available from the drug testing lab within 48 hours of the test. *For additional details, see Drug Testing Policy.

EMPLOYMENT APPLICATION:

While resumes can be included in the employee packet, an application must also be filled out and included in the packet.

EMPLOYEE INFORMATION CHECKLIST:

This form is used as a checklist to verify all other forms have been completed. The top portion of the form is filled out by the employee and includes emergency contact for the employee.

FEDERAL AND STATE TAX WITHHOLDING FORMS, W-4 AND EMPLOYEE WITHHOLDING CERTIFICATE:

- Deduction amount literature may be supplied to an employee, but no advice can be given
- Students are subject to withholding the same as other employees, they are not "exempt" because they are students
- The rules allowing "exempt" status are listed on the Federal W-4 form, line 7, no advice can be given to any employee on "exempt" status
- State Withholding is a standard deduction based on marital status, employment of spouse and dependents

UNITED WAY FORM:

Although United Way giving is voluntary, employers should explain to each new employee that we are a United Way Agency and receive approximately 100/0 of our funding from United Way.

EMPLOYEE HANDBOOK:

Each employee must receive an Employee Handbook. The employee can be given up to one week to read the manual and return the signed Acknowledgement of Receipt of the handbook.

DRUG POLICY:

Each employee must receive a copy of the drug policy. The employee must read the policy and return the Acknowledgement of Receipt of the drug policy.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Exit Interview

The Exit Interview can be a valuable tool for management to use for identifying and eliminating problems within the organization that cause employee turnover and costly lawsuits. Exit interviews help management keep a finger on the pulse of employee morale by providing feedback about employees' opinions and attitudes.

Exit interviews establish a record. It is important, legally and practically, to pin down an employee's story for lawsuit entanglements, unemployment compensation cases, etc. Exit interviews should always be conducted a day or two before the employee leaves if possible, except in the case of an involuntary termination. With employees who are being involuntarily terminated, the exit interview is part of the termination process.

The Boys & Girls Club Exit Checklist Form should be used at all times. The original form is signed by the interviewer, the employee, and in the case of involuntary terminations, the witness. The form is then placed in the employee's file.

Exit interviews must be carefully documented as they may, in some cases, serve as the last opportunity to discuss issues without the employee's lawyer present.

EXIT INTERVIEW CHECKLIST INCLUDES:

- Documentation of the return of BGCCSRA property (computers, supplies, etc.)
- Documentation of any funds owed to the organization that will be deducted from the final paycheck
- Confirmation of any benefits if applicable (COBRA, Pension, etc.)
- Confirmation of the amount of the final check and where and when it will be available to the employee
- Documentation of employee feedback about the organization
- Permission by employee for the organization to supply reference information

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Daily Clock In/Out

Each location maintains a daily clock in/clock out time sheet for each employee by pay period.

When an employee arrives at work, he/she clocks in with the time and date of arrival. If time has to be written in for any reason, the supervisor verifies this time with his/her initials.

The procedure is repeated when the employee has completed work for the day. An employee may not clock in earlier than his/her scheduled start time without prior approval.

The Unit Director notes reasons for absences or other explanations as needed on the timecard. Timecards for non-exempt employees are completed for a two-week period beginning on Wednesday and ending on Tuesday. Timesheets are verified by management staff and forwarded to the appropriate members Administrative Office staff by 8:00 AM the day following the closing of the payroll period.

The Administrative Office must be notified of any changes in a full-time staff person's salary by way of a Change in Status Form by the Friday prior to payroll processing day.

The Administrative Office must be notified of any changes in a part-time staff person's hourly rate by way of a Change of Status Form by the Friday prior to payroll processing day.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: I-9 Form

The federal Immigration Reform and Control Act (IRCA) of 1986, prohibits employers from hiring illegal aliens.

- Employees must provide employers with documents that show eligibility to work and identity
- Once a person is offered a position, employers must require proof of their employment eligibility, examine the documents presented, and record the documents on the 1-9 form
- Form 1-9; Section 1 must be fully completed at the time of hire - when the employee begins work
- Form 1-9; Section 2 must be completed within three business days of hire. If the employee cannot present the required document within 3 business days of the date employment begins; they must present a receipt for the application of the document(s) within 3 business days and the actual document within 90 days
- The employer is fully responsible for reviewing and insuring that the employee fully and properly completes Section 1
- The employee must present:
 - One of the allowable documents from LIST A on the reverse side of the 19 form or
 - One of the allowable documents from LIST B and one of the allowable documents from LIST C
- Employers do not have to re-verify the status of individuals they previously employed if the worker is rehired within three years of the initial execution of the 1-9 form

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Job Descriptions

It is the policy of the Boys & Girls Clubs of the CSRA to conduct a job analysis and develop written job descriptions for every position in the organization. A job title will head each description and will include the duties and responsibilities of the job and the location of the position within the channel of authority. When appropriate, the skills, education, experience, and knowledge required to perform the job will also be included. A copy of each job description is in the forms binder or available by request at the Administrative Office.

Each unit, center, or office must use the same job titles and job descriptions. The following positions are recognized by the organizations, however this list is not comprehensive and may be amended as needed:

FULL TIME POSITIONS:

- Executive Director
- Operations Director
- Resource Development Director
- Grants Coordinator
- Administrative Assistant
- Unit Director Part Time Positions:
- Games Room Instructor
- Education Specialist
- Lead Tutor
- Family Liaison
- Arts Instructor
- Athletic Instructor
- Life Skills Instructor
- Membership Clerk
- Bus/Van Driver
- Mentoring Coordinator
- Volunteer Coordinator

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Laws Governing Employment

A variety of Federal and State laws affect and govern personnel policies. All personnel in supervisory positions should familiarize themselves with employment laws and regulations. If there are any questions regarding these laws, please contact your immediate supervisor or the Executive Director.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Compensation and Status

Payroll is executed bi-weekly. Paychecks or direct deposits will be provided to each employee by their supervisor on the pay date.

Monthly payroll expenses will be verified by the Finance Director and Executive Director against payroll reports and direct deposit reports and reconciled with checking account reports.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Payroll Change in Status

In order to be processed, Payroll Change in Status Form must be submitted to the Administrative Office at least three days prior to the transmission of payroll. The following changes can be made on a Payroll Change in Status form:

- Name Change
- Address Change
- Telephone Number Change
- Club Location Change (location of employment change)
- Position/Title Change within the Organization
- Wage Change/Reason for Wage Change
- Employee Leave

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Performance Evaluation

Performance Evaluations serve as a tool to determine salary increase based on a worker's contribution to the organization. In some cases, they may also become a factor in lawsuit procedures. Appraisals should be honest in the approach to provide feedback to the employee. Supervisors should avoid giving exaggerated, glowing reviews if an employee is not performing satisfactorily. Supervisors should review general guidelines to develop consistent, objective, and specific reviews.

PERFORMANCE EVALUATION GUIDELINES:

- New employees should be provided with a review after 3 months and 6 months of employment, then revisited quarterly thereafter
- Continuing employees receive an annual review and are then revisited quarterly thereafter.
- Performance should be measured against the standards of the job and goals set during any previous reviews
- Concrete and concise terms should be used to describe performance and specific behaviors.
- Supervisors conducting performance reviews should take care to avoid the "halo effect" where one outstanding quality or a recent success or issue with the employee is the determining factor in the review
- The role of the employee and his/her performance as it relates to the Unit and to the organization as a whole should be discussed
- Boys & Girls Clubs of the CSRA Evaluation Procedure should always be followed
- Employees should sign their review form after they have been given a chance to comment in writing regarding the review
- A copy of the signed review is given to the employee, and a copy of the review along with any employee comments are forwarded to the Administrative Office for the employee's file
- Quarterly performance reviews may be completed for employees to assist the organization with assessment of employee progress on goals
- Objectives of performance evaluations are to record progress on goals, determine if performance standards, goals and timelines need to be amended, to revisit job expectations, to encourage personal development, to establish an ongoing dialogue with each employee, to provide opportunities for growth, to share observations and concerns on an ongoing basis, and to provide an opportunity to mentor employees

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Termination

Termination may be voluntary or involuntary. Employment is considered to be "at will" for both employee and employer- an employee can terminate employment with or without cause and with or without notice.

Employees who resign are requested to give advance notice, but it cannot be required. Close out reports should be submitted by the employee to assist with a smooth transition.

When discharging an employee, it is assumed that actions will possibly be subject to legal review. It is the role of the Administrative Office to:

- Compile documentation for terminations and keep copies of performance evaluations and performance notices
- Provide notice to full time employees eligible for COBRA benefits
- Have the final paycheck ready, which includes any accrued vacation
- Have a witness in the room during a termination
- Be prepared to state the rule(s) or standard(s) that have been violated
- Ask the employee if they understand why they were terminated.
- Always be fair and never humiliate the employee
- Be candid in assessment and avoid insulting the employee
- Give the employee an opportunity to share the way they feel about the organization, their supervisor, or the situation that lead to the discharge.
- Be consistent in reason(s) for termination
- Make sure the discharge is impartial and consistently enforced with all employees
- Avoid discouraging an employee from seeking legal counsel
- Withhold future recommendations for a terminated employee
- Obtain legal counsel regarding terminations

Boys & Girls Clubs of The CSRA

Procedure Type: Human Resources

Topic: Employee Termination, Resignation, and Retirement

It is the responsibility of each supervisor to ensure that existing employees under their supervision who resign, are terminated, or who are retiring pay any amounts due to the organization and return all agency property before final paycheck is issued. Appropriate documentation must be forwarded to the assigned staff for finance staff to ensure accurate payroll processes.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Time Card Procedure

The Boys & Girls Clubs of The CSRA uses an electronic staff time tracking system.

- Upon hire, all employees are entered into the system
- Upon hire, all part-time staff members are issued a staff time card to scan in and out of the staff time tracking system
- BGCCSRA work weeks run from Sunday to Saturday
- Overtime pay is paid for time worked over 40 hours within a work week
- Employees taking lunch should clock in and out
- Any time an employee forgets to clock in/out for work or lunch, time should be written in and initialed by employee and supervisor
- At the end of each pay period, Unit Directors must pull their Unit's time sheets report. All staff must sign the report next to their time. Unit Directors must all sign the staff time report. Copies must be kept on site and provided to the Administrative Office.
- Time card reports should be turned in to the Administrative Office by 12:00 pm on Monday
- PARs (Personnel Activity Records) must be completed by employees whose positions are funded by grants that require PAR documentation. For partially grant funded employees, PARS are required weekly. For fully funded positions, PARS semiannual certifications of time and effort are required. All PARs should be signed by the employee and their immediate supervisor. PARs must reflect the actual time worked on grant tasks (not scheduled time). PARs must be submitted with time card reports bi-weekly. The failure to submit PARs by the due date may result in disciplinary action including holding of paycheck.

Boys & Girls Clubs of The CSRA

Procedure Type: Human Resources

Topic: Boys & Girls Club of the CSRA Overtime Policy for Nonexempt Employees

Nonexempt employees only.

Nonexempt employees may be required to work overtime hours when operating requirements or other business needs of The Boys & Girls Club cannot be fulfilled during regular working hours. (Prior approval needed.) The failure to work overtime when requested may lead to discipline, up to and including termination or employment.

Supervisor Approval and Time Sheets

Nonexempt employees are not permitted to work in excess of their regularly scheduled hours without their supervisor's and the Finance Director's advance written approval. (See attached.) Working overtime without prior supervisor authorization or failure to work scheduled overtime may result in disciplinary action, up to and including termination.

All nonexempt employees, whether salaried or hourly, must complete and sign a time sheet reflecting actual hours worked each day, including overtime. The time sheet must be verified and signed by the employee's supervisor.

Overtime Compensation

The overtime pay rates are as follows:

- Time and a half: An employee will receive 1 1/2 times his or her regular hourly rate of pay for all hours worked beyond 8 hours in one workday or 40 hours in a single workweek, in accordance with state and federal law.
- Double time: An employee will receive double time for any work in excess of 12 hours in one workday. Double time will also be paid for all work over 8 hours on the seventh consecutive day of work in a week. Overtime pay is based only on actual hours worked. Hours paid for time off, such as lunch, vacation, illness, or other causes, will not be considered hours worked for purposes of computing overtime pay.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Time Off Request

Full Time Employees of BGCCSRA are required to complete a request for leave form when requesting time off. Request for leave forms must be approved by the employee's direct supervisor before being submitted to the appropriate Administrative staff for approval/entry. Vacation will be approved based on seniority and when there is reasonable coverage for operations. If applicable, Family & Medical Leave has many requirements and stipulations. Any time an employee requests FMLA, the Executive Director must be contacted for instructions. Law allows time off for military duty or jury duty. Employees should contact their immediate supervisor for guidance. Other leave time may be requested for various reasons and is approved or declined on a case-by-case basis. Completed request for leave forms are kept in the employee files.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Wage and Hour Requirements

Boys & Girls Clubs of the CSRA must pay employees at least minimum wage under the Fair Labor Standards Act. All overtime work must be pre-approved. Under the Fair Labor Standards Act, Boys & Girls Clubs of the CSRA must pay overtime of one-and-one half times an employee's regular pay rate for hours worked in excess of 40 hours in a workweek to non-exempt employees.

NON-EXEMPT EMPLOYEES AS VOLUNTEERS:

A non-exempt employee may volunteer without pay for the employer, provided the following criteria are met; work must be performed for a public, religious, or humanitarian service, without expectation of pay, at the employee's initiative, on the employee's own time; and the duties must not be their regular job duties.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Workers Compensation

Workers' Compensation Insurance, in accordance with appropriate state laws, is carried to protect any employee on job-connected injuries arising "out of and in the course of employment. Exceptions are made for injuries caused by the employees' willful misconduct or willful intent to injure himself or herself. BGCCSRA's current worker's compensation carrier is: Westport Insurance, Policy #: WCX 00 138 75. Following any accident, it is the responsibility of the Unit Director or manager to investigate the accident and submit an incident report along with the Employer's Report of Injury to the Administrative Office and Executive Director.

PROCEDURES FOR PROVIDING WORKERS COMPENSATION:

- Every injury occurring in the course of employment must be reported. Law requires that BGCCSRA immediately give an injured employee the name and address of the insurance carrier, policy number, and expiration date.
- The "Notice of Worker's Compensation Insurance" poster must be posted at the place of business.
- Upon injury, determine the severity of the injury and advise the employee to get medical attention if needed. Employee must submit to a drug screening upon seeking medical attention.
- An incident report form should be completed and submitted to supervisor and Executive Director immediately.
- Employer's Report of Injury form should be completed and submitted no later than 10 days after an employee injury has been reported. The original copy should be sent to the Administrative Office with an additional copy on file at the location of injury.
- When filling out the form, use the Administrative Office for the employer address and the Unit address for the location of the accident.
- Unit Directors and managers must counsel and train employees in safe procedures to eliminate, or limit Workers' Compensation claims.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Contract Labor

Occasions may arise where the Boys & Girls Clubs of the CSRA may pay individuals to be referees, drivers, security, or perform other types of work. These individuals are not employees of the organization and are paid as contract labor. Invoices should include the name, address, and social security number and/or tax ID number, date, the description of service, total number of hours worked, and the cost of the work of the service performed.

In accordance with Georgia law, sole proprietors may elect to be included as an employee in the workers' compensation coverage provided. Form WC-10 must be submitted to the organization and filed with the workers' compensation insurance company.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Outside Employment

Boys & Girls Clubs of The CSRA employees may be allowed outside employment provided that such employment:

- In no way interferes with the performance of the employee's duties, including any grant and/or contract related duties or responsibilities.
- Is performed outside the employee's approved work schedule and off Club premises.
- Does not present a conflict of interest for Boys & Girls Clubs of The CSRA.

For purposes of this Policy, "outside employment" includes self-employment, consulting activities, and volunteer activities that if compensated, could be considered outside employment. An example of a volunteer would be a bookkeeper who volunteers as a treasurer for his/her church.

The outside employment policy is to be reviewed with all Boys & Girls Clubs employees at least once annually. New employees are to be instructed on the outside employment policy during their first month of employment.

Employees are not required to notify their supervisor of outside employment if it is conducted outside of regular work hours, off premises, and does not require the job skills and/or qualifications used in his/her employment at the Boys & Girls Clubs of The CSRA.

Employees are required to request approval for outside employment if the outside employment is conducted during regular work hours, on premises, or if it requires the same job skills and/or qualifications used in his/her employment at Boys & Girls Clubs of The CSRA, including activities regulated by CACFP, or if it presents a real or perceived conflict of interest. When required, requests for approval of outside employment are to be submitted to a supervisor prior to beginning that employment. Each employee's request for outside employment is to be reviewed and decided on its own merits, considering such factors such as the type of work to be done, the type of business and the duration of employment. Approval for outside employment is valid for one calendar year or until the outside employment changes. Each change in outside employment meeting the guidelines outlined above, requires specific prior approval. If the outside employment negatively impacts on the employee's work at the Boys & Girls Clubs, a supervisor may withdraw approval for that outside employment. The employee and Executive Director are to be notified if approval for outside employment is withdrawn. This notification should provide the reason(s) for this action. Failure to obtain prior approval for outside employment, or engaging in outside employment when such approval has been denied, may result in disciplinary action. The decision to approve or deny the outside employment rests with the Boys & Girls Clubs solely and not with CACFP or any other funding source. The Boys & Girls Clubs is to maintain documentation of outside employment requests on file, but does not send them to CACFP. This documentation may be reviewed during on site CACFP administrative reviews.

Boys & Girls Clubs of The CSRA
Procedure Type: Human Resources
Topic: Retirement Plan

Boys & Girls Clubs of the CSRA provides a 401K plan option to full time employees after one year of service. Details of the plan are outlined in the Employee Handbook.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Attendance Tracking

Attendance must be completed every day the Unit is open for service. The Boys & Girls Clubs of The CSRA tracks daily program attendance using an electronic membership tracking system. Unit Directors are required to ensure that accurate daily attendance for facility and for all individual programs is in the system daily.

- All members must be immediately scanned into the membership tracking system upon arrival at the Club. Daily attendance scans may occur by members using his/her card to scan themselves into the system or by the membership clerk scanning the member into the system. Member scans are the preferred method of collecting daily attendance.
- Weekly rosters for each program area are printed from the membership tracking system at the beginning of each week. Program staff manually check member daily attendance in each program on rosters. Program attendance from the rosters must be entered into the membership tracking system daily.
- All members must scan out when they leave the program. Parents/guardians must sign the pick-up roster. Members with written permission to walk home will be identified on the sign-out roster.

Boys & Girls Clubs of The CSRA**Procedure Type: Program****Topic: Attendance Policy**

The Club is a “drop in” facility. Members must scan his/her Club card in at the front counter before entering into the program areas and scan out before leaving the Club. In order to maximize benefits from the Boys & Girls Clubs’ STARS 21st Century Community Learning Centers program, students are expected to attend the program on a daily basis. Members enrolled in the Boys & Girls Clubs’ STARS 21st Century Community Learning Center program must adhere to the following attendance policy. A minimum attendance of 3 days per week is expected. Failure to attend at least 3 days per week may result in dismissal from the STARS program at which point the space will be offered to another student. If a student cannot attend due to illness or other reasons, a written note with the reason for absence from a parent or guardian must be presented to the Club Unit Director. Any student who misses three consecutive program days for unexcused reasons (not inclusive of days when school is on break for holidays), will receive a phone call home. At that time, the parent and Unit Director will determine whether or not the student will continue to attend the STARS portion of the after school program. Students dismissed from the STARS program for attendance, may continue to participate in the Boys & Girls Clubs regular after school program.

The organization asks that all parents/guardians come into the Club to pick their child up with the exception of those who have signed a form giving their child permission to walk to/from the Club. Members may walk to and from the Club with written parental/guardian consent on membership application. The Club will not be held responsible for any member who leaves the Club for any reason on his/her own. Only those who are noted on a child’s application as “authorized” to pick up will be allowed to pick up a member from the Club. Identification may be requested by the Club staff in order to release members to individuals. Parents should make sure that authorized pick up and contact information are up to date with the Club. Members enrolled in the afterschool program may leave the facility prior to the end of the program day with written parental/guardian permission.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Behavior Problems

The following list includes suggested responses to common behavior issues that staff may encounter while working in the Boys & Girls Clubs. Written record of behavior issues may be kept within member files at the Club. This list is not inclusive of all problems that occur and is intended to serve as a general guideline for expectations.

1. GENERAL DISRUPTION OF ACTIVITIES

- Misuse of games or materials (such as throwing pieces or interrupting games or projects)
- Running/tag playing in areas other than the gym
- Loud shouting/screaming
- Throwing of objects
- Failure to follow rules
- Swearing
- Fighting/arguing with others

STAFF RESPONSE TO GENERAL DISRUPTION OF ACTIVITIES: Make an initial attempt to prevent the issue from escalating by informing the youth that his/her conduct is improper and unacceptable. Ask him/her to stop and, if needed, to restore objects to their previous state. Should the initial attempt fail to correct the child's behavior, inform the child that unless he/she does as is asked, they will be sent to the Unit Director. If again there is no change in behavior, send for the Unit Director and continue supervision of youth in designated program area.

2. STEALING

- Taking an object from another member, staff, or Club property

STAFF RESPONSE TO STEALING: Send for Unit Director. At times, members may attempt to solve problems through lying if something has been taken.

3. HARMFUL TOYS OR WEAPONS

- Harmful toys include items such as; toy guns, slingshots, cap guns, rubber balls, pocketknives, and sticks
- Weapons include; guns, knives, razors, karate sticks, metal knuckles, and any other objects intended to be used for or that may become capable of inflicting bodily harm

STAFF RESPONSE TO HARMFUL TOYS OR WEAPONS: Staff should remain calm and determine whether the member has a toy or an actual weapon. Harmful toys are not permitted in the Club and should be put away and sent home with the Club member at the end of the day. Weapons are never allowed on Club property and should be confiscated by the Unit Director immediately, followed by a phone call to member's parent/guardian. Members should be informed that harmful toys and weapons are not allowed on Club property. Any conflict/pushback from members in response to this policy should be managed by the Unit Director.

4. ANTI-SOCIAL BEHAVIOR

- Making threats towards staff or other members
- Arguing
- Fighting
- Bullying

STAFF RESPONSE TO ANTI-SOCIAL BEHAVIOR: Provide a positive alternative to problem solving and enforce a zero tolerance approach to bullying or threatening. Fighting and/or behavior issues beyond the control of a staff member should be escalated to the Unit Director immediately.

5. BREAKAGE OR DEFACING OF PROPERTY

- Deliberate destruction or vandalism of Club property

STAFF RESPONSE TO BREAKAGE OR DEFACING OF PROPERTY: Determine whether actions were accidental or deliberate. Deliberate destruction or vandalism of Club property may result in suspension from the Club.

Procedure Type: Program**Topic: Communicable Diseases Policies for Members**

The following recommendations are minimal criteria for establishing an appropriate Club policy addressing AIDS and HIV infection. Decisions regarding the type of recreational/Club setting for HIV-infected children should be based on behavior, neurological development, other physical conditions of the child, and the expected type of interaction with others in the Club setting. These decisions shall be made on a case-by-case basis and shall be made using the team approach including the child's physician, public health personnel, the child's parents or guardians, the Unit Director and the Executive Director. In each case, risks and benefits to both the infected child and to others in the setting should be weighed. Evaluation of the Child's condition should be made on a regular basis. For children who lack control of their body secretions or who display behavior such as biting, and those children who have un-coverable oozing lesions, a more restricted environment is advisable.

All Clubs, regardless of whether children known to be HIV-infected are attending, should provide sanitation facilities and adopt "universal precautions" when handling blood or body fluids. The Centers for Disease Control published guidelines in June 1988 stating soiled surfaces should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Disposable towels or tissues should be used whenever possible and mops should be rinsed in the disinfectant.

A child with HIV infection, as with any other immune-deficient child, may need to be removed from the Club area for his/her own protection when cases of measles, chicken pox, or other illnesses presenting a hazard to the child are occurring in the Club population. The decision should be made by the child's physician and parents/guardians in consultation with the Unit Director, Executive Director and as necessary the local health department. Persons involved in the care and education of HIV- infected children should respect the child's right to privacy, confidentiality. The number of Club personal who are aware of the child's condition should be kept at the minimum needed to ensure proper care of the child and to detect situations where the potential for transmission may occur, e.g., a bleeding injury. As previously stated, these persons include the Executive Director, the Unit Director and the child's primary area leader (where does the child spend most of his time in the Club). AIDS educational programs for parents, Club members, staff, and volunteers are essential to providing factual information regarding AIDS. At a minimum, AIDS educational programs for parents, Club members, and part-time staff must be made available through age-appropriate curricula, special workshops, Club presentations, and through staff in-service. (AIDS curriculum guidelines developed by the Red Cross and the Department of Education are available). In addition, a contact person for AIDS related matters should be established for each Club. General concern over HIV infection has resulted in more attention being given to overall hygiene and infection control measures. Good hand washing has emerged as the single most important method of preventing the spread of many diseases. Hands should be thoroughly washed with soap and water after contact with blood or any body fluid, after using the rest room, and before eating or handling food. In general, persons infected with HIV are not at special risk for many communicable diseases or "colds." The opportunistic infections that beset persons with HIV tend surround us in the environment and within our bodies and are not communicable from one person to another.

To ensure maximum protection, gloves should also be used for contact with body fluids other than blood and thorough hand washing techniques must be maintained. For example, gloves should be used for wiping runny noses. Gloves should be available for handling injuries involving bleeding and for cleaning up blood spills. Even when gloves are used, hands should be washed thoroughly. Disposable gloves should be discarded after each use.

Blood spills should be cleaned thoroughly, including the use of an appropriate disinfectant. Bleach has been touted as the disinfectant of choice, but only because it is widely available, inexpensive, and effective against other organisms, such as the hepatitis B virus. In fact, HIV is relatively easy to kill, and any disinfectant used as directed will suffice if the label or package insert reads: "Registered with EPA as a Disinfectant/Detergent." Common examples include 70% ethyl or isopropyl alcohol (including alcohol wipes or swabs), "Lysol" disinfectant, 3% hydrogen peroxide, and a fresh preparation of 1 part chlorine bleach diluted with 10 parts water. Gloves should be worn when cleaning up blood spills, and hands washed afterwards. Laundering and dish washing that is routine for the given situation, institution, or household is sufficient.

Boys & Girls Clubs of The CSRA**Procedure Type: Program**

Topic: Discipline

FIRST WARNING: When a member of a group acts out of order the Area Supervisor should take the member aside and speak to them about the problem Informing them of the reasons their behavior is disrupting the group.

SECOND WARNING: The second time the same member acts out of order, the Area Supervisor should again take them aside and speak to them about their disruptive behavior. At this point, the group leader may decide to have the child take "time out" by sitting in another area, separate from the activity for a specific amount of time (5 - 10 minutes).

THIRD WARNING: The third time the individual acts out of order, the Area Supervisor should take the child to see the Unit Director. The Unit Director will speak to the child, discussing the negative behavior and will then document the situation for the individual's file.

FOURTH WARNING: When the child again causes a problem in the group, the procedure begins again following steps 1 and 2. If the third step takes place, however, the Unit Director will take the child into his/her office and call the parents. The parents will be told that the child is a discipline problem. At the time depending on the conversation with the parents, the child may be suspended for up to 10 days depending on the infraction.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Emergency Situations/Accidents

ACCIDENTS:

The Club has a member's insurance policy on each member. It is important that an "Incident Report" be filled out on any and all accidents, no matter how small. No staff member is authorized to give medicine even an aspirin, to any member. Minimal first aid is allowed. The following procedure should be followed in case of a serious accident:

1. Clear the area of all Club members. Keep the injured person still. Do not attempt advanced first aid unless you retrained and this situation is an obvious emergency.
2. If injury is serious or when in doubt, call an AMBULANCE. The telephone number for the police, fire department and ambulance service should be posted near each telephone.
3. Consult the youngster's membership application and check for any medical history or allergies to medicine to notify the ambulance attendants. Each Club should have an alphabetical roster of its members to aid in locating the child's membership application.
4. Call the parent(s) or guardian and notify them of the accident. Be calm so as not to panic the parent(s) or guardian. If time permits, ask the parent(s) or guardian for permission to call an ambulance or doctor. If parent(s) or guardian cannot be reached, check membership application form. If parent(s) or guardian has given permission to the staff member in charge of the Club/Unit or event, secure proper treatment.
5. Fill in an incident report form giving the nature of injury - how it occurred, witnesses and their statements if possible, photographs (if possible) and steps taken. Then sign it and return it to the Executive Director.
6. If possible, visit the injured member or call his/her home as a follow-up. Make recommendations, in writing, to your supervisor to correct the situation so as to avoid another accident.
7. If the accident is severe, staff should advise the Executive Director at Administrative Office or at home.
8. No one is allowed to talk to media. Only the executive Director or his/her designee will be a spokesperson.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Field Trips

- All members must have signed permission slips returned before they can be transported in the Boys & Girls Club vans. The permission slip should include the parent's signature, phone number and an emergency medical release.
- All permission slips should remain at the Club and the Unit Director needs to be informed of their location in case they need to be located in an emergency.
- A master roster for each field trip needs to be left at the Club and another one taken in the van by the trip supervisor.
- No more than fifteen (15) passengers, including the driver, can ride in the van at one time.
- All passengers and the driver must wear seat belts.
- Whenever it is feasible a staff/member ratio of 1: 10 should be maintained. Two (2) adults must accompany any trip that it is either to a remote, isolated site (Le. hiking, camping, swimming, etc.) or an extremely crowded, unstructured environment (Le. carnival, amusement park, etc.)
- Staff should count the number of kids in the van before leaving from the Club or field trip destination. Names should be checked before leaving the Club to ensure that all passengers have turned in permission slips and are accurately registered on the master roster.

- With prior Unit Director approval multiple permission slips can be waived for specific on- going Club programs that involve transporting the same members to and from the Club on a weekly or daily basis. In these cases, one permission slip will be initially filed for each participant and it will be valid for the rest of the program. The permission slip would need to specify this fact to the parents.
- Overnight field trips: Only staff will be allowed to load and unload bags (i.e. luggage, sleeping bags) into the van. Staff needs to be aware that items can be hidden in bags and that members could either bring things they should not or hide things that have been stolen. Members should be told that staff might search their bags if the staff feel it is warranted. If it is at all possible, any searches should be conducted away from the group, but always with the involved member present.
- All staff on field trips needs to have a staff telephone directory in their possession or in the van.
- All van drivers must be 21 and have their driver's license and personal insurance form on file in the Administrative Office. A DMV check will be conducted on every driver.
- All field trips must have the prior approval of the Unit Director and Executive Director. All trips must be approved no less than one week prior to the date. Sometimes last minute opportunities arise and can be approved by the Unit Director immediately if all other field trip requirements can be met in that timeframe.
- If other transportation or admission is arranged, the Executive Director must approve the cost and the insurance requirements before the arrangement is finalized.
- Before the van returns from the trip staff needs to take attendance in the van to assure all children are accounted for.
- Permission slips must be turned in to the Unit Director at least three days before the date of the trip or event. Only consistent club members can go on field trips.
- If a field trip involves a fee, all funds must be collected prior to the trip, receipted, and turned into the Administrative office. Failure to do so will cause the trip to be cancelled.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Group Clubs

GROUP CLUBS:

Including any member-based organization involved with generating and expending funds.

- All Group Clubs must have an adult supervisor designated as their advisor.
- It is the responsibility of the Unit Director to budget for each group.
- Income from Group Club activity should be receipted and charged to the line item for each Group Club.
- All disbursements, check requests, or invoices chargeable to Group Club should include the name of the Group Club and should be authorized by the Unit Director.
- If a Group Club is not functioning at the end of the fiscal year, any funds remaining will be closed into the fund balance.
- It is the responsibility of the Unit Director to inform the Administrative Office by November 30th of a continuing Group Club and if any funds that need to be deferred to the following fiscal year.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Guests

Guests are allowed in the club one time for a guest fee. Each Unit may set the amount of their visitor's pass, but must be consistent in the amount. A member must accompany a guest.

Guests are given a one-time, one-day visitor's pass that they can use to check out equipment.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Guidance

Any articles found should be turned in at the membership desk. The Unit Director will inventory the articles the last day of each month and will turn the lost articles over to Goodwill or other similar organization. Notice of this policy will be posted in each unit.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Medical Consent and Release

The Medical Consent & Release form should be completed for every member and is required as part of the membership package.

The signed form gives the organization permission to seek medical treatment for the member in the event a parent or guardian cannot be reached. Therefore, it is suggested to use this form not only for out of town trips, but for any member whose parents are difficult to reach.

If the form is kept on file, it is important for parents to update the form each time an event necessitates its use.

The Medical History portion of the membership application must be completed. In the event that a parent/guardian leaves this section blank, parents must write "none known" in the area and sign in the Medical history area.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Member Drug and Alcohol Abuse

Any substance abuse on the part of our members should be considered as an opportunity to counsel and determine what is causing such behavior. Members, who are obviously under the influence of a drug or alcohol or using either, in the Boys & Girls Club environment, will be removed from the premises immediately by either calling a family member or the local police.

The normal procedure for counseling any member who exhibits negative overt behavior should be used. The involvement of parent is encouraged in this process.

Part of the contract with the member should be the stopping of such use in a specified period of time. The penalty for not doing so should be spelled out to the member during the course of the counseling session.

If direct counseling, parental involvement and/or involvement from other community human care workers does not improve the situation, the member can be removed from the membership for a limited period of time, 30 to 90 days. If this step is taken, at the conclusion of it, the staff person counseling the member should follow up as to what progress or lack of it, has occurred in the interim period.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Member Accident Insurance

The organization provides accident insurance for its members. The policy is secondary to any other insurance coverage provided from any other source for the individual.

- The Unit staff fills out part of the insurance claim form, a copy is made and attached to a completed incident report, and forwarded to the Executive Director.
- The insurance claim form is given to the parent to complete and the responsibility to file the claim is the parents.
- Show the parent the instructions and go over the steps that need to be taken.
- The parent fills out their part
- The parent takes the form to the doctor or hospital and assures that the physicians fills out their information
- The parent needs to complete the area about other insurance coverage
- The parent needs to mail in the form along with itemized bills to the insurance company address on the front of the form.
- The policy does not cover employees.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Member Orientation

To make each new member and his/her parents feel welcome and part of the club, it is important to hold orientation sessions. An orientation should provide information to acquaint the members and parents with the organization and to inform them about organization policies. The orientation handbook is a useful tool to make sure all-important topics are covered at the orientation and in the orientation materials.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Parental Involvement

The Boys & Girls Clubs believes that parental involvement is an essential component to assisting youth in achieving positive youth development outcomes. As such, the Boys & Girls Clubs works to implement programs that encourage and foster increased parental involvement. The BGCA parental involvement policy mandates several activities to ensure that programs are working to encourage parental involvement including:

- Develop and implement an annual parental involvement plan at each Club site.
- Orientation for all parents and members as part of enrollment in the process.
- Prepare and distribute parent orientation handbook to all parents as part of the enrollment process.
- Hold at minimum monthly parent activities that promote parent child interaction and provide information and skill building to support increased parental engagement and self-sufficiency.
- Provide regular communication to parents on members' academic and behavioral performance in relation to the individual goals set through the program.
- In addition, the BGCA values the parental input into the program and desires parents in the decision making process to guide better programs and services. As such, the following activities should take place to support parental engagement in the Club's programs:
 - Establish parent advisory clubs at each site that meet regularly and provide input into programs and services delivery. The BGCA utilizes the Boys & Girls Clubs of America's Family Support Program FAN Club as a program model for parent advisory groups.
 - Conduct at least two annual parent satisfaction surveys—one for the after school program and one for the summer camp program.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Membership Files

Each member of any Unit of the Boys & Girls Club must have a current year membership file that contains the following information:

- A copy of the complete membership application, the original is forwarded to the Administrative Office each week.
- Any behavior citations or problems. (Assure that each member involved in an action has a copy in his or her file).
- Copies of school report cards and school progress reports
- Copies of awards or certificates from club or school
- Permission slips after a trip is over
- The open permission slip
- Income verification

Each year the old membership files should be archived at the unit but readily accessible to be able to track progress over the years of membership. Individual membership files should be kept according to program year for at least 7 years to comply with Federal and State grant record retention policies.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Membership Policy/Cards

The Boys & Girls Club will accept boys and girls ages 6-18 for membership. However, boys or girls age 18 applying for membership or renewal must be enrolled in secondary school.

Membership is \$10 per school year and must be renewed each year to retain membership.

Membership cards are issued and must be used to enter the club. If a card is lost there may be a charge for a new card. Only club members with a current membership card are allowed in the building.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Membership Rules

Each Unit must assure that all members and their parents or guardians are aware of the rules that apply to and are enforced at all Unit. The right to membership depends on the boy's or girl's respect for the Club, its property, its equipment and its staff. Show members the same respect that is expected for the staff. Use common sense when enforcing Club regulations. Membership rules include:

- The Boys & Girls Clubs of The CSRA function as a drop-in center for area youth. Members enrolled in the afterschool program may leave the facility prior to the end of the program day with written parental/guardian permission. Members may walk to and from the Club with written parental/guardian consent on membership application.
- Field trips most often are conducted on a first-come first-serve basis and Club behavior is taken into consideration. Written permission is required in order for a member to attend a field trip. Staff is assigned to attend field trips by the Unit Director.
- Appropriate dress is required for members. Shirts and shoes must always be worn. Caps may not be worn.
- The club and staff will not hold personal belongings or money for members.
- Use of the telephone is limited to telephoning parents or guardians or for emergency purposes.
- Bicycles are to be kept outside in bike racks only.
- Members are to play in designated areas. They should never be in a room without a staff member present.
- Members must take care of equipment and property and return it to proper places.
- Members are required to behave in an orderly and respectable manner while using the club.
- Members must respect themselves, the club, staff, and fellow members at all times.
- Abusive Language will not be tolerated
- Weapons of any kind are not allowed on the premises.
- Skateboards are not allowed in the club.
- No drugs, alcohol, or smoking will be allowed in or around the club.
- Fighting and arguing with others will not be tolerated.
- Members must respect the rules for each program area.
- Staff will be referred to as Mr., Mrs., Miss, or Ms. as appropriate.
- No gang insignia of any kind will be allowed.
- Members must keep the club clean and use trash containers.
- Member cell phone use is only allowed to contact parents/guardians.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Member Suspension

Only the Unit Director, Operations Director, or Executive Director have Club suspension authority. The Unit Director has Club suspension power up to two (2) weeks. The Operations Director and/or Executive Director will determine any further disciplinary actions. If the Unit Director, Operations Director, or Executive Director is away from the Club or out of town, only then may a designated staff use Club suspension for one (1) day, or until the Unit Director, Operations Director, or Executive Director returns. The guidelines for discipline are:

- First Offense: Member will be warned and counseled by Club staff.
- Second Offense: Member will be warned and counseled. (One (1) day area/Club suspension.)
- Third Offense: Two days Club suspension. Parent(s)/guardian informed of the problem(s). A meeting of parent(s), member and Unit Director will be arranged if needed.
- Fourth Offense: Member will be suspended from the Club for three (3) days to one (1) week. Family counseling will be arranged if needed.

Any offense, which places staff or members in physical danger or results in the deliberate destruction of Club property, may be grounds for greater disciplinary action. When the action is of such magnitude that a criminal report should be made, the Unit Director shall consult with the Executive Director for appropriate direction.

RULES:

The Unit Director is responsible for posting a list of Club rules where all members can observe them. It is the responsibility of the staff to ensure that all members have read the Club rules and understand them.

SOLVING PROBLEMS AND DISAGREEMENTS:

Personnel should encourage members to solve problems and disagreements with other members in a non-disruptive, mature manner.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Missing Children

Preventative measures are always the best measures. There should be a head count at start and end of each activity and the number of children should be recorded.

POLICY STATEMENT:

- A member shall be considered missing if he/she:
- Does not return to the group at the end of a field trip or outing

PREVENTIVE ACTION:

- Notify parents during orientation and registration of their responsibility to inform their child to stay at the Club and the Clubs' open door policy.
- Inform members of Club procedures through New Member Orientation.
- Executive Director shall train staff, or staff he/she designates, in group supervision techniques.

ON WALKING TRIPS:

- If there are two staff, they shall place themselves in front and back of the group.
- If there is one staff, he/she shall place him/herself at the front of the group to stop the group at each intersection.
- On van or bus trips: Staff shall take roll after members enter the van/bus before departing and before returning.

RESPONSE TO EMERGENCY:

If a child is missing, staff shall:

- Search for the child. Remember: the members who are not missing must continue to be adequately supervised.
- On a field trip or outing, if the child is not found within 15 to 30 minutes after the designated time of departure, notify the Club and parent and the local police.
- Notify the Administrative Office; specifically have someone notify the Executive Director. (Staff should always have a staff phone directory in their possession.)
- Notify the parent and request the parent's assistance.
- Suggest to the parent that they file a missing person report.
- Ask the parent to call us when the child is found other than through our efforts.
- As a follow-up to the phone call, the Unit Director will fill out a detailed incident report and deliver it to the Executive Director within 24 hours following the incident.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Offensive or Threatening Clothing

No club member or staff may wear clothing which would be considered offensive or of poor taste in the club or while on club functions.

CLOTHING: All clothing that displays logos or images that promote drug use, alcohol, violence, or racism must be turned inside out, replaced or covered. Staff and Club members will not be allowed to wear caps of any kind while in the club or at club functions. Failure to do so will result in the member being sent home or away from the club. These standards also include jewelry, i.e., earrings, necklace charms, bracelet charms, etc. Oversized baggy clothing where underwear is clearly seen is known as sagging. Although it is a fashion which has crossed over to mainstream culture, the staff should immediately take corrective action.

It is the responsibility of the club staff to consult with local law enforcement and familiarize themselves with the local gang culture. Any articles of clothing which have been altered in any form or fashion with graffiti or iron on lettering can and should be considered gang related.

Members should not be harassed for wearing a color that is indicative of a local or rival gang unless it has been altered as an identifier, or the color is displayed in excess. For example: a T-shirt, which has not been altered, but is indicative of a local gang affiliation should be allowed to be worn if it is not accompanied by matching pants/shorts, belts, shoelaces, rubber bands, colored pagers, and/or baseball/beanie caps.

HANDKERCHIEFS: Handkerchiefs, or flags, as they are commonly referred to, which may be dangling from pockets or worn on the head, may also be considered gang related.

HAND SIGNALS: Hand signals commonly used by gang members are how these youth communicate their specific "set" or "barrio". By manipulation of their fingers, they either show numbers or letters that identify the name of their group. Known as "throwing up signs", it is often done quickly to send a clear message to others who the youth is affiliated with as a warning or physical threat. For example: if a youth claims to be a blood or crip, (two of the more high profile groups), but is from the 21st street set, he or she might show a two and one on the hands crossed to display the number 21.

This is important to understand because not all groups who wear the same color necessarily get along. Furthermore, if a group is looking to retaliate against a specific set, they are not always looking for a specific individual but the group that he or she is affiliated with.

TATTOOS: All tattoos that display the moniker of a street gang should remain covered while in the club. The more hardened gang members may have themselves tattooed across the back, chest, stomach, neck, and arms. Allowing members to display their tattoos, or "talk", can result in immediate and serious conflicts.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Positioning

It is important the Area Supervisors and Group Leaders always know what is happening in their area. To know this, they must always be in a position to see their entire area.

- Always stay on the outside of the Activity Area, facing the activity. (Keep your back to the wall).
- If you are talking to a youth or to a visitor, place that person in front of you or next to you so that while you are talking you still have a clear view of the activity.
- If you must make a correction, call the youth to you or meet them at the perimeter of the activity area. For example: Do not go to the middle of the Game Room to make a correction because then you will not be able to observe half of the activity area.
- Do not participate. The equipment is for the youth. The Supervisor or Leader is there to oversee the activity, not to play.
- Do not sit down.
- Never leave the Activity Area unless someone has come to relieve you.
- Never leave a volunteer or any non-paid employee alone with a child or group of children without prior authorization from the Unit Director.
- Never leave children unattended.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Program Reports

Each Unit program staff person is responsible for maintaining their program guide notebook. The program guide notebook must contain the monthly program guide and daily lesson plans prepared in advance by each staff person. The Unit Director is responsible for reviewing all program guides and lesson plans and for ensuring that all staff program guides are complete and provide programming consistent with BGCA goals and objectives. Daily program schedules must be posted at each Club.

The Unit Director is responsible for informing the administrative staff of all Club events and special programs at least 10 days prior to the event/program date.

The Unit Director is responsible for preparing weekly and monthly reports/presentations including programs, attendance, and community contacts. The Unit Director's monthly report is a compilation of all monthly program events, attendance, collaborations, donations, facility use and other materials that assist the organization in compiling information for our donors and the community. Special care should be taken to submit a complete and factual report by the end of each month.

The Unit Director is responsible for submitting monthly youth success stories. Stories should provide sufficient detail to demonstrate the Club's impact on the child and should be grammatically correct.

The Unit Director should document any special activities, programs, or events with pictures. Pictures should be turned into the Administrative Office on labeled CD within 5 business days. Only include one event, program, or activity per CD.

Staff may from time to time be required to fill out specific forms for specific grants that must be turned-in by a designated date.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Programs

Each Unit is required to run programs in each of the five core areas of Boys & Girls Clubs of America.

In addition, each unit is to review programs every 3 months through the Outcomes Measurements process and through the Commitment to Quality process and continue, discontinue, or modify programs as necessary.

The 30 national programs provided with curriculum from Boys & Girls Clubs of America are field-tested and should always be the first source of programming in a Unit.

Other program resources are available through the community, collaborations with other organizations, networking with other Boys & Girls Clubs, "How To" materials, schools, and group discussions with members and staff.

All programs must be designed to meet the needs and interests of youth, attract and retain members, contribute to the Youth Development Outcomes, and support the program goals of the organization.

The Unit Director is responsible for implementing the Youth of the Month and Youth of the Year programs.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Promoting Activities and Programs

Signs and bulletin boards should be attractive, neat and eye catching. They need staff reinforcement.

News and press releases are a good way to attract new members, but does not work well with present members.

The key to promoting an activity well is to use all these methods well. Using just one or two will not work. The better job promoting, the better the results.

The following methods to promote programs are suggested. Use as many as the program warrants.

- newsletters mailed home
- half sheet hand outs
- bulletin board notices
- announcements by area staff and by Unit Director
- sandwich board sign in front of clubhouse
- have local schools make announcements and give out hand outs
- news releases to paper and radio
- letter to parents
- posters in local stores
- phone - call last year's participants
- invitations
- ask local churches to make announcements or put information in their bulletin
- go to school bus stop or park or wherever the kids are in a group and distribute information
- sponsor bring a friend days

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Time Out Procedure

Time out is utilized when a child exhibits undesirable behavior. It is important to remove the child from the activity in order to allow him/her time to "cool off" and regain their self-control.

- Give the child a specific time limit (1-10 minutes) to be in the time-out. Let the child know when the time-out is up.
- After the designated time has elapsed, process with the child alternative, more acceptable methods of behavior in dealing with the situation.
- The staff who gives the time out should be the only one who deals with the problem unless that staff member feels the situation warrants the supervisor's intervention.
- Children on time out are not to associate with other staff or members. Time-out is a quiet thinking time for the child to reflect on his/her behavior.
- Remember to process with the child as soon as the time-out is over. If conducting an activity, ask another staff member to take over the activity for a few minutes. Talk about different ways to handle the situation. Give the child positives for good behavior and thoughts. Allow him/her to rejoin the group to try again.
- During processing time, let the child know it is the behavior that is not acceptable and not him/her.
- Frequent time-outs and serious behavior problems by the same child need to be brought to the supervisor's attention.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Youth Development Approach (Page 1 of 2)

MISSION:

The Mission of the Boys & Girls Clubs is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

The Boys & Girls Club programs and services promote and enhance the development of boys and girls by instilling:

- A sense of competence - the feeling there is something boys and girls can do and do well
- A sense of usefulness - the opportunity to do something of value for other people
- A sense of belonging - a setting where an individual knows he or she has a place and where he or she "fits" and is accepted
- A sense of power or influence - a chance to be heard and to influence decisions

When this strategy is fully implemented, the self-esteem of girls and boys is enhanced, and an environment is created which helps them achieve their full potential.

STATEMENT OF CORE BELIEFS:

The Boys & Girls Club provides:

- A safe place to learn and grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs and character development experiences
- Hope and opportunity

YOUTH DEVELOPMENT OUTCOMES:

At age 18, we want our Boys & Girls Club youth to have the following capacities:

- Positive Self-Identity - a healthy self-concept and strong belief in their own self-worth. Youth have a sense of hope about their future; they are adept at setting and attaining goals. Youth have the confidence to pursue their dreams and goals and make the necessary decisions to achieve their life plans.
- Competencies - the knowledge, skills, strategies, and attitudes necessary to have a positive foundation for success. Youth become competent by mastering tasks and demonstrating to themselves that they can do things well. Youth need to develop competence in the following areas:
 - Education; youth are proficient in basic disciplines with the capacity to utilize technology. High school graduation with motivation to pursue learning opportunities throughout their lives.
 - Employment; youth have the skills and attributes to be successful in the work force. They are motivated to constantly develop new skills and hone existing skills to maintain a competitive edge.
 - Social; youth are able to develop and sustain positive relationships with others.
 - Emotional; youth are able to recognize, reflect on, and appropriately express their emotions, manage stress, and cope with positive and adverse situations.
 - Cultural; youth have an understanding and respect for their own cultural identity and for the cultures of others; they are able to contribute in a multicultural society and demonstrate tolerance for differences among people.
 - Community and Civic Involvement: youth have a sense of belonging to their community, family, and/or group and are willing to take civic responsibility. Youth work closely with others to contribute to the greater good.
 - Health and Well-being; youth live healthy lifestyles, take part in regular fitness activities, are able to access health care resources and engage in positive behaviors. They are able to manage stress. They use sound judgment about personal safety, nutrition, and avoidance of alcohol and other drugs, and sexual activity.
 - Moral Compass; youth have values that enable them to develop positive relationships with others. These values include honesty, integrity, trustworthiness, a sense of justice and fairness, respect, caring, and spirituality.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Youth Development Approach (Page 2 of 2)

CORE PROGRAM AREAS:

Clubs provide diversified activities that meet the interests of all youth. Core programs engage youth in activities with adults, peers, and family members that enable youth to enhance their self-esteem and develop their full potential.

- Character Development & Leadership Development
- Education & career Development
- Health & Life Skills
- The Arts
- Sports, Fitness, & Recreation

THE BOYS & GIRLS CLUB USES THREE BASIC METHODS:

- Individual. Individual assistance is a purposeful contact made by a Club worker with a girl or boy on a one-to-one basis.
- Small group. Small groups consist of a small number of members who meet regularly with an adult leader for a specific program activity or other purpose. The interaction between the participants is as important as the interaction between the staff, worker, and participants.
- Large group or drop-in activities. These activities provide informal and individual involvement to help girls and boys achieve a high level of social skill development, confidence and participation. They allow for freedom and mobility.

PROGRAMMING PRINCIPLES:

The Boys & Girls Clubs of The CSRA is for boys and girls. It has a membership and satisfies the age-old desire of boys and girls to have a "Club" of their own. It has full-time professional leadership, part-time workers and volunteers. It makes sure that all girls and boys can afford to belong. Membership dues are kept low so that all boys and girls can afford to belong and even the least interested will not be deterred from joining. BGC is boys and girls of all races, religions and ethnic cultures are eligible to become members. Clubs are located in buildings close to high needs areas. Activities are carried on in the warm, friendly atmosphere of buildings where programs are especially designed to meet the needs of the members. BGC is non-sectarian. The Club has an open door policy. Clubs are open to all members any time during hours of operation. It has a varied and diversified program that recognizes and responds to the collective and individual needs of girls and boys. Boys & Girls Clubs are guidance oriented. Clubs emphasize values inherent in the relationship between the boys and girls and their peers, and girls and boys and adult leaders. They help boys and girls to make appropriate and satisfying choices in their physical, educational, personal, social, emotional, vocational and spiritual lives.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Youth of the Year

The Boys & Girls Club will conduct an annual "Youth of the Year" program. Boys & Girls Clubs of America National "Youth of the Year" criteria will be used. Candidates should be high school juniors or seniors.

Each Unit will select a "Youth of the Year" from their twelve 12 prior "Youth of the Month" winners using a committee of community leaders and using the criteria provided by Boys & Girls Clubs of America. Each Unit must then submit the chosen candidate's name to the Administrative Office by the assigned deadline. A committee comprised of community leaders will then meet and interview each Unit candidate and select one youth as the Boys & Girls Club "Youth of the Year".

The "Youth of the Year" from each Unit will be introduced at the Annual Banquet in December and the winner for the organization will be announced.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Healthy Snacks/Meals

In an effort to improve the health of the youth we serve, Boys & Girls Clubs of The CSRA has adopted a Healthy Snack Policy stating that there be no junk food allowed on site during program hours. This policy applies to all youth and employees working at Club facilities where after school and/or summer camp programs are being delivered to youth. All snacks served on a regular basis to youth will meet the USDA guidelines for healthy snacks. Exceptions can be made for special events and volunteer sponsored activities with Administration approval.

AFTER SCHOOL SNACK PROGRAM:

Daily, healthy after school snacks will be provided to youth participating in the program. All snacks will meet USDA After School Snack Program nutritional guidelines. To include:

- Include Foods with Different textures
- Include Foods with Different Colors
- Include new foods
- Include vitamin C foods daily
- Include iron rich foods daily
- Include vitamin A foods at least 3 times per week
- Whole-Grain foods offered at least once per week
- Fresh fruits/veggies offered on several days
- Foods served are low in fats
- Foods served low in salt

BASIC MEAL COMPONENTS: Snack Programs Must Serve 2 of the 4 components each meal:

- Liquid Milk
- Meat or Meat Alternative
- Grain or Bread
- Fruit and Vegetables

MEAL PLANNING: Meal Planning will be done by the Food Program Coordinator, Operations Director and Unit Directors. Monthly calendars will be prominently posted at all Club facilities and copies provided to the Administrative Office. Unit Directors should provide feedback and planning input for meal planning to ensure that snacks are meeting the needs of members. Foods for each meal component must be creditable (is an USDA allowable food and is served in the quantities appropriate to the child's age. Use the "Guide to Crediting Foods" to ensure the correct quantities for each meal component.

SANITATION REQUIREMENTS:

- Trash containers must be covered at all times
- Dishes must be sanitized correctly
- Center must be free of rodent and/or insect infestation

FOOD PREPARATION REQUIREMENTS:

- Potentially hazardous food must be thawed in the refrigerator or microwave

FOOD STORAGE REQUIREMENTS:

- Refrigerators and freezers must have thermometers installed and refrigerator temperatures must not rise above 40 degrees. Freezer temperatures must not rise above 0°F.
- Pantry food items must be stored at least six inches off the floor in sealed containers.
- Food items that have been repackaged and are stored in the refrigerator must be labeled and dated
- All food must be in sound condition with no evidence of spoilage.

RECORD KEEPING:

- Snack records must remain on site.
- Count the number of children who are actually served a snack on each day snacks are served.
- Snack count must be taken daily.
- The count should be recorded on the Daily Menu and Food Service Record
- The count should also be scanned in by member number in KidTrax.
- Records must include Total Daily Snack Counts.
- Daily Attendance in the Program

ELIGIBILITY FOR AFTER SCHOOL SNACKS: Eligible youth include those enrolled ages 18 and under. No snacks to 19 year olds or staff may be claimed through the USDA After School Snack Program.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Internet and Acceptable Computer Usage for Members and Staff (Page 1 of 3)

This document sets out the policy of Boys & Girls Clubs of The CSRA in relation to the use of the computer and Internet facilities within its units/projects. The policy applies to all members and others who have been given permission to use the network resources to access Internet or e-mail facilities. Supervising staff will be informed of potential dangers of the Internet. Users will be advised of potential dangers of the Internet. Staff and volunteers responsible for Internet will be offered opportunities for training.

Information Technology has become a commonplace feature of young people's lives. There are many educational benefits and advantages to be derived when used appropriately and responsibly. Boys & Girls Clubs of The CSRA will endeavor to utilize these opportunities for the Personal and Social Development of young people by making available access to computers, the Internet and other technology in the delivery of its programs and services.

This policy is intended to protect the interests of both the Youth Service staff and members. The Boys & Girls Clubs of The CSRA is also aware of the potential risks involved with such technology and it is our aim to protect young people from danger by providing as safe an environment as possible.

Anyone who uses, or intends to use the computer facilities for any purpose will be required to acknowledge that they have read, understood and will adhere to this policy. Members who do not adhere to the Acceptable Use Policy will be subject to sanctions. These will depend on the nature of the incident may include an interview by staff, informing of parents and/or denial of access to IT resources in the unit.

POLICY STATEMENT:

Any access to the internet will adhere to all applicable state and federal laws. No material may be transmitted in violation of state or federal regulations including but is not limited to copyrighted materials and threatening or obscene materials. It is the policy of Boys & Girls Clubs of The CSRA to provide young people with access to appropriate information technology including the Internet for the promotion of their personal and social development. In doing so we accept that we have a duty to take reasonable steps to safeguard and promote the welfare of members availing of resources. We will endeavor to attain this by:

- Providing clear guidelines for what is acceptable and unacceptable use.
- Providing filtering software on each computer.
- Supervising access and usage.
- Raising awareness among staff/members of the potential risks associated with Internet use.
- A member of staff will be responsible for overseeing Internet security and dealing with issues related to acceptable use and behavior.

DISCLAIMER:

Boys & Girls Clubs of The CSRA staff will supervise members and take all reasonable precautions to ensure users only access age appropriate sites. However due to the international scale and linked nature of information available, it is not possible to guarantee that suitable material will never appear on a computer. Neither the individual units nor Boys & Girls Clubs of The CSRA can accept liability for the material accessed or consequences thereof. The use of the computer systems without permission or for purposes not agreed by the individual unit could constitute a criminal offence under the Computer Misuse Act 1990.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Internet and Acceptable Computer Usage for Members and Staff (Page 2 of 3)

GUIDANCE ON THE USE OF BOYS & GIRLS CLUBS OF THE CSRA INTERNET AND E-MAIL FACILITIES:

- For access to facilities all users will be required to complete a declaration form stating they have read and understood the Boys & Girls Clubs of The CSRA Policy on Acceptable Computer use and agree to abide by its terms and conditions.
- Written parental consent will be required for all members under the age of 18, before they will be allowed to access the computers/Internet.
- The computer/Internet may only be accessed under the supervision of Youth Service staff. It is a condition of use that staff can observe the material members are viewing at any time.
- Pictures or Images that may identify individuals should not be uploaded to any website.
- The Boys & Girls Clubs of The CSRA reserves the right to monitor and log access to Internet sites and all type of network activity by members. Access to Internet and e-mail facilities may be withdrawn at any time as a result of, or pending the outcome of, investigations into suspected misuse.

GENERAL RESPONSIBILITY OF USERS:

- All of the usual unit/project rules relating to conduct and normal standards of behavior apply just as much when using Internet or e-mail facilities as at other times. Users must at all times conduct themselves responsibly and honestly when accessing the Internet or e-mail facilities. They must ensure that their actions do not: waste time or resources, cause offence to other members, breach any law or statute or otherwise bring the unit/project into disrepute.
- Unacceptable behavior – such as harassment, bullying, offensive remarks or comments of a racial or sectarian nature, or regarding sexual orientation – is just as serious an offence if made in the course of using ICT facilities as at any other time, and will not be tolerated. Inappropriate material may include, but is not limited to, any material of a pornographic, sexist, racist, sectarian, violent or offensive nature, whether in pictures, cartoons, words or sounds or moving images, and whether or not purporting to be of a humorous nature.

GUIDELINES FOR ACCEPTABLE USE AND HOW TO MINIMIZE RISK FOR USERS:

- The unit will print and display a list of what use it will consider acceptable and not acceptable. All users must accept as a condition of access to limit their use to within these guidelines.
- The unit will develop rules for responsible Internet use. All users must accept as a condition of access to limit their use to within these guidelines.

FILTERING SYSTEMS:

- Filtering software will be used in an attempt to screen out offensive and potentially illegal Internet material.
- Filtering software may on occasions eliminate material that is acceptable. The Club is willing to consider releasing such sites on request, but only after carefully checking its content.
- Conversely filtering software might on occasions fail to eliminate unacceptable material. Neither the unit nor the Boys & Girls Clubs of The CSRA will accept liability for any distress caused in this way.
- Users may download information to floppy or USB pen (within copyright restrictions). However, computer antivirus software will be set to check removable media on access to prevent the spread of computer viruses.
- Where unsuitable sites are discovered the web address must be reported to a member of the staff so that the filtering software can be manually updated.
- File sharing of copyright music is illegal and members will not be permitted to use the system for such activity.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Internet and Acceptable Computer Usage for Members and Staff (Page 3 of 3)

The unit will appoint a leader with specific responsibility to:

- Ensure security systems are as effective as possible.
- Receive any complaints from parents/members regarding the use of the system.
- Ensure regular scanning of the system for viruses and threats.
- Ensure the policy of the club is adhered to.
- Raise awareness among staff and members of potential risks associated with Internet use.
- Having procedures for reporting inappropriate use, sites and behavior within the organization to other agencies where appropriate.
- Raising awareness among staff and members of the potential dangers associated with Internet access.
- Regularly reviewing methods to identify, assess and minimize risk.
- Reviewing policy annually.

Members and or staff who encounter unsuitable sites materials which are pornographic, offensive, illegal or contain threatening behavior must report this immediately to the supervising youth worker.

There may be occasions when the nature of the inappropriate use would necessitate referral to other agencies. The staff member will report as appropriate in such situations, following relevant policies, on a confidential, need to know basis in the best interest of the child.

Boys & Girls Clubs of The CSRA
Procedure Type: Crisis Response
Topic: Crisis Management Plan

CRISIS MANAGEMENT PLAN:

This Crisis Management Plan was written for the safety and protection of Club Members, Staff, volunteers and facilities of the Boys & Girls Clubs of The CSRA. It is imperative that each staff member and volunteer read and understand the information included in this plan.

It is the responsibility of the Unit Directors that all of the Preventative Action steps described in this plan are put into effect. The Unit Directors are also responsible for ensuring each staff member is informed and aware of how to execute the items described in each of the crisis situations.

Routine evacuation drills and incimate weather drills are to be performed monthly. These drills must be documented on the Crisis Response Drill Form and kept on file in the Administrative Office. Consult with the Director of Operations on scheduling these drills.

Boys & Girls Clubs of The CSRA
Procedure Type: Crisis Response
Topic: Single Spokesperson

A SINGLE SPOKESPERSON SHOULD BE ELECTED, BE IT THE PRESIDENT OF BOARD OF DIRECTORS; EXECUTIVE DIRECTOR, OR FIRST VICE PRESIDENT.

It is imperative that one person and only one person speak for the organization. This creates a feeling of honesty and consistency. The Executive Director is the primary choice. Everyone who will have a role to play in the event of a real crisis will need to know in advance what that role is. All questions and requests for statements and interviews should be directed to the Executive Director so that they can receive a quick response. Clubs should make sure that all staff and volunteers who answer phones or may be approached for comment understand this rule. The spokesperson should be more than a voice that relays the opinions or statements of the Board or the Executive Committee. He or she should be actively involved in the decision-making process that leads to the formulation of the organization's positive reaction. The organization's position should be determined quickly, because the earliest stages of the crisis are when the media and public interest will be the greatest. When a crisis first hits, you will not have all the necessary information. However, make the spokesperson aware of all you do know, acknowledge what you don't know, and offer additional information. This information will allow the spokesperson to create an image that the organization's being responsive and responsible with information. The more open the spokesperson can be, the less the media will push for information.

DO'S AND DON'TS WITH THE MEDIA AND OTHERS:

Never say "No Comment." This phrase suggests that you are trying to hide something or are afraid of the question. "I don't know" or "We don't wish to speculate until more facts are available" are much better answers. Always refer the person/question to the organization's spokesperson (Board President or Executive Director.) Follow up by letting the spokesperson know you have referred questions to them. Show compassion for any that may suffer because of the situation. Express concern and describe your efforts to make amends. Your organization was founded on the principle of concern for others. The organization has made a positive difference in the lives of thousands of young people. Don't lose sight of this and don't let others lose sight either. Be responsive and responsible to the parents of your members. They may be upset or fearful, so be patient.

BE AWARE OF HOSTILE REPORTERS: will incorrectly restate your views. Placing your views in a context that shows your position in an unfavorable light. Never let your views go stated incorrectly.

HYPOTHETICAL QUESTIONER: is one who is constantly creating hypothetical situations that are designed to leave you no way out. Simply say, "That's a hypothetical question, and I am unable to answer it."

COMMUNICATING WITH OTHER AUDIENCES:

BOARD: They need to be well informed, their organization is suddenly in the spotlight. This can be done many ways, such as emergency board meetings, meetings of the executive committee, phone calls, faxes or letters. The method to choose will depend on the size of the board and nature of the crisis. **STAFF:** Staff need to be informed by calling a staff meeting and giving employees as much information as possible, in light of confidentiality and who needs to know. Make everyone feel like a member of the crisis team - informed, involved and responsible. Be sure to answer the questions:

- Are the children in any danger?
- Will the club continue to operate?

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Emergency Phone Numbers

EMERGENCY PHONE NUMBERS

Emergency 911

LAW ENFORCEMENT

Richmond County Sherriff Department

(706) 821-1000

McDuffie County Sherriff Department (706) 595-2100

City of Thomson Police Department (706) 595-2166

Georgia State Patrol Post #25 (706) 595-2622

FIRE

Richmond County Fire Department

(706) 821-2909

McDuffie County Fire Department (706) 595-2145

MEDICAL

University Hospital

(706) 722-9011

McDuffie County Hospital (706) 595-1411

Medical College of Georgia (706) 721-0211

POISON

Poison Control

1-800-222-1222

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Emergency Evacuation Plan

EMERGENCY EVACUATION PLAN: It is the policy of the Boys & Girls Clubs of The CSRA to have an emergency evacuation plan in the event of an emergency inside the building that poses an immediate threat to the lives of members, staff, volunteers and/or guests.

The Unit Director will determine the need to evacuate the building and will communicate to staff, visitors and students the need to evacuate by:

1. Announcement over the intercom system and/or verbally by staff
2. Upon hearing an announcement to evacuate, staff should:
 - Immediately assemble all visitors and students
 - Exit out the buildings properly and orderly according to evacuation charts
 - Do not take personal belongings out to assembly area. This will slow down the evacuation and may cause dangerous outcomes.
3. Staff, visitors and students may not re-enter the buildings until the “All Clear” is given by the Unit Director
4. The Director of Operations and Executive Director should be notified of any evacuations.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Emergency Evacuation Plan for Crowds

Emergency evacuation procedures, when dealing with teens in hostile, large crowd situations, should be thoroughly discussed and understood by all adult staff. Large events such as dances, sports activities, etc., should include the specific role and position of every staff member in the event of a serious, "hot situation".

Depending on the size of the crowd and the layout of the club, each staff person should be assigned a task that insures the immediate safety of the general public. An individual who also has clear and immediate access to a telephone should be designated to make any emergency calls. A "hot" or indicator word should be given which sets off the appropriate and safe actions of the staff. This activity should be rehearsed in a fashion similar to a fire drill.

Boys & Girls Clubs of The CSRA
Procedure Type: Crisis Response
Topic: Fire

POLICY STATEMENT:

In the event of a fire, the Club's main priority shall be the safety of its members. The Executive Director should be notified of the fire (regardless of size) after the members are safe and the fire department is on the scene. The top priority is securing the area and addressing the needs and safety of the members and staff.

PREVENTATIVE ACTION

- Staff shall conduct fire drills on a monthly basis. Staff shall treat all fire drills/alarms as if there was a fire.
- The Unit Director shall record the dates and times that drills are conducted.
- The Fire Department emergency telephone number (911) shall be posted at all phone locations.
- The emergency evacuation plan, including the location of emergency exits and evacuation routes, shall be posted in all rooms and reviewed with members monthly by all staff.

FIRE DRILL PROCEDURES:

All groups shall exit according to the diagrams posted in each facility and proceed to the designated areas. The staff member in charge of their particular area will check for members that possibly have not left the facility. Each Unit Director will conduct a safety check with each staff member to ensure total safety of members and verification of the clearance of their specified area. Teach your members to walk without any talking, to move quickly, to watch and listen carefully. This behavior should be maintained until members are back in the Club. The staff member in charge of an area is responsible for designating another employee to ensure any physically handicapped individual is assisted to safety. All employees should be made aware of the shortest routes to an exit, which is handicapped, accessible during a staff/employee meeting.

RESPONSE TO EMERGENCY:

- The staff's first responsibility is to evacuate all members from the building. This should be done immediately without concern for property.
- The Unit Director and/or Program staff should call 911 to report the fire.
- After notifying Fire Department, staff should immediately see that all members are removed from building.
- Members will evacuate through the nearest exit and assemble at a designated location. It is important for the staff to gather all the members in one location. This will make it easier to get a head count and to determine if anyone is missing. It will also keep the youth out of the way of the emergency equipment and prevent additional injuries. Additionally, this will provide a central location for parents to pick up their children. Do NOT let members run home or walk home during the fire. Frantic parents will swarm the Boys & Girls Club when word of a fire spreads. It is important for their child to be at the Club when they show up. To help avoid confusion, a list should be compiled at the assembly area of children present. These names should be checked off the list as parents and/or guardians pick them up.
- The designated assembly areas are to be posted.
- Be aware of the location of the exit doors in your building.
- When evacuating the building, assemble your group and lead them to the nearest exit. Then direct them to the designated assembly area.

The following staff have specific areas of responsibility:

- Unit Directors: to direct members to exits and to check the entire building, if it is safe to do so, to determine if everyone is out.
- Learning Center Staff: To evacuate the building, checking all rooms.
- Game room Supervisors: Evacuate game rooms through front door and direct members to assembly area.
- Arts & Crafts Supervisor: To evacuate Arts & Crafts room and direct members to assembly area.
- All Other Staff: To evacuate their areas through the nearest exit and to assemble the members in the designated area. Be prepared to assume additional responsibilities since staff with assigned responsibilities may be out of the building when the fire starts.
- Be calm, but firm with members in regards to the behavior and cooperation needed from them.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Bomb Threat

DEFINITION:

Any explosive device either present or alleged to be present on the premises which may or may not have exploded.

TELEPHONE WARNINGS:

The most common way of receiving bomb threats is by telephone. Proper action by the person receiving the call is listed below.

- Remain Calm. Do not panic.
- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Complete the "Bomb Threat Checklist". Record as much information as you can.
- If the caller does not give the location of the bomb and the time it is set to go off ask the caller to give you this information.
- Call 911 or delegate for someone to call 911.
- Notify the Operations Director and the Executive Director.
- Evacuation
- If evacuation of employees, members and visitors becomes necessary, it will be conducted only upon the decision of the Unit Director after consulting with the local police.
- The Unit Director and/or his/her designee, will announce "Code Black" three times over the intercom system.
- Staff will evacuate members and visitors to designated areas.
- Staff will take roll and report any missing persons to the Unit Director and keep students calm and quiet.
- Only after the "All Clear" is given by the Unit Director will employees, members and visitors be allowed back in the building.
- Cell phones, radios, pagers and microwaves should not be used during a bomb threat.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Child Abduction

PROCEDURE:

- The staff member who becomes aware of the abduction should notify the Unit Director and provide description of the student and other pertinent information.
- The Unit Director and/or his/her designee will announce “Code White” three times over the intercom system.
- All staff upon hearing “Code White” announced, will institute a lock down and roll call will be taken.
- The Unit Director will contact 911 with the following pertinent information regarding the abduction. A description of the member’s clothes worn that day, picture of student (if available), abductors description and vehicle.
- The Unit Director will notify the Operations Director and the Executive Director.
- The Unit Director or his/her designee will contact the parents/guardian of the abducted child.
- The Unit Director will document the incident in writing including the pertinent time.
- All media inquiries should be referred to the Spokesperson for the Organization.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Weapons

DEFINITION:

Any article used to inflict bodily harm and/or intimidate other persons. Examples are firearm, knives, chains, clubs, razors, etc.

PROCEDURE:

The staff person who becomes aware of a weapon on the grounds will:

- Remain calm. Do not draw attention to the weapon.
- Notify the Unit Director.
- Provide the following information:
 - Name of person suspected of bringing the weapon
 - Location of the weapon
 - Whether the person has threatened anyone
 - Any other pertinent details known
- The Unit Director will notify law enforcement if necessary.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Serious Injury

DEFINITION:

An emergency involving an accident, allergic reaction, sickness or injury in which the immediate concern is to aid the affected person.

PROCEDURE:

- Stay with the effected person(s)
- Administer First Aid
- Disperse the crowd if necessary
- Contact 911 as necessary to protect the safety and wellbeing of the individual(s) involved.
- Contact the Director of Operations and the Executive Director
- The Director of Operations and/or the Executive Director will:
- send medical emergency information to the hospital if applicable
- Contact the parents/guardian and notify them of any decision to transport the student for emergency medical care.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Severe Thunderstorms Plan

DEFINITION:

Severe Thunderstorm Watch: Conditions are such that a severe thunderstorm may develop in a specific area.

Severe Thunderstorm Warning: Indicates that a severe thunderstorm has developed and will probably affect the areas stated.

PROCEDURE:

- The first person who becomes aware of the severe thunderstorm watch or warning should notify the Unit Director.
- The Unit Director or designee will announce over the intercom system that there is a severe thunderstorm warning.
- The Unit Director or designee will contact the Director of Operations.
- In the event of a Thunderstorm Watch, all employees should:
 - Monitor local radio stations and weather radios for the latest weather information.
 - Keep students and visitors inside.
- In the event of a Thunderstorm Warning, all employees should:
 - Be prepared to relocate all students and visitors to the inner areas of each building.
 - Avoid using the telephone except in emergencies.
 - During periods of particular high winds, keep students and visitors away from glassed areas as much as possible.
- The Unit Director will announce "All Clear" when the Thunderstorm Watch or Warning ends.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Tornado Watch/Warning

DEFINITION:

In the event of a tornado, the Club's main priority shall be the safety of its members.

PREVENTIVE ACTION:

Staff shall conduct tornado drills on a monthly basis. The Unit Director shall record the dates and times that drills are conducted. The tornado emergency plan shall be posted in all rooms and reviewed monthly with members by all staff.

RESPONSE TO EMERGENCY:

- When a tornado approaches, your immediate action may mean life or death.
- If severe weather conditions develop, turn on a radio and/or television for information. This would also include a severe thunderstorm warning, as conditions can change quickly.
- A TORNADO WATCH indicates weather conditions are such that tornadoes may develop.
- A TORNADO WARNING indicates the actual sighting of tornadoes in the area and implies that those in the path of the tornado should seek shelter.
- When either a Tornado Watch or Tornado Warning is given, the staff should contact the Director of Operations and the Executive Director.
- In the event of a TORNADO WARNING all staff and members should take shelter in the locker room, bathrooms or the meeting room. A specific staff member will be designated to be in charge of the room while another staff member checks the rest of the building and directs members to the proper locations.
- During any type of severe weather, members should not be allowed to go outside or to stand in doorways watching a storm. No member will be allowed to walk home during a local severe weather warning.
- If sufficient warning is not given during a TORNADO WARNING and members and staff are not able to move to the designated areas, then members need to find the safest shelter possible. Members could get under sturdy tables, against inside walls and away from windows. Members should be trained by staff in how to properly seek shelter and protect themselves.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Hurricane Watch/Warning (Page 1 of 2)

POLICY STATEMENT:

In the event of a Hurricane Warning and a mandatory evacuation of Richmond County, the vital records and assets of the organization need to be secured to prevent damage and to ensure continued operations and services, in the event of this type of natural disaster. The media sources will be contacted by the Executive Director and/or his designee with Club closing and opening information.

PREVENTIVE ACTION:

- When a hurricane develops in the tropics, staff should monitor the Weather Channel and local radio stations.
- When a hurricane watch or tropical storm warning is issued, the Executive Director should contact key staff members to discuss potential actions.
- Administrative staff should begin preparing and organizing files, records and computer discs for storage.

RESPONSE TO EMERGENCY:

Clubs will automatically close until evacuation order is lifted. Clubs will stay open until parents safely pick up all members. All Staff will be provided with phone numbers where key staff can be contacted outside of the immediate evacuation area for information on when the Clubs will be reopening. These outside phone numbers should be for the Executive Director and Unit Directors. Answering machines should be changed at all clubs to reflect club closings. Members should be informed to monitor answering machines on updates about when the clubs will reopen. (Unit Directors should reprogram the answering machines as soon as the Executive Director announces when the club will reopen.) Full-time programming staff should secure the facility to minimize damage to property.

Administrative staff should pack the following records:

- Computer backup tapes
- Original Copies of Articles of Incorporation and Bylaws
- Original Copies of IRS 501c3 Ruling Letter
- Original Copies of Deeds of Gifts, Trust Agreements and other Legal Documents
- Official Minutes book for corporate and area boards
- List of Board of Directors
- Capital Campaign records
- Procedure Manual
- Employee Handbook
- Blank Checks
- Copy of financial reports for present and previous year
- Payroll records
- Employee files
- Present year and previous year bill & invoices
- Present year bank statements
- Tax records and bills
- Inventory list
- Current Grant records
- Audit files
- Insurance files
- Rolodex & key contact lists
- Petty cash boxes
- The Executive Director is responsible for securing and removing records and/or designating a specific staff member with that responsibility.
- Executive Director should contact the Board Presidents with evacuation notification and contact phone numbers.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Hurricane Watch/Warning (Page 2 of 2)

Each Unit should:

- Remove & store education computers in Unit Director's office (carefully disconnect equipment to avoid damage.)
- Secure on tables stacked two high: printers, monitors, cables, power cords, surge protectors
- Secure program documentation material on tables with computers: CD's, diskettes, manuals
- Place file cabinet on top of table
- Store Program Items in storage cabinet on shelves above table height and/o~ on top of table

Membership & Reception Area

- Remove the following from file cabinet and give to Unit Director:
 - Money bag
 - Receipt books
 - Membership Roster books
 - Program Registration file
- File cabinet key holders: Unit Director, Executive Director, Administrative Personnel Arts & Crafts
- Secure all supplies on tables or above table level on shelves and in storage cabinets in Games room storage.
- Place all equipment on table when possible.

Unit Director's Office:

- Secure computer & printer on top of file cabinet.
- Place file drawers below table height on desk.
- Remove books and materials from shelves below desk height.
- Remove all resource materials from floor.

Note: Taping of windows and doors will be determined by the amount of time available to staff after they address the priority evacuation tasks. The Executive Director should be contacted for guidance in this area.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Suspected Child Abuse (Page 1 of 2)

The job of protecting children starts in the community. While certain people are required by law to report child mistreatment, anyone can make a report of suspected abuse. "Everyone is encouraged to report suspected child abuse or neglect, the law requires persons in some professions be required to report. They are called 'mandated reporters.'" The sooner the authorities know about a child, the faster they can move to help. Georgia law requires people in certain professions to serve as mandated reporters. Mandated reporters include childcare workers.

POLICY STATEMENT:

All Club employees are required by law (Georgia Code) to report all suspect cases of child abuse. Child abuse is any act or omission or commission that endangers or impairs a child's physical or emotional health and development. The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention.

PREVENTATIVE ACTION:

- All staff shall receive training regarding child abuse/neglect indicators.
- All staff shall receive training regarding appropriate discipline and supervision of members.
- Look for signs of abuse, children who are maltreated are:
 - often left home alone
 - in the neighborhood for long periods without supervision
 - frequently hungry
 - dressed inadequately for the weather
 - absent from school frequently
 - bruised or have other marks of physical violence
 - withdrawn or overly aggressive
 - not receiving needed medical attention

If BGCCSRA staff or volunteers see one or more of these signs or suspects that the children are in danger, the situation should be reported to the county Department of Family and Children Services (DFCS).

STEPS FOR REPORTING:

First: clarify with the student that the abuse is ongoing & has not happened in the past or been dealt with through the courts or law. This should happen in a private area away from others.

Second: Inform supervisor in a private area without the child present and discuss the situation. The Operations Director and the Executive Director should be notified immediately. Why isn't the child included? Out of need to assess the situation. Also the more often a child repeats a story, the more they embellish it. If possible, you only want the child to tell their story once to you, then to the investigator if one comes out. Third: If the situation warrants, notify authorities. If a child is in immediate danger (obviously being beaten or left alone overnight, for example), the police should be called immediately. In all other cases, reports should be made to the DFCS office in the county where the child lives. People who call to report suspected abuse do not have to be sure maltreatment has occurred. They simply report what they have seen or heard. The authorities will investigate and confirm whether or not abuse has occurred. People who call are asked to give the name and location of the child and the name of the suspected perpetrator. Reports are confidential and those who call do not have to give their name. However, it is most helpful to the child in the long run if the reporter is willing to give his or her name and address and, if necessary, testify in court.

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Suspected Child Abuse (Page 2 of 2)

INTERVIEW GUIDELINES:

- Use a private, quiet room. Meet with the child with another adult/staff.
- Begin with comfortable information (where the child lives, any brothers or sisters, etc.)
- Be “up front”. Explain why you wish to talk to him or her. Share with the child your concern about any visible marks, the child’s health, safety, etc.
- Ask only questions which relate to your concerns and the child’s condition. Do not go into detail or extended questioning.
 - Use open-ended questions... “Could you tell me more?”
 - Use empathetic expressions... “Gee, that must have been painful.”
 - Use clarifying statements... “I’m a little confused about that.”
- Don’t go beyond assessment. Once you have enough information to suspect possible abuse, turn it over to DFACS and the Boys & Girls Clubs Executive Director and Operations Director. The Boys & Girls Clubs staff are not qualified or trained investigators.

Caution: Don’t delay reporting a child abuse situation while you gather more information that is needed to initiate the investigation.

In addition to the phone calls, the Unit Director will fill out a detailed incident report and include everyone the incident was reported to. The report will be delivered to the Director of Operations and Executive Director within 12 hours following the report of abuse. What Will Happen Next

If a child is under age 18 and appears to have been abused or neglected by a parent or caretaker, DFCS will begin investigating immediately. If the child is not in imminent danger, a caseworker will visit the family within 5 days. If the person who makes the original report wants to know what DFCS did, he or she can call the department and find out whether the maltreatment was confirmed.

Boys & Girls Clubs of The CSRA
Procedure Type: Program
Topic: Crisis Response Drill Form

The Unit Director is responsible for conducting routine evacuation and in climate weather drills on a monthly basis. These drills must be documented and kept on file in the Administrative Office. Complete this form in its entirety and submit it to the Administrative Assistant within 24 hours.

Date _____ Time _____

Crisis Simulated _____

of Staff Participating _____ # of Students Participating _____

Comments:

Concerns:

Corrective Action:

Staff Signature: _____ Date: _____

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Bomb Threat Checklist

INSTRUCTIONS:

Be calm. Listen. Do not interrupt the caller. IF possible, signal to someone else the nature of the call. Instruct the other person to call 911 if you are still on the phone with the caller. Keep the caller talking. Obtain the following information if possible:

Caller Name: _____

Caller Address: _____

Description of caller:

_____ Male _____ Female

_____ Young _____ Middle Age _____ Elderly

Race: _____

Exact Words of Caller:

If the caller remains on the line, ask the following questions:

- What time will the bomb explode?
- Location of the bomb
- What kind of bomb?
- Why did you place the bomb here?
- Where are you now?

As accurately as possible describe the caller's voice:

Loud	Soft	High Pitch	Low Pitch	Stutter
Fast	Slow	Distorted	Clear	Slurred
Lisp	Disguised			

Background Noise:

Office Machines	Factory Machines	Music	Animals
Voices	PA System	Radio	Cell Phone
Street Traffic	Airplanes	Traffic	Sirens

Employee Name _____ Date _____ Time _____

Boys & Girls Clubs of The CSRA

Procedure Type: Program

Topic: Inclusion

INCLUSION PRINCIPLES:

- Staff at the Boys & Girls Clubs of The CSRA value youth of different abilities and support inclusion.
- Within the Clubs, staff and members will be constantly involved in the best ways to support all youths' needs within the after-school program.
- Within each educational component, teaching and learning styles and organization will be flexible to ensure youth are able to benefit. Grouping to support youth identified with additional needs will be part of this process.

ACCESS TO THE ENVIRONMENT:

All Boys & Girls Clubs of The CSRA facilities are single-story and handicap accessible.

There are accessible toilets for all youth. Separate staff toilets are available.

There are good lighting and safety arrangements for visually impaired youth.

No child will be excluded from any learning activity due to their impairment or learning difficulty, unless it is clearly of benefit to that individual and leads toward inclusion.

ENROLLMENT:

Youth with additional educational needs are considered for enrollment to the Boys & Girls Clubs of The CSRA on exactly the same basis as for youth without additional educational needs.

RECRUITMENT PLAN FOR 21ST CCLC PROGRAM:

Students Tapping Academic Resources for Success (STARS) Program is what we call our 21st Century Community Learning Centers academic tutoring program for enrolled 1st -8th graders (South The CSRA 1st-5th and Washington County 2nd-9th). Members will be recruited for the STARS program amongst members currently enrolled in the Boys & Girls Clubs as well as through other media outlets and flyers. These participants will include special populations such as students with special needs and private school students. Both special populations will be recruited by the Program Director and Club Director from the school administration, counselors and parents. Interested parents will then enroll their student in the program following the general application process for the Boys & Girls Clubs of the CSRA.

TERMINOLOGY, IMAGERY AND DISABILITY EQUALITY

The Club is aware of the impact of language on youth within the Clubs. We work with the youth to understand the impact of the words they use, and deal seriously with derogatory name calling related to "special education needs" or disability under our Anti-Bullying Policy.

The Clubs implement the Youth for Unity program to teach inclusion.

Disability Equality and Trips: The Boys & Girls Clubs of The CSRA try to make all trips inclusive by planning in advance and using accessible places.

Evaluating the Success of the Clubs' Inclusion Policy: the inclusion policy is monitored annually.

Dealing with Complaints: If a parent wishes to complain about the provision or the Policy, they should, in the first instance, raise it with the Unit Director/Operations Director.

If the issue cannot be resolved within 10 working days, the parent can submit a formal complaint to the Executive Director in writing or any other accessible format. The Executive Director will reply within 10 working days. Any issues that remain unresolved at this stage will be managed according to the Boys & Girls Clubs' Complaints Policy and forwarded to the Board of Directors.

Boys & Girls Clubs of the CSRA

Procedure Type: Program

Topic: Field Trips

FIELD TRIP POLICY

Boys & Girls Clubs of the CSRA is structured to provide a safe place for children to learn and explore. To that extent, it is of utmost importance that we make outings as safe as possible while allowing children to learn from their experiences in a variety of settings.

PROCEDURES AND PRACTICES- INCLUDING RESPONSIBLE PERSON(S):

- The Boys & Girls Clubs of the CSRA will notify parents in advance of all field trips requiring transportation; this includes any activities conducted away from Club property.
- A parent or legal guardian will be asked to sign an informed consent form for all field trips requiring transportation.
- A first aid kit along with Club member's emergency contact numbers, and a student roster will be taken on all offsite activities.
- At least one staff person with current First Aid and CPR certification must accompany children on offsite activities.
- Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
- Whenever possible the Operations Director will visit the field trip site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities
- Children present will be counted before leaving the Clubs, during the field trip, and again at the time of departure for return to the Clubs to ensure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A staff member will be assigned to each group of children. Staff members will always accompany children to public restrooms.
- All Club members must wear identifying information that includes the Club name. These items are provided by the Club prior to field trips and typically include T-shirts or wrist bands. All students shall wear closed toe shoes in the Clubs and on field trips.
- If a child has medication needs, the child will be responsible to take and administer the medication as needed.
- Boys & Girls Clubs of the CSRA will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand, and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by the Unit or Site Directors with the parents and parents will sign the Consent form. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policies and procedures handbook located at each club.
- Lunches and snacks will be provided on field trips however; students may bring their own additional snacks.

Boys & Girls Clubs of the CSRA
Procedure Type: Human Resources
Topic: Drug Free Workplace

The Boys & Girls Club of the CSRA is committed to providing a safe environment for members, staff, and volunteers. The Organization maintains a drug and alcohol free workplace. The unlawful or improper use of drugs, including marijuana, a Schedule I narcotic at the federal level, controlled substances or alcohol in the workplace presents a danger to everyone.

As a federal grantee, The Boys & Girls Club of the CSRA has a duty to comply with the requirement of the Drug-Free Workplace Act of 1988.

Employees are prohibited from reporting to work or working while under the influence of alcohol and/or using illegal or unauthorized drugs. Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities. Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

Employees taking a legal drug, which potentially affects job safety or performance, is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to perform the employee's job duties, the employee may commence work. An employee will not perform his or her job duties unless such a determination or reasonable accommodation is made.

Employees must notify their supervisor and/or Club leadership, within five (5) days, of any criminal drug statute violation.

Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Boys Clubs of the CSRA further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

Boys & Girls Clubs of the CSRA
Procedure Type: Program
Topic: One on One Interaction Policy

The Boys & Girls Club of the CSRA is committed to providing a safe environment for members, staff, and volunteers. To ensure safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

Staff/Volunteers shall not:

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.
- Volunteers are not allowed one on one interaction without the presence of another staff member

Staff/Volunteers shall:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency arises.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency. All exceptions will be documented and provided to Club leadership.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

Boys & Girls Clubs of the CSRA

Procedure Type: Program

Topic: Restroom Policy

The Boys & Girls Club of the CSRA is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. Having clear policies and procedures is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. Restrooms will be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections set by Club leadership.

Best practices used by Clubs include:

- Issuing restroom passes or keys
- Prohibiting mixed age groups (children, teens and adults) from sharing a restroom
- Limiting the number of restroom users at one time
- Positioning staff near restroom entries
- Implementing a restroom inspection and monitor schedules
- Designing restrooms to eliminate doors but maintain privacy

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations' restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed
- Ensure restrooms are regularly cleaned and sanitized

Staff observing unacceptable restroom conditions shall:

- Immediately notify Club leadership.
- Complete a Repair Request Form and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the organization will take appropriate disciplinary action, up to and including termination.

Boys & Girls Clubs of the CSRA
Procedure Type: Human Resources
Topic: Termination Policy

When terminating an employee, conduct the meeting as privately as possible, at either the start or end of the workday. By doing so, an employee's potential embarrassment when later retrieving personal belongings from the work area may be reduced.

The immediate supervisor of the employee being released should conduct the meeting along with at least one additional member of management (preferably the immediate supervisor of the released employee's supervisor) should attend the meeting as a witness.

Remain compassionate, but do not compromise Boys & Girls Clubs of the CSRA's position by "siding with" the employee.

Arrange for security if an employee has a history of violence or could react violently.

Deactivate all of the employee's Boys & Girls Clubs of the CSRA accounts prior to the meeting. Prepare a final paycheck, including all outstanding vacation, sick time, etc., when applicable. Full payment for the day of the termination meeting should be made, regardless of the time of day that it occurs. Provide information and forms regarding the continuation of group health insurance, unemployment insurance, etc. The purpose of this is to reduce the need for a former employee to return to the workplace and possibly cause disruption.

At the conclusion of the meeting, the employee should be escorted to retrieve his or her personal belongings and immediately leave the premises. In all cases, it is necessary for the immediate supervisor to physically escort the employee to and from the work area.