



**Delta Sigma Theta Sorority, Incorporated
Quaker City Alumnae Chapter
www.DSTQuakerCity.org**



**Toy Library
2019 - 2020**

Toy Library was created to fill the urgent need to expand cultural awareness and to enhance reading skills of underprivileged and/or underperforming youth ages 5-11 years old in Philadelphia.

Important Dates & Information

Parent/Participant Orientation Meeting	Saturday, September 21, 2019 at 11:00am African American United Fund 2227 N. Broad Street, Philadelphia, PA 19132
All regularly scheduled meetings are (with a few pre-determined exceptions- parents will be notified)	11am – 1pm on the 3rd Saturdays of the month September 2019 – June 2020
Meeting Address (unless otherwise noted)	African American United Fund 2231 N. Broad Street Philadelphia, PA 19132

Behavior Policy

Students must comply with the rules and regulations established by Delta Sigma Theta Sorority, Inc., Quaker City Alumnae Chapter, and the Toy Library program.

Attire

Participants should look neat (hair included) wearing appropriately fitted pants, skirts /dresses (modest length) and comfortable shoes. Please, NO midriff tops, low rise or ripped pants or shirts with “distracting” logos/language.

For field trips: The official Toy Library shirts must be worn with aforementioned appropriate bottoms and comfortable walking shoes.

Costs - The cost of this program is FREE.

<p>Mailing Address: Delta Sigma Theta Sorority, Inc. Quaker City Alumnae Chapter Attn: Toy Library P.O. Box 42831 Philadelphia, PA 19101</p> <p>Chapter President: Shawn Anthony QuakerCityPresident@gmail.com</p>	<p>For More Information: Toy Library Chairpersons Marcella Blakney-Collins (267) 205-8014 Sherrie Lane (215) 279-1880 Calische Gully (267) 515-3401</p>
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Delta Sigma Theta Sorority Incorporated
Quaker City Alumnae Chapter
Risk Management Compliance
Toy Library

2019 - 2020 Application

PLEASE TYPE OR PRINT ALL INFORMATION

<i>Student's Personal Information</i>				
Student Name (First, Middle Initial, Last)		Date of Birth:	Gender:	Grade:
Address: (Number, Direction, Street, Apt #)		City/State		Zip Code
Home Telephone: ()	Cell Phone: ()	Email Address:		
School Name:		School Address:		
<i>Family/Contact Information</i>				
Parent/Legal Guardian Name:		Cell Phone: ()	Work Telephone: ()	
Parent/Legal Guardian Email Address:				
T-Shirt Size _____(S, M, L, XL, XXL)				

PARENT/GUARDIAN FORMS CHECKLIST

Youth Participant Name: _____

Date: _____

_____ **Appendix B1: Parental/Guardian Affirmation**
Date Received: _____

_____ **Appendix B2: Photograph, Media and Video Authorization Form**
Date Received: _____

_____ **Appendix B3: Youth Code of Conduct**
Date Received: _____

_____ **Appendix B4: Youth Pick-up Authorization**
Date Received: _____

_____ **Appendix B5(a): Waiver and Permission to Transport Youth**
Date Received: _____

_____ **Appendix B5(b): Parent Waiver and Permission for Teenage Driver to Transport Youth**
Date Received: _____

_____ **Appendix B6: Off-site Permission**
Date Received: _____

_____ **Appendix B7: Medical Information and Treatment Authorization Packet**
Date Received: _____

_____ **Appendix B8: Medication Authorization**
Date Received: _____

_____ **Appendix C1: Confidentiality Policy**
Date Received: _____

_____ **Appendix C2: Child Abuse Reporting Numbers**
Date Received: _____

_____ **Appendix C3: Youth Sign-In/Sign-Out Policy**
Date Received: _____

_____ **Appendix C4: Internet Use Policy**
Date Received: _____

Printed Name of Chapter Member Completing Form: _____

Signature: _____

APPENDIX B1

PARENTAL/GUARDIAN AFFIRMATION

I, _____, hereby give my permission to the _____ Chapter of Delta Sigma Theta Sorority, Incorporated for _____ to participate in the _____ youth initiative (including planned activities), and I hereby attest, under penalty of perjury, that I have the legal authority to authorize such participation.

Printed Name: _____

Signature: _____

Relationship to child: _____

Date: _____

WAIVER AND RELEASE

I, _____, Parent/Guardian, on behalf of _____ (“Participant Minor Child”) do hereby release, waive, discharge, covenant not to sue and agree to hold harmless Delta Sigma Theta Sorority, Incorporated (“DST”), its officers, National Executive Board, employees, members, local Chapters, representatives, agents, affiliates, and assigns (collectively “Releases”), from any and all claims, demands, and actions of any and every kind directly or indirectly arising out of, or relating in any respect to Participant Minor Child’s participation in the _____ Youth Initiative.

My waiver and release of all claims, demands, actions, and liability shall include without limitation, any injury, illness, death, property damage or loss to the Participant Minor Child which may be caused by any act, or failure to act, by the Releases, unless such injury, illness, death, property damage or loss is a direct result of the willful misconduct of any Releases.

I understand that, without limitation of the foregoing, neither Delta, nor the Program, shall be liable and each is hereby released from all claims that may arise from loss or damage to the Participant Minor Child’s personal property.

Parent/Guardian Signature: _____

Date: _____

APPENDIX B2

PHOTOGRAPH, MEDIA AND VIDEO AUTHORIZATION RELEASE FORM

I/We, _____ (“Parent/Guardian”), as parent(s) or legal guardian(s) of _____, give permission for _____ Chapter of Delta Sigma Theta Sorority, Incorporated (the “Chapter”) to publish on the Internet or media still photographs or moving images, including, if applicable any sound recordings accompanying the images (“Images”) taken of my child during participation in _____ Youth Initiative Program activities, without payment or any consideration and without notifying me in advance.

I/We also give permission for the Chapter to highlight my child’s achievements and activities in efforts to promote the youth initiative program through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media without payment or any consideration and without notifying me.

I/We understand and agree that these Images will become the property of the Chapter, which shall have complete ownership of the Images. I hereby irrevocably authorized the Chapter to publish or distribute these Images for the purpose of publicizing the Chapter’s programs, including the _____ Youth Initiative Program or for any other lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my child’s likeness appears. Additionally, I waive any rights to royalties or other compensation arising out of or related to the use of the Images.

I/We hereby hold harmless and release and forever discharge the Chapter and any of its officers and members; Delta Sigma Theta Sorority, Incorporated; its officers; National Executive Board; employees; members; representatives; agents; and assigns from any and all claims, costs, suits, actions, judgments, and expenses which my child, his/her heirs, representatives, executors, administrators, or any other persons acting on his/her behalf have or may have by reason of the use of the Images. This release specifically includes, without limitation, a complete release and discharge of any liability by virtue of any editing, distortion, alteration, or optical illusion, whether intentional or otherwise, that may occur or be produced in the taking of or editing of said Images, unless it can be shown that such was maliciously caused, produced and published solely for the purpose of subjecting my child to conspicuous ridicule, scandal, reproach, scorn and indignity.

I/we hereby certify that I/we are the parents/guardians of _____, authorized legally to give this consent, and do hereby give my/our consent without reservation to the foregoing on behalf of my/our child.

Parent/Guardian Signature

Date

Print Name

Parent/Guardian Signature

Date

Print Name

APPENDIX B3

YOUTH CODE OF CONDUCT

1. Respect all participants (other youth and adult volunteers) by not using foul, hurtful or obscene language or engaging in physical violence, bullying (including cyber-bullying)¹ or other aggressive behaviors that threaten the safety of others.
2. Respect the property rights of others. This means do not damage or deface the building or property within the building where chapter activities are held; do not damage or take the personal property of any other participant or volunteer; and do not use Delta's name or any symbol or logo (Delta's intellectual property) on any clothing, books, bags, or other items.
3. Return supplies to their proper place after using them.
4. Clean up all work areas properly.
5. Listen carefully to directions and when someone else is talking.
6. Respect designated quiet areas, such as homework/reading area.
7. Stay within the program's designated areas within the building.
8. Cooperate and participate in organized activities.
9. Assume full responsibility for all personal belongings. Please leave valuables at home.
10. Do not bring any weapons, cigarettes/drugs, alcohol, or anything illegal to any activity at any time.

Sanctions for Violating Code of Conduct

Bad Language/Abusive Teasing and Related Acts:

1st Time: Verbal warning, *parent or guardian notified from this point forward*

2nd Time: Loss of privileges

3rd Time: 1-week suspension from program

Next occurrence youth is removed from the program.

Physical Violence and Other Misconduct:

1st Time: Removal from situation, loss of privileges, *guardian notified from this point forward*

Next occurrence youth is removed from the program.

Illegal Substances or Dangerous Weapons

1st Time: Youth is removed from the program. If a youth is in possession of an illegal substance or dangerous weapon, the police will be notified as well.

¹ Cyber-bullying is defined in Appendix C4, which sets out the *Internet Use Policy*.

Applicant Name:

(Student Participant)

With my parent or other adult, I have read the *Code of Conduct* and sanctions for violating the Code. I understand the Code and the sanctions. I will follow the *Code of Conduct*.

Signature

Date

Print Name

(Parent)

I have read and understand the *Code of Conduct* and sanctions for violating the *Code of Conduct*. I understand that my child's compliance with the *Code of Conduct* is a condition of her/his participation in the _____ program. I agree that the sanctions for violating the *Code of Conduct* are reasonable and will help my child comply.

Signature

Date

Print Name

APPENDIX B4

YOUTH PICK-UP AUTHORIZATION FORM

I authorize the persons listed below to pick-up my child from the _____ youth initiatives program. For my child's safety, I understand that all authorized persons on the list below will be asked to show photo identification before my child is released to them; therefore, I will notify all authorized persons of this requirement so that they will have photo identification with them when they arrive to pick-up my child. *(Please include names of either parents or guardians on list below).*

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

By signing below, I verify that I have read and agree to the Student Pick-Up policies described above and authorize the _____ Chapter to release my child to the persons listed above. I also agree to notify the _____ Chapter in writing of any changes to the above list of authorized persons.

Mother/Guardian Signature _____ Date _____

Father/Guardian Signature _____ Date _____

Youth Participant Name:

APPENDIX B5(a)

PARENT WAIVER AND PERMISSION TO TRANSPORT YOUTH

Name of Child: _____

Event: _____

Location: _____

Driver: _____

I give permission for my child/charge ("child") to be transported in a motor vehicle driven by the individual identified to an event at the specified location on the date indicated. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver.

I have read, understand, and discussed with my child that:

- (1) They will be traveling in a motor vehicle driven by an adult and they are to wear their safety-belt while traveling;
- (2) They are expected to respect the vehicles they ride in, and the person they travel with during the trip;
- (3) Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and
- (4) They are to remain in their seats and not be disruptive to the driver of the vehicle.

I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Delta Sigma Theta Sorority, Incorporated and the _____ Chapter from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

Parent/Guardian Signature

Date

Print Name

APPENDIX B5(b)

PARENT WAIVER AND PERMISSION FOR TEENAGE DRIVER TO TRANSPORT YOUTH
ALL TEENAGE DRIVERS MUST HAVE A NON-PROVISIONAL DRIVER'S LICENSE

Name of Child: _____

Event: _____

Location: _____

Student Driver: _____

I give permission for my child/charge ("child") to be transported in a motor vehicle driven by the individual identified to an event at the specified location on the date indicated. I understand my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver.

I have read, understand, and discussed with my child that:

- (1) They will be traveling in a motor vehicle driven by a teenage driver and they are to wear their safety-belt while traveling;
- (2) They are expected to respect the vehicles they ride in, and the person they travel with during the trip;
- (3) Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and
- (4) They are to remain in their seats and not be disruptive to the driver of the vehicle.

I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

As a condition for the transportation received/provided, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Delta Sigma Theta Sorority, Incorporated and the _____ Chapter from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

Parent/Guardian Signature

Date

Print Name

Parent/Guardian of Teenage Driver Signature

Date

Print Name

APPENDIX B6

OFF-SITE PERMISSION

I/We, _____ (“Parent/Guardian”), as parent(s) or legal guardian(s) of _____ (“Child”), give permission for my/our Child to participate in the _____ Youth Initiatives Program’s (the “Initiatives”) activities taking place off site. I/we understand that transportation to and from these activities will be provided for my/our Child by the Chapter.

I/We understand that the field trips are part of the Initiatives and if I/we choose to not have my/our Child participate in one or more off-site activities, I/we must make other care arrangements for my/our child during the times of that field trip activity.

I/We assume all risks and hazards of loss or injury of any kind that may arise in connection with such trips, except for gross negligence or intentional infliction of harm by the Initiatives, its officers, agents or employees.

I/We do hereby agree to release and hold harmless the Initiatives, Delta Sigma Theta Sorority, Incorporated, its officers, National Executive Board, employees, members, representatives, agents and assigns from any and all claims, costs, suits, actions, judgments, and expenses for any damage, loss, or injury to my/our child or damage to my/our child’s property arising from my/our child’s participation in field trips, other than damage, loss, or injury that results from gross negligence or intentional infliction of harm by the Initiatives, Delta Sigma Theta Sorority, Incorporated, its officers, National Executive Board, employees, members, representatives, agents and assigns.

Parent/Guardian Signature

Date

Print Name

Parent/Guardian Signature

Date

Print Name

APPENDIX B7

MEDICAL INFORMATION AND TREATMENT AUTHORIZATION PACKET

Today's Date: _____
Last Name _____ Date of Birth: _____
Age: _____
Address: _____
City/State/Zip Code: _____
Parent/Guardian Home Phone: _____
Cell Phone: _____ E-mail Address: _____
Minor's Gender: _____ Height: _____ Weight: _____

HEALTH INFORMATION

Below please check any current health condition that may require attention during the Program day. Also complete and submit the Medication Authorization Form if your child has health conditions that require medication during the Program day.

Asthma Inhaler required at Program: Yes or No

Vision Problems: Glasses Contacts

Hearing Problems: Hearing Aid(s)

ADD/ADHD: Yes or No

Other:

Allergies/Sensitivities (be specific)

Foods _____

Medicines _____

Bee sting or insect bite _____ Other _____

List all medications and dosages your child receives on a continual basis:

Health History:

Child's Name (Last, First, M.I.): _____

Gender (check one): Male _____ Female _____ DOB (mm/dd/yy): _____

Parent/Guardian Name: _____ Does Parent/Guardian live in home with child? _____

Parent/Guardian Name: _____ Does Parent/Guardian live at home with child? _____

Is/Has child been under the regular supervision of a physician? _____

Name, address, and phone number of physician _____

Date of last physical exam: _____

Health and Developmental History:

Childhood illness: Check any that apply

- | | | | |
|-----------------------------|---------------|---------------------------|------------|
| Measles | Mumps | Asthma | Chickenpox |
| Rheumatic Fever | Hay Fever | Diabetes | Epilepsy |
| Whooping Cough | Poliomyelitis | Ten-Day Measles (Rubella) | |
| Three-Day Measles (Rubella) | | | |

Other (please list): _____

Does child have any significant health history, conditions, communicable illness, or restrictions that may affect child's participation in the _____ youth initiatives program?

(Check one) None Yes

If yes, please provide detailed explanation _____

Does child have any significant food/medication/environmental allergies that may require emergency medical care at the _____ youth initiatives program?

(Check one) None Yes

If yes, please provide detailed explanation _____

Youth Participant Name:

Specify any other serious or severe illnesses or accidents: _____

Does child take prescribed medications? Name the medications: _____

Frequency Taken: _____ (For any medications or treatment required during the course of the _____ youth initiatives program, a Medication Authorization Form should be completed and submitted with this form.)

Does child take any over the counter medications frequently? Yes No

Name of the medications: _____

Frequency Taken: _____

NON-PRESCRIPTION MEDICATION PERMIT

PLEASE CHECK those medications you give permission for your child to receive (generic equivalent may be used). I/We understand that medications will be administered with discretion by an authorized Program employee and in accordance with established protocols developed by the Program.

The following nonprescription medications may be available to your child:

For headaches/fever/muscle aches/pain/cramps: Acetaminophen (e.g., Tylenol, including Junior Strength), Ibuprofen (e.g., Advil, including Children's liquid, Motrin), Naproxen (Aleve), Midol, & Excedrin.

For bites/allergic rashes: Anti-itching lotion (e.g., Calamine or Hydrocortisone cream 1%), Benadryl liquid or capsules.

For nasal congestion/sinus pressure: Decongestant

For sore throat: Throat lozenges (e.g., Capitol lozenges)

For coughs: Cough drops/lozenges or cough suppressant.

For upset stomach: Antacid liquid or chewable tablets (e.g., Mylanta)

For sun protection: Sunscreen lotion SPF 30.

I DO NOT WANT ANY MEDICATIONS GIVEN TO MY CHILD.

Parent/Guardian Signature _____ Date _____

Youth Participant Name:

PHYSICIAN & INSURANCE INFORMATION

Name of Child's Physician _____ Phone _____

Health Insurance Company _____ Phone _____

Policy Number _____ Group Number _____

Insurance Company Address _____

City/State/Zip Code _____

Name of Policy Holder _____

Name of Policy Holder's Employer _____

Youth Participant Name:

EMERGENCY CONTACT INFORMATION

Parent/Guardian #1

Name _____ Relationship _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail address _____

Parent/Guardian #2

Name _____ Relationship _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail address _____

If for any reason I/we cannot be reached, please contact the following person(s) whom I/we hereby authorize to seek emergency medical or surgical care for my/our child.

Name: _____ Relationship to Student _____

Home Phone _____ Work Phone _____

Cell Phone _____

Name: _____ Relationship to Student _____

Home Phone _____ Work Phone _____

Cell Phone _____

In the event that the Program is unable to reach any of the individuals named above promptly by phone, I/we authorize the Program to seek and secure any emergency medical or surgical care for my/our child. I/We will be responsible for any and all expenses incurred and authorize the medical facility at which treatment is rendered to release all necessary information to my/our insurance company.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Youth Participant Name:

APPENDIX B8

MEDICATION AUTHORIZATION FORM

(To be filled out by the physician dispensing the medication)

Name of Minor _____

Birthdate _____

Medication _____

Dosage _____

Time of administration _____

Reason for medication _____

Route of administration _____

Possible side effects and significant information _____

Physician's signature _____

Date _____

Physician's telephone number: _____

**PARENTAL PERMISSION FORM
ADMINISTRATION OF PRESCRIPTION MEDICATION**

I/We hereby give permission for _____ to take _____
at the _____ youth initiatives program as ordered by his/her physician
identified above.

I/We understand that it is my/our Child's responsibility to report to _____
at the appropriate time for the Administration of the medication.

I/We further understand that it is my/our responsibility to furnish this medication and any authorized
refills. I/We further understand that Delta Sigma Theta Sorority, Incorporated ("DST"), its officers,
National Executive Board, employees, members, local Chapters, representatives, agents, affiliates,
assigns, the _____ youth initiatives program, its agents, and/or any
employee who administers any drug to my/our child, in accordance with written instructions from the
prescriber, shall not be liable for damages as a result of an adverse drug reaction or any other injury
suffered by my/our child due to the administration or failure to provide the drug.

The _____ youth initiatives program reserves the right to refrain from
administering medication if in the judgment of the _____ youth initiatives
program, or other authorized Program officer, agent, or employee the circumstances do not warrant
medication administration.

I/We understand that the medication must be brought to the _____ youth
initiatives program by me/us in the original appropriately labeled container.

If I/we cannot bring the medication to the _____ youth
initiatives program, I/we will call the _____ youth initiatives program to
inform them that my/our child will be bringing it, indicating the amount of medication in the container.

Parent/Guardian's Signature _____ Date _____

MEDICATION ADMINISTRATION PROCEDURES

Prescription Medication

1. We require the Medication Authorization Form to be completed by the prescribing physician and the parent. For each prescription medication ordered, the physician must give the following information: (1) the student's name, (2) the medication, (3) the dosage, (4) the time of administration, (5) the reason for administration, (6) the route of administration, (7) the possible side effects, and (8) any other significant information. The form must then be signed and dated by the prescribing physician. Signed parental consent is also required for each medication. This consent releases Delta Sigma Theta Sorority, Incorporated, the _____ youth initiatives program, and their officers, National Executive Board, employees, members, local Chapters, representatives, agents, affiliates, and assigns from liability if the medication causes adverse reactions. The Medication Authorization Form is updated annually.
2. The original prescription container must accompany all medication to be given at the _____ youth initiatives program. Medications should be brought to the _____ youth initiatives program by the parent or responsible adult and taken to _____. The original prescription container should be labeled with the following information: name of student, name of medication, dosage of medication to be given, frequency of administration, route of administration, name of physician ordering medication, date of prescription, and expiration date.
3. If possible, the parent should provide _____ days' worth of the medication if it is to be given every day. It is the parent's responsibility to provide adequate refills on a timely basis.
4. All medication is kept in a locked cabinet or locked container at all times. If not retrieved by a parent or responsible adult, all medication will be destroyed one week after the expiration date or at the end of the term for the _____ youth initiatives program.
5. A record will be maintained every time a medication is given. The record includes the student's name, date, time of administration, and dosage.

Over-the-Counter Medication

1. Written parental/guardian consent for the administration of over-the-counter medication is obtained through the emergency forms.¹
2. A record will be maintained every time a medication is given. The record includes the student's name, date, time of administration, and dosage.

¹A copy of the Medical Treatment Authorization is attached hereto as Appendix B8.

Youth Participant Name:

APPENDIX C1

CONFIDENTIALITY POLICY

It is the policy of _____ Chapter of Delta Sigma Theta Sorority, Incorporated (“DST”) to protect the confidentiality of its youth participants and their families. Except as provided below, _____ Chapter will only share information about participants and their families with other Delta chapter members and Delta employees assigned to assist with youth initiative programs, on a “need to know basis.”

To carry out the mission of its _____ program and to better serve the needs of the youth participants, the _____ Chapter must collect certain personal information about youth participants and their families, including, but not limited to, the following “Confidential Information”:

- Name, address, and age of participant
- School participant attends
- Names and addresses of parents or guardian.
- Medications and physical conditions/limitations
- Any distinguishing marks or characteristics (such as disfigurement or physical limitations)

Limits of Confidentiality: Confidential information may be shared with individuals or organizations as specified below under the following conditions, and *provided that* the party to who seeks any disclosure agrees in writing to maintain the confidentiality of the disclosed information as specified in this Confidentiality Policy:

- Delta Officers and Members of the Board have access to any participant’s files only upon directive by the National President. Any directive shall identify the person(s) authorized to review such records; the specific purpose for such review; and the period of time during which access shall be granted. Such Officers or Members of the Board granted access shall be required to comply with this Confidentiality Policy and may use the information only for purposes specified in the National President’s directive.
- Information may only be provided to law enforcement officials or the courts pursuant to a valid and enforceable subpoena or court order.
- Information may be provided to Delta’s legal counsel in the event of litigation or potential litigation involving Delta and/or the Program participants or any aspect of the Program.

Youth Participant Name:

- Members of _____ Chapter and volunteers who observe or suspect child abuse are “mandatory reporters” and, as such, must disclose suspected abuse to the proper authorities, and in making such reports, may disclose “Confidential Information.”

Safekeeping of Confidential Records: The President of _____ Chapter or her designee shall be the custodian of confidential records. It is her responsibility to supervise the management of Confidential Information in order to ensure safekeeping, accuracy, accountability, and compliance with this Confidentiality Policy.

Requests for Confidential Information by Other Agencies: Any request from other organizations or persons for Confidential Information shall be honored only if the request is accompanied by written authorization from the parents or guardians of the youth participant expressly permitting the release of the requested information.

Violations of Confidentiality: Known violations of this Confidentiality Policy (by volunteers or youth participants) shall be reported to the chapter president or her designee. A violation of this Confidentiality Policy shall result in disciplinary action up to and including suspension or termination from the Program, as appropriate.

No Liability. There shall be no liability to Delta Sigma Theta Sorority, Incorporated, the _____ Chapter, or any volunteer or youth participant for disclosing information that is required to be disclosed by a court, an administrative body of competent jurisdiction, a governmental agency, or by operation of law.

Acknowledgment of Receipt

Parent/Guardian (Print Name):

Parent/Guardian (Signature):

Youth Participant Name:

APPENDIX C2



Child Abuse Reporting Numbers

The following organizations are among many that have information on Child Abuse Reporting Numbers. Inclusion on this list is for information purposes and does not constitute an endorsement by Child Welfare Information Gateway or the Children's Bureau. For the most current information, please refer to the National Organizations section of Child Welfare Information Gateway at <http://www.childwelfare.gov/organizations/index.cfm>.

Recommended updates and additions to the Information Gateway Organization database can be emailed to: OrganizationUpdates@childwelfare.gov

Alabama

http://dhr.alabama.gov/services/Child_Protective_Services/Abuse_Neglect_Reporting.aspx

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Alaska

Toll-Free: (800) 478-4444

<http://www.hss.state.ak.us/ocs/default.htm>external link

Arizona

Toll-Free: (888) SOS-CHILD (888-767-2445)

<https://www.azdes.gov/dcyf/cps/reporting.asp>

Arkansas

Toll-Free: (800) 482-5964

<http://humanservices.arkansas.gov/dcfs/Pages/ChildProtectiveServices.aspx#Child>

California

<http://www.dss.cahwnet.gov/cdssweb/PG20.htm>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Colorado

Local (toll): (303) 866-5932

<http://www.colorado.gov/cs/Satellite/CDHS-Main/CBON/1251633944381>

Click on the website above for information on reporting or call (303) 866.5932

Connecticut

Toll-Free: (800) 842-2288

TDD: (800) 624-5518

<http://www.ct.gov/dcf/cwp/view.asp?a=2556&Q=314388>

Delaware

Toll-Free: (800) 292-9582

<http://kids.delaware.gov/services/crisis.shtml>

District of Columbia

Local (toll): (202) 671-SAFE (202-671-7233)

<http://cfsa.dc.gov/service/report-child-abuse-and-neglect>

Florida

Toll-Free: (800) 96-ABUSE (800-962-2873)

[http://www.dcf.state.fl.us/abuse/external link](http://www.dcf.state.fl.us/abuse/external-link)

Georgia

<http://dfcs.dhs.georgia.gov/child-abuse-neglect>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Hawaii

Local (toll): (808) 832-5300

<http://humanservices.hawaii.gov/ssd/home/child-welfare-services/>

Idaho

Toll-Free: (800) 926-2588

TDD: (208) 332-7205

<http://healthandwelfare.idaho.gov/Children/AbuseNeglect/ChildProtectionContactPhoneNumbers/tabid/475/Default.aspx>

Illinois

Toll-Free: (800) 252-2873

Local (toll): (217) 524-2606

<http://www.state.il.us/dcf/child/index.shtml>external link

Indiana

Toll-Free: (800) 800-5556

<http://www.in.gov/dcs/2398.htm>

Iowa

Toll-Free: (800) 362-2178

<http://dhs.iowa.gov/report-abuse-and-fraud>

Kansas

Toll-Free: (800) 922-5330

<http://www.dcf.ks.gov/Pages/Report-Abuse-or-Neglect.aspx>

Kentucky

Toll-Free: (877) 597-2331

<http://chfs.ky.gov/dcbs/dpp/childsafety.htm>

Louisiana

Toll-Free: (855) 452-5437

<http://dss.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=109>

Maine

Toll-Free: (800) 452-1999

TTY: (800) 963-9490

<http://www.maine.gov/dhhs/ocfs/hotlines.htm>

Maryland

http://www.dhr.state.md.us/blog/?page_id=3973external link

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Massachusetts

Toll-Free: (800) 792-5200

<http://www.mass.gov/eohhs/gov/departments/dcf/child-abuse-neglect/>

Michigan

Toll-Free: (855) 444-3911

Fax: (616) 977-1158

Fax: (616) 977-1154

http://www.michigan.gov/dhs/0,1607,7-124-5452_7119---,00.html

Minnesota

<http://mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/contact-us/index.jsp>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Mississippi

Toll-Free: (800) 222-8000

Local (toll): (601) 359-4991

http://www.mdhs.state.ms.us/fcs_prot.htmexternal link

Missouri

Toll-Free: (800) 392-3738

<http://www.dss.mo.gov/cd/rptcan.htm>

Montana

Toll-Free: (866) 820-5437

<http://www.dphhs.mt.gov/cfsd/index.shtml>

Nebraska

Toll-Free: (800) 652-1999

http://dhhs.ne.gov/children_family_services/Pages/children_family_services.aspx

Nevada

Toll-Free: (800) 992-5757

http://dcfs.state.nv.us/DCFS_ReportSuspectedChildAbuse.htmexternal link

New Hampshire

Toll-Free: (800) 894-5533

Local (toll): (603) 271-6556

<http://www.dhhs.state.nh.us/dcyf/cps/contact.htm>external link

New Jersey

Toll-Free: (877) 652-2873

TDD: (800) 835-5510

TTY: (800) 835-5510

<http://www.nj.gov/dcf/reporting/how/index.html>

New Mexico
Toll-Free: (855) 333-7233
<http://cyfd.org/child-abuse-neglectexternal link>

New York
Toll-Free: (800) 342-3720
TDD: (800) 369-2437
Local (toll): (518) 474-8740
<http://www.ocfs.state.ny.us/main/cps/external link>

North Carolina
<http://www.dhhs.state.nc.us/dss/cps/index.htmexternal link>
Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

North Dakota
<http://www.nd.gov/dhs/services/childfamily/cps/#reporting>
Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Ohio
Toll-Free: (855) 642-4453
<http://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm>

Oklahoma
Toll-Free: (800) 522-3511
<http://www.okdhs.org/programsandservices/cps/default.htmexternal link>

Oregon
<http://www.oregon.gov/DHS/children/abuse/cps/report.shtml>
Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Pennsylvania
Toll-Free: (800) 932-0313
TDD: (866) 872-1677
<http://www.dpw.state.pa.us/forchildren/childwelfareservices/calltoreportchildabuse!/index.htmexternal link>

Puerto Rico
Toll-Free: (800) 981-8333
Local (toll): (787) 749-1333

Rhode Island
Toll-Free: (800) RI-CHILD (800-742-4453)
http://www.dcyf.ri.gov/child_welfare/index.php

South Carolina
Local (toll): (803) 898-7318
<http://dss.sc.gov/content/customers/protection/cps/index.aspx>
Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

South Dakota
<http://dss.sd.gov/cps/protective/reporting.asp>
Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Tennessee
Toll-Free: (877) 237-0004
<https://reportabuse.state.tn.us/external link>

Texas

Toll-Free: (800) 252-5400

https://www.dfps.state.tx.us/Contact_Us/report_abuse.aspexternal link

Utah

Toll-Free: (855) 323-3237

<http://www.hsdcsf.utah.gov>

Vermont

After hours: (800) 649-5285

http://www.dcf.state.vt.us/fsd/reporting_child_abuseexternal link

Virginia

Toll-Free: (800) 552-7096

Local (toll): (804) 786-8536

<http://www.dss.virginia.gov/family/cps/index.html>

Washington

Toll-Free: (866) END-HARM (866-363-4276)

Toll-Free: (800) 562-5624

TTY: (800) 624-6186

<http://www1.dshs.wa.gov/ca/safety/abuseReport.asp?2>

West Virginia

Toll-Free: (800) 352-6513

http://www.wvdhhr.org/bcf/children_adult/cps/report.aspexternal link

Wisconsin

<http://dcf.wisconsin.gov/children/CPS/cpswimap.HTM>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Wyoming

<https://sites.google.com/a/wyo.gov/dfsweb/social-services/child-protective-services>external link

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

U.S. Department of Health and Human Services Administration for
Children and Families Administration on Children, Youth and Families
Children's Bureau



Child Welfare Information Gateway
Children's Bureau/ACYF
1250 Maryland Avenue, SW
Eighth Floor
Washington, DC 20024
800.394.3366
Email: info@childwelfare.gov

APPENDIX C3

YOUTH SIGN IN/SIGN OUT POLICY

It is the policy of the _____ Chapter, Delta Sigma Theta Sorority, Incorporated that all participants (youth, members, and other volunteers) and visitors must sign in and out of its _____ Youth Initiative Program (“Program”). The required sign in/sign out procedures are as follows:

- . The chapter shall maintain and use a sign in log that reflects the following: name of the youth initiative; the date; the time in and the time out; and the names of the participants, with a column for the participant and visitors to check her/their status (as member, youth, volunteer, or visitor). The form should distinguish whether a member is assisting with the Program or is a visitor/observer.
- . Only authorized persons (those identified in writing) will be allowed to pick up a participant from the Program. Volunteers shall refuse to release a participant to any person, whether related or unrelated to the youth, who has not been authorized, in writing, by the parent or guardian to receive the youth.
- . One of the following procedures shall be observed during departure and return:
 - a. Parents or an authorized representative will sign out youth.
 - b. Older youth who have written parental permission will be allowed to leave the program on their own. Members will establish a system where the youth check themselves out with an approved volunteer; the approved volunteer will ensure that the youth signed out and initialed the attendance sheet.
 - c. When Chapters provide transportation to off-site sponsored events, members will develop and implement a system to ensure that all youth participating for the day board the correct bus or other vehicle at the time of departure to and return from a scheduled activity.
- . **Failure to pick up your child at the conclusion of a session or activity will result in contact being made with the local police department and/or child protective services.**
- . If a parent or guardian wishes to arrange alternative transportation for their child to attend an off-site activity, the youth may join the group at the event or activity, but the _____ Chapter assumes no responsibility or liability for the youth participant for any non-chapter-sponsored activity or transportation.

Parent/Guardian (Signature):

Youth Participant Name:

APPENDIX C4

INTERNET USE POLICY

1. Purpose

This policy relates to the use of computers or Internet access through, during, or as part of any Delta Sigma Theta Sorority, Incorporated (“DST”) Youth Initiative Program (“Program”) or sponsored event. The purpose of the policy is to protect the participating youth from gaining access to undesirable materials on the Internet; from making undesirable contacts over the Internet; and to prevent unacceptable use of the Internet by youth participants, including, but not limited to, using the Internet for cyber-bullying. The focus of the policy is on both personal and shared responsibility.

2. Definitions and Illustrative Examples

A. Examples of Prohibited Materials

- Pornographic images or obscene images or text on Internet web sites.
- Material that contains abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive language on web sites or in e-mail messages.
- Racist, exploitative or illegal material or messages on web sites or in e-mail.

B. Examples of Prohibited Contacts

- Responding to e-mail messages or solicitations (through advertisements or web postings) from unknown or unverified parties who seek to establish a youth’s identity and/or to communicate with the youth for any purpose;
- Initiating contact with unknown or unverified parties or parties seeking contact youth for any purposes.

C. Examples of Prohibited Use

- Deliberately searching for and accessing prohibited materials;
- Creating and transmitting e-mail messages that contain unacceptable language or content such as that listed above in 2A, bullet 2; and
- Creating and publishing Internet materials that contain unacceptable language and content.

D. Examples of Cyber-bullying

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another individual by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings which has the effect of :

- Physically, emotionally or mentally harming an individual;
- Placing an individual in reasonable fear of physical, emotional or mental harm;
- Placing an individual in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with an individual's educational opportunities.

3. Unintentional Exposure of Youth to Prohibited Materials on the Internet

It is Delta's policy that Chapters must undertake every reasonable step to prevent exposure of youth participants to undesirable materials on the Internet. It is recognized that this can happen not only through the youth deliberately searching for such materials, but also unintentionally when a justifiable Internet search yields unexpected results.

To prevent such occurrences the chapter shall adopt the following practices:

- A.** Chapters should use an Internet Provider or software that blocks access by:
 - Filtering sites by a grading process, and
 - Filtering sites by language content and prohibit sites with unacceptable vocabulary.
- B.** Chapters must strictly supervise Internet usage:
 - Adults must strictly supervise youth participant's Internet activity, and there should be no searching of the Internet without a supervisor checking periodically during use and reviewing the sites accessed after a youth logs off;
 - Install appropriate language filtering software (*e.g.*, Net Nanny).

4. Intentional Access of Prohibited Materials by Youth

Chapter shall explain clearly and firmly to the youth that they are prohibited from intentionally accessing prohibited material on the Internet. The youth also must be informed that if she/he violates this policy, she/he will be disciplined and her/his parents or guardian will be notified. Chapters must follow through with disciplining the youth and notifying the parents or guardian.

5. Deliberate Access to Prohibited Materials by Adults

Adults are prohibited from deliberately accessing prohibited materials. Any adult who violates this policy will be terminated as a volunteer.

6. Receipt and transmission of e-mails by youth

It is recognized that, even with training and supervision, youth may receive or transmit e-mail messages that contain unacceptable (or even prohibited) language or content. It is also recognized that some people may try to use e-mail to identify and contact children for unacceptable reasons.

To avoid these problems, Chapters should adopt the following practices:

- A. Use an Internet e-mail service that guarantees the bona-fide nature of e-mail communicants and that vets youth's e-mail for undesirable content.
- B. Depending on the circumstances and the age or maturity of the youth, allow youth to read e-mail messages only when an adult is present or when the messages have been previewed by an adult.
- C. Take steps to verify the identity of anyone seeking to establish regular e-mail communications with youth.
- D. Allow youth to send e-mail messages only when the contents have been approved by an adult.

If staff or volunteers believe that youth have been targeted with e-mail messages by parties with criminal or inappropriate intent, **immediately take the following steps**: retain the messages; record the incident by completing the Risk Management Incident Report form; inform the youth's parents; report the incident to law enforcement or other local or state authorities, and report the incident to the Chapter president and the Regional Director.

7. Publishing Materials on the Internet

No materials, whether created by volunteers or youth participants, that contain any prohibited images, language, or content shall be published on the Internet. Infringement of this rule shall result in disciplinary action.

No materials shall be published on the Internet that reveals the identity of any youth.

8. Use of Delta's Internet by Visitors and Guests

No visitor or guest shall be allowed to use any Delta computer.

9. Intellectual Property Rights

- A. Delta's Intellectual Property. No individual member owns any of Delta's intellectual property (which includes any Delta logo, word(s), or phrase(s) commonly associated with, and understood to refer to, Delta, and the "look" of any Mark used to distinguish merchandise and service as being associated with

or related to Delta. Thus, no member is authorized to use such property for any inappropriate or any commercial purpose (*i.e.*, to make money from using the property or to promote other causes), or to authorize any third party to use Delta's intellectual property for **any** purpose. *See* Delta's Code of Conduct; Social Media Guidelines, and Primer on the Use of the Intellectual Property of Delta Sigma Theta Sorority, Incorporated.

- B. Third Parties' Intellectual Property Rights.** All materials on the Internet are copyrighted and/or trademarked unless copyright has been expressly waived. Delta respects the intellectual property rights (copyright, trademarks, service marks, and related rights) of third party owners Internet materials, and Delta assumes no liability for violations of any intellectual property rights by volunteers or youth participants.

10. Parental Approval of Publication of Photographs or Other Materials

Chapters may publish photographs of youth participants on the Internet only if the parent or guardian has granted authorization. Depending on the nature and content, other materials may be published so long as the parent or guardian has given written consent. Delta must obtain the signed Photograph, Media, and Video Authorization Form from the Parents/Guardians of a youth before publishing any content that includes images of a youth participant (Appendix B2).

Acknowledgment of Receipt

Parent/Guardian (Print Name):

Parent/Guardian (Signature):

Youth Participant Name: