

#### Baton Rouge Delta Alumnae Chapter

#### **Delta GEMS**

"Catching the Dreams of Tomorrow, Preparing Girls for Success in the 21st Century"

#### Dear Parent/Guardian:

The women of the Baton Rouge Delta Alumnae Chapter of Delta Sigma Theta Sorority, Inc. would like to extend an invitation to your daughter to participate in Delta GEMS.

Delta GEMS was created to catch the dreams of African American at risk, adolescent girls aged 14 to 18. Delta Gems provides the framework to actualize those dreams through the performance of specific task that develop a "CAN DO" attitude. The Delta GEMS framework is composed of five major components (Scholarship, Sisterhood, Show Me the Money, Service and Infinitely Complete), forming a road map for college and career planning. Topics within the five major components are designed to provide interactive lessons and activities that provide opportunities for self-reflection and individual growth. A primary goal of the program is to prepare young girls for full participation as leaders in the 21<sup>st</sup> Century.

Monthly Delta GEMS meetings will be held the second Tuesday of every month at the Baton Rouge Delta Alumnae Chapter House (926 Harding Blvd.) at 6 pm. Sessions will last approximately two hours. In addition to the monthly sessions, the young ladies will participate in two community service projects.

If you would like your daughter to become a part of this rewarding experience, please complete the enclosed application packet in its entirety (student application, parent consent, media consent, student health history and contract of conduct). Applications without signatures will not be processed until completed thoroughly. The completed application packet should be submitted no later than Tuesday, September 10, 2013.

If you have any questions, please feel free to contact Ms. Courtney Kirby at (225) 454-2664 or Shadonna Phenix at (225) 803-6760 or via email at <a href="mailto:Brddeltagems@gmail.com">Brddeltagems@gmail.com</a> or via phone.

Ms. Courtney Kirby/Shadonna Phenix Delta GEMS Co-Chairpersons
Delta Sigma Theta Sorority, Inc.
Baton Rouge Delta Alumnae Chapter
Post Office Box 74139
Baton Rouge, LA 70807-4139



Baton Rouge Delta Alumnae Chapter

#### **Delta GEMS**

"Catching the Dreams of Tomorrow, Preparing Girls for Success in the 21st Century"

# PARTICIPANT APPLICATION FORM 2013-2014

Name:	
Age: Current Grade	
Address:	
City, State: Zip Code	
Home Phone:Cell Phone:	
Email Address:	
School Name: (Please give FULL name and address)	
Favorite School Subjects:	
Extra-Curricular Activities:	
Hobbies/Talents:	
What do you want to gain from participating in Delta Ge	
Participant Signature	 Date



Baton Rouge Delta Alumnae Chapter

#### **Delta GEMS**

"Catching the Dreams of Tomorrow, Preparing Girls for Success in the 21st Century"

# PARENT/GUARDIAN CONSENT and WAIVER FORM 2013-2014

Parent/Guardian Name:				
Relationship:				
Address:				
City, State: Zip Code:				
Home Phone:				
Work Phone:				
Cell Phone:				
Email Address:				
How did you learn about the Delta Gems?				
Delta Sigma Theta Sorority, Inc. Connection:				
Are you a member of Delta Sigma Theta Sorority, Inc.? Yes No				
If active, please provide chapter name:				
Is a relative a member? Yes No If yes, relationship:				
If relative is active, please provide chapter name:				

#### PARENT/GUARDIAN CONSENT and WAIVER FORM (continued)

My signature below signifies that I grant permission for my child to participate in Delta GEMS workshops, service projects and other educational activities sponsored by the Baton Rouge Delta Alumnae Chapter of Delta Sigma Theta Sorority, Inc. for the period September 1, 2013 thru June 30, 2014.

I understand that the program participants are females between 14 and 18 years of age; who are residents of the Baton Rouge Area; and who are currently enrolled in a public, private, or charter school in the Baton Rouge Area. I also understand that I am expected to facilitate and support my child's attendance and participation on a regularly.

Further, I understand reasonable efforts will be made to supervise my child. I and my child understand that certain conduct (for example, unacceptable sexual conduct, unacceptable dress, violent speech or conduct, and the use of controlled substances or alcohol) will not be tolerated in the program and that the commission of any of these acts will result in immediate dismissal from the program. I understand that in the event that one of these acts occurs, that the co-chairs of Delta GEMS will contact via the numbers provided either the parent or emergency contact person on file. I agree that when I or the emergency contact person is called, the emergency contact person or I will immediately come and pick my child up from the session and/or activity.

Further, I agree not to hold the Baton Rouge Delta Alumnae Chapter of Delta Sigma Theta Sorority, Inc. or Delta GEMS and its members responsible and/or liable for any injuries or illnesses that my child may sustain while in attendance at the sessions of the Delta GEMS. I also agree not to hold the above named organizations, or its members or appointees individually, liable for the loss or destruction of my child's property.

Parent/Guardian Signature	Date



#### Baton Rouge Delta Alumnae Chapter

#### **Delta GEMS**

"Catching the Dreams of Tomorrow, Preparing Girls for Success in the 21<sup>st</sup> Century"

#### **CONTRACT OF CONDUCT**

As a member (or parent) of Delta GEMS:

- I will respect everyone's privacy and right to an opinion,
- I will show everyone respect,
- I will listen to others without interrupting,
- I will not participate in teasing, prying, or bullying,
- I will trust my group members and group leaders.
- I promise to make my best effort to be honest, accepting that no one is perfect and everyone makes mistakes from time to time,
- I will actively participate in all sessions and complete all assignments,
- I will arrive for each session on time,
- I will not participate in any activity or conduct such as illegal activities, fighting, pregnancy, cursing, etc..... That does not meet the standards of the program. Participation in such events will cause dismissal from the program.
- I understand that more than two unexcused absences may result in me being dropped from the program and may also prohibit me from being able to participate in other Delta GEMS activities.

#### Parent/Guardian:

- I will ensure that my daughter is dropped off and picked up on time for each session.
- I will participate in activities where parental support is requested.
- I will support the purposes of the program by encouraging my daughter to do her very best in all activities by participating and engaging in all sessions.

We have read the above, the *Code of Conduct*, and sanctions for violating the Code. We understand that compliance with the *Code of Conduct* is a condition of participation in Delta GEMS. We agree to follow the above and the detailed *Code of Conduct*.

Participant Signature	Parent/Guardian Signature
 Date	 Date



Baton Rouge Delta Alumnae Chapter

#### **Delta GEMS**

"Catching the Dreams of Tomorrow, Preparing Girls for Success in the 21<sup>st</sup> Century"

#### **MEDIA CONSENT FORM**

l,				, hereby autho	rize the	Baton R	ouge De	lta Alumnae
Chapter,	Delta	GEMS	to	photograph	or	film	my	daughter
				and con	sent to	the use c	of her like	eness in any
and all pub	lications, e	ducational	materia	ls, research, adve	ertising,	news me	dia, and	World Wide
Web mate	rials. I und	erstand and	d agree	that such materi	als, incl	uding all	negative	s, positives
digital imag	ges, and pr	ints shall be	ecome a	nd remain the so	le prop	erty of th	e Baton	Rouge Delta
Alumnae C	Chapter De	lta GEMS	and I s	hall have no rig	ht or t	itle to su	uch item	ıs. I furthei
understand	I and agree	e that these	e materi	als may be kept	on file a	and used	by the E	Baton Rouge
Delta Alum	nae Chapto	er Delta GE	MS for	potential future p	ourpose	s and furt	her agre	e to release
the Baton	Rouge Delt	a Alumnae	Chapte	r of Delta Sigma	Theta S	orority, Ir	nc., Delta	GEMS, and
Delta Sigma	a Theta Sor	ority, Inc. f	rom any	y and all liability a	arising f	rom or in	connect	ion with the
taking, use	, publication	on, or disse	eminatio	on of such mater	ials. Co	pies of th	nese pho	otos may be
distributed	to the pare	ent upon re	quest.					
Parent/Gua	ardian Signa	ature			Date			



## Baton Rouge Delta Alumnae Chapter

#### **Delta GEMS**

"Catching the Dreams of Tomorrow, Preparing Girls for Success in the  $21^{\rm st}$  Century"

#### **HEALTH HISTORY/MEDICAL CONSENT FORM**

2013-2014

Student Name:		
Date of Birth:	Age:	Current Grade:
Address:		
City:	State:Zi¡	o Code:
Parent/Guardian Full Name:		
Phone Numbers: (Home)	(Work)	(Cell)
E-mail Address:		
Family Medical Insurance Carrier	:	
Policy/Group Number:		
Family Physician:		
Physician Phone Numbers: (Day)		(Evening)
Emergency Contact Information i	if parent(s) cannot be	reached in event of emergency:
Name	Relationship	
Home Phone	Cell Phone	
Name	Relationship	
Home Phone	Cell Phone	
Is the student up to date on her i		Yes No

## **HEALTH HISTORY/MEDICAL CONSENT FORM (continued)**

Is the student on medication? Yes No
If yes, please list in box below and provide information on dosage to take and times when it should be taken.
Does your student have any allergies? Yes No
Does your student have any special dietary needs/restrictions? Yes No If yes, please explain in box below.
In the box below, please provide any specific information you think would be helpful, including physical, psychiatric, or behavioral problems.
PARENT PERMISSION STATEMENT
The health history provided is correct as far as I know, and my daughter has my permission to engage in all activities except as noted. If she appears ill, I will not send her.
<b>Emergency Authorization</b> : In the event I, or my designated emergency contact person, cannot be reached in an emergency, I hereby grant permission to The Baton Rouge Delta Alumnae Chapter to secure proper treatment for my child.
Student Name:
Parent/Guardian Name (please print):
Parent/Guardian Signature:
Date:



Baton Rouge Delta Alumnae Chapter

#### **Delta GEMS**

"Catching the Dreams of Tomorrow, Preparing Girls for Success in the  $21^{\rm st}$  Century"

#### PARTICIPANT PICK-UP AUTHORIZATION FORM

Relationship
Cell Phone
Relationship
Cell Phone
Relationship
Cell Phone
Relationship
Cell Phone



#### Baton Rouge Delta Alumnae Chapter

#### **Delta GEMS**

"Catching the Dreams of Tomorrow, Preparing Girls for Success in the 21st Century"

#### **APPLICATION SUBMISSION**

All applications must be completed, signed, and submitted no later than Tuesday, September 10, 2013.

If you have questions/concerns, please contact Ms. Courtney Kirby at (225) 454-2664 or brddeltagems@hotmail.com

Completed Application Packets must include the following:

- Completed Student Application Form
- Signed Parent/Guardian Consent And Waiver Form
- Signed Contract of Conduct Form
- Signed Media Consent Form
- Completed and signed Health History/Medical Consent Form
- Completed Participant Pick-Up Authorization Form

 Parent/Guardian Signature	 Date
Student Signature	Date
accurate.	
By my signature below, I nereby verify that a	all information included in this application



# DELTA SIGMA THETA SORORITY, INC. A Service Sorority

# **Baton Rouge Delta Alumnae Chapter**







# RISK MANAGEMENT Parental Affirmation



#### **PARENTAL AFFIRMATION**



#### **CODE OF CONDUCT**

#### FOR YOUTH PARTICIPATING IN YOUTH INITIATIVES PROGRAM

- 1. Respect all participants (other youths and adult volunteers) by not using foul, hurtful or obscene language or engaging in physical violence, bullying (including cyber-bullying) or other aggressive behaviors that threaten the safety of others.
- 2. Respect the property rights of other. 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-day suspension from program 4th 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

2nd Time: 1-day suspension from program 3rd Time: 1-week suspension from program

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.



· · · · · · · · · · · · · · · · · · ·	ave read the <i>Code of Conduct</i> and sanctions for violating the the sanctions. I will follow the <i>Code of Conduct</i> .
Print Name / Participant	Signature
Date	
	*******
I understand that my child's co	de of Conduct and sanctions for violating the Code of Conduct.  liance with the Code of Conduct is a condition of her/his  program. I agree that the sanctions for violating the Code of elp my child comply.
Print Name Parent/ Guard	Signature
Date	



#### YOUTH PICK-UP AUTHORIZATION FORM

they arrive to pick-up below).	my child. (Please include no	will have photo identification with them who times of either parents or guardians on list  Relationship	
		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	
above and authorize t listed above. I also a	the Baton Rouge Delta Alumr	ee to the Student Pick-Up policies described nae Chapter to release my child to the person re Delta Alumnae Chapter in writing of any	
Mother/Guardian Sig	nature	Date	_
Father/Guardian Sign	ature	Date	



#### **EMERGENCY MEDICAL TREATMENT AUTHORIZATION**

Name of Minor:			
			Age
Address:			
Parent/Guardian Hor	ne Phone		
			ess
Minor's Gender		Height	Weight
day. Also complete conditions that required Allergies/Sensitivity  Foods	any current her and submit the re medication ties (be specificated in the specificated	e Medication Aut during the Progra	at may require attention during the Program thorization Form if your child has health
□ Asthma □ Inh	aler required a	t Program	
□ Vision Problems	□ Glasses	□ Contacts	
☐ Hearing Problems	□ Hearing A	id(s)	
$ \Box \ ADD/ADHD$			
□ Other			
List all medications	and dosages yo	our child receives	s on a continual basis:



#### 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			
Parent/Guardian Signature		Date	



#### **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		
Name:		Relationship to Student
		Cell Phone
Name:		Relationship to Student
Home Phone	Work Phone	Cell Phone
by phone, I/we author care for my/our chile	rize the Program to seek and it. I/We will be responsible at which treat	any of the individuals named above promp nd secure any emergency medical or surgion ole for any and all expenses incurred a ment is rendered to release all necessa
Parent/Guardian Signati	ure	Date
Parent/Guardian Signati	ure	Date



#### **CONFIDENTIALITY POLICY**

It is the policy of	Chapter of Delta Sigma Theta
Sorority, Incorporated ("Delta") to protect the	confidentiality of its youth participants and their
families. Except as provided below,	Baton Rouge Delta Alumnae Chapter will
only share information about participants and th	eir families with other Delta chapter members and
Delta employees assigned to assist with youth it	nitiative 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 Baton Rouge Delta	Alumnae Chapter must collect certain personal
information about youth participants and their fa	amilies, 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 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 Delta Sigma Theta 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 Delta Sigma Theta 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.
- Members of Baton Rouge Delta Alumnae 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 Baton Rouge Delta Alumane 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, the Baton Rouge Delta Alumnae 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.



#### DELTA SIGMA THETA YOUTH INITIATIVE SIGN IN/SIGN OUT POLICY

It is the policy of the Baton Rouge Delta Alumnae Chapter, Delta Sigma Theta Sorority, Incorporated that all participants (youths, members, and other volunteers) and visitors must sign-in and out of its \_\_\_\_\_\_\_Youth Initiative Program ("Program"). The required sign in/sign out procedures follow:

- 1. The chapter shall maintain and use a daily 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.
- 2. 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.
- 3. 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 initial 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.

Chapters should clearly communicate to parents or guardians that, 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 Baton Rouge Delta Alumnae Chapter assumes no responsibility or liability for the youth participant for any non-chapter-sponsored activity or transportation.



#### PHOTOGRAPH AND VIDEO AUTHORIZATION AND RELEASE FORM

I/We,	("Parent/Guardian"), as parent(s)
or legal guardian(s) of Rouge Delta Alumnae Chapter of Delta Sigma	, give permission for Baton
Rouge Delta Alumnae Chapter of Delta Sigma publish on the Internet or media still photographs sound recordings accompanying the images ("Images")	s or moving images, including, if applicable any
Youth Initiative Program on	(date of the event), without payment or any
consideration and without notifying me.	
I/We understand and agree that these Images will Alumnae Chapter, which shall have complete authorized the Baton Rouge Delta Alumnae Chapterpose of publicizing the Chapter's programs, Initiative Program or for any other lawful purpose approve the finished product wherein my child's to royalties or other compensation arising out of or	ownership of the Images. I hereby irrevocably pter to publish or distribute these Images for the including the Youth ose. In addition, I waive any right to inspect or likeness appears. Additionally, I waive any rights
I/We hereby hold harmless and release and fore Chapter and any of its officers and members; Delta Delta Sigma Theta Executive Board; employees from any and all claims, costs, suits, actions, ju heirs, representatives, executors, administrators, or may have by reason of the use of the Imalimitation, a complete release and discharge of a alteration, or optical illusion, whether intentional of taking of or editing of said Images, unless it caproduced and published solely for the purpose scandal, reproach, scorn and indignity.	a Sigma Theta Sorority, Incorporated; its officers; is; members; representatives; agents; and assigns adgments, and expenses which my child, his/her or any other persons acting on his/her behalf have ages. This release specifically includes, without any liability by virtue of any editing, distortion, or otherwise, that may occur or be produced in the an be shown that such was maliciously caused,
I/we hereby certify that I/we are the parents/guar- hereby give my/our consent without reservation to	dians of, and do the foregoing on behalf of my/our child.
Parent/Guardian Signature	Date
Print Name	_
Parent/Guardian Signature	Date
Print Name	



#### **FIELD TRIP PERMISSION**

Date:	Departure Time: Return Time	e:
Destination:	Purpose of Trip:	
Mode of Transportation:	Chair of Event:	
taking place off site. I/we	("Parent/Guardian"), as ("Child"), give per Youth Initiatives Program's (the "In e understand that transportation to and from these by the Baton Rouge Delta Alumnae Chapter.	mission for my/our itiatives") activities
Child participate in one or	eld trips are part of the Initiatives and if I/we choose r more off-site activities, I/we must make other can les of that field trip activity.	_
	hazards of loss or injury of any kind that may arise as negligence or intentional infliction of harm by es.	
Incorporated, its officers representatives, agents and expenses for any damage, arising from my/our child's from gross negligence or	release and hold harmless the Initiatives, Delta Signs, Delta Sigma Theta Executive Board, emplaysing assigns from any and all claims, costs, suits, action loss, or injury to my/our child or damage to my/os participation in field trips, other than damage, loss, or intentional infliction of harm by the Initiatives, officers, Delta Sigma Theta Executive Board, emassigns.	ployees, members ons, judgments, and our child's property or injury that results Delta Sigma Theta
Parent/Guardian Signature	Date	
Parent/Guardian Signature	Date	

Note: A separate form must be used for  $\underline{EACH}$  field trip.