



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS



THE MANUAL



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EMPLOYMENT POLICIES

A BOYS & GIRLS CLUB WELCOME

WELCOME TO OUR AWESOME TEAM

As an employee of the Boys & Girls Clubs of North Central Illinois, Inc. (hereafter known as BGCNCIL), the importance of your contribution cannot be overstated. You are an integral part of America's leading youth organization. We believe that each employee contributes directly to the BGCNCIL's success or failure, and to our commitment to youth service. We know you will take pride in being a member of our organization.

FUNCTIONS OF THIS MANUAL

This employee handbook explains BGCNCIL's personnel policies and practices, as well as the specific opportunities and responsibilities that exist for you within the BGCNCIL. In an effort to be responsive to the needs of a growing BGCNCIL, changes or additions will be made to this handbook when necessary. You will be informed when these changes are made. These policies or any other communications are not intended to, in any way, create a contract of employment.

The policies outlined in this handbook should be regarded as management guidelines only. The BGCNCIL retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the BGCNCIL. Therefore, before relying on a statement made in this handbook, you should check with your supervisor or the COO regarding the statement. This handbook supersedes and replaces any and all prior handbooks, policies, procedures and practices of the BGCNCIL.

This handbook also summarizes the current benefit plans maintained by the BGCNCIL. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding any benefits plan. Those documents will be controlling rather than the summaries contained in this handbook.

This employee handbook is not contractual in nature and does not guarantee any continuation of benefits or employment.

MISSION STATEMENT

The BGCNCIL's mission is to enable all young people, especially those that need us most, to realize their potential as caring, productive and responsible citizens.

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

OUR VALUES

1. Bleed Blue
2. Be passionately curious
3. Use the whole box of crayons
4. Go the extra mile...it's never crowded
5. LOL
6. Think happy. Be happy.
7. Speak the truth even when your voice shakes.
8. Embrace the plot twist
9. Alone we can do so little, together we can do so much

OUR PROGRAM

Every kid deserves a place. A place to feel safe. A place to feel connected. A place to belong. Boys & Girls Club provides such places—where kids can go after school and during the summer to grow beyond the classroom. Since the first doors opened over 150 years ago, over 4,300 Clubs have been established across the country, from dense cities and sprawling suburbs to Native lands and U.S. military installations worldwide. Clubs now serve 4 million kids and teens annually by building deeply powerful relationships and opening avenues of opportunities. No matter why they enter a Club, young people leave with the knowledge that the Club Experience provides a fun, safe space and a fostering environment where they can be who they are—and become who they were meant to be.

OUR PROMISE

We show up every day to prove every kid has what it takes. Every child matters. They all deserve opportunity. We are here to elevate them and let them know that they are capable, worthy and important. That's why we make this promise: to prove to the world — and every individual child — that they have what it takes to reach a great future

DIVERSITY PLEDGE

BGCNCIL team members are expected to be ambassadors for diversity within and outside the organization. We acknowledge that our membership, staff, volunteers and donors are comprised of individuals who possess rich identities, backgrounds, talents, and expertise. We therefore pledge to:

- Affirm the value and importance of diversity in the core mission, vision, structure and operation of BGCNCIL
- Cultivate a climate of respect, civility, and inclusivity that affirms and advances the dignity of all;
- Encourage the acknowledgement of and appreciation for the contributions of all people;
- Confront, challenge and reject all forms of discrimination, intolerance, and oppression;
- Examining our own policies, practices and actions to foster the success of all members of our organization;
- Increase our own understanding and knowledge to effectively advocate for and support others; and
- Create opportunities for our staff, volunteers and members to learn about and broaden their understanding of others.

CODE OF ETHICS

BGCNCIL expects all staff members to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in an endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation and professional and business relationships of BGCNCIL.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of BGCNCIL and its mission, not as a comprehensive list of potential concerns.

- Integrity—I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- Excellence—I will strive to meet the highest standards of performance, quality, service and achievement.
- Honesty—I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation.
- Diversity—I will support diversity, promoting a working environment that embraces the similarities and differences all people bring to the organization.
- Respect—I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- Responsibility—I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.
- Compliance—I will comply with BGCNCIL's Code of Ethics, Handbook, policies, procedures and all laws and regulations affecting BGCNCIL.

OUR POSITION

We are a youth development organization with skilled, caring professionals who understand where every kid is coming from and help them shape their path toward a great future.

There are many other youth development organizations in our space. This internal statement guides us in clearly communicating our points of differentiation.

- We are experts
- Our size and scale reach every type of community
- We provide physical places
- We have successful outcomes

BGCNCIL welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.

- a. Inclusive Environment: BGCNCIL staff members will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasibly achievable.
- b. Staff Training and Development: Training and support is provided to ensure that staff members are competent to be aware of and to meet the developmental needs of Club members for which an accommodation is being provided. Club staff will work with parents to understand specific or individualized needs, and to identify additional support and resources as necessary.

and/or appropriate.

- c. Confidentiality: Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff and volunteers are trained on the need for confidentiality. Written records are stored in a secure location with limited access. **No information subject to confidentiality is released without first receiving the written permission of the parent/guardian. This excludes the responsibility of mandated reports of suspected child abuse and neglect as outlined by applicable state law.**

Guidance: Note that the term ‘reasonable accommodations’ in the Americans with Disabilities Act indicates that reasonable steps must be taken to provide services and should be accomplished by performing an individualized assessment of the child’s needs and the Club’s ability to effectively meet the demonstrated accommodation.

A checklist can be found here:

https://www.bgca.net/Programs/ProgramDocuments/Inclusion_Case_by_Case_Checklist.pdf.

Additional Factors to be considered include:

- Needs of person with disability
- Accommodation requested
- Supervision requirements
- Resources available to Club/program
- Impact on Club policies (i.e. prohibition of 1:1 contact)

Practical Considerations

- Approach conversations about accommodations with a spirit of cooperative problem solving. Communication with caregivers is critical to assessing whether the Club can effectively meet an individual’s needs. Use the information gathered to determine what additional support could be put in place for youth.

HUMAN RESOURCES

The BGCNCIL maintains staff responsible for Human Resources. This may or may not be a separate position within the BGCNCIL. This manual refers to Human Resources on many occasions. Your supervisor will inform you of the staff responsible for Human Resource issues.

Regarding Human Resource issues such as hiring, terminating, pay increases, etc. no employee has the authority to approve any such action without the approval of the CEO.

CUSTOMER RELATIONS

The success of the BGCNCIL depends upon the quality of the relationships between BGCNCIL, our employees, our volunteers, our members, and their families and the general public. The public's (here used to describe all members, families, and the general public) impression of our BGCNCIL and their interest and willingness to participate in our programs and activities as well as support us is greatly formed by the people who serve them. In a sense, regardless of your position, you are the BGCNCIL's ambassador. The more goodwill you promote, the more the public will respect and appreciate you, the BGCNCIL, and our programs and activities.

ACTING LIKE A CHAMPION

- Act competently and deal with the public in a courteous and respectful manner.
- Always communicate pleasantly and respectfully with other employees.
- Respond to suggestions and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in a professional manner.
- Take great pride in your work and enjoy doing your very best.

OUR EMPLOYMENT CONDITIONS AND POLICIES

EQUAL EMPLOYMENT OPPORTUNITY | AFFIRMATIVE ACTION

The BGCNCIL believes that equal opportunity for all staff members is important for the continuing success of our organization. In accordance with state and federal law, the BGCNCIL will not discriminate against a staff member or applicant for employment because of race (including hairstyles historically associated with race, including but not limited to, braids, locks and twists), disability, color, creed, religion or religious observances, gender, reproductive health decision-making (including but is not limited to, a decision to use or access a particular drug, device, product or medical service for reproductive health), age, national origin, ancestry, citizenship, sexual orientation, veteran status or status as a special disabled or Vietnam era veteran, marital status, military service. In addition, we will not base our decisions in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation regarding any of the above-listed status. Opportunity is provided to all staff members based on qualifications and job requirements.

We will attempt to achieve and maintain a diverse workforce. These steps may include, but are not limited to, the following:

- Ensuring that the BGCNCIL's policy regarding equal employment opportunity is communicated to all staff members.
- Ensuring that hiring, promotion, and salary administration practices are fair and consistent with the policy of the BGCNCIL.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The BGCNCIL welcomes applications from people with disabilities and does not discriminate against them. The BGCNCIL complies with the Americans with Disabilities Act (ADA) of 1990. For example, by;

- Considering all applicants with disabilities for employment using the same criteria as are used for the employment of persons without disabilities.
- Considering staff members with disabilities for promotions using the same criteria that are used for the promotion of staff members without disabilities.
- Taking steps to make its facilities barrier-free and accessible according to appropriate federal and state statutes.
- Making scheduling and other adjustments to reasonably accommodate staff members with disabilities.
- Posting notices explaining the provisions of ADA and staff member's rights under the law.

SEXUAL HARASSMENT

The BGCNCIL prohibits sexual harassment of its employees and applicants for employment by any BGCNCIL employee. Such conduct may result in disciplinary action up to and including discharge. This policy covers all employees. The BGCNCIL will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, volunteers, members, or other non-employees who conduct business with the BGCNCIL.

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, such conduct is used as the basis for promotions or other employment decisions
- The conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive work environment

BGCNCIL employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. No manager or supervisor shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect that person's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development. Sexual joking, lewd pictures, and any conduct that tends to make employees of one gender "sex objects" are prohibited.

Employees who have complaints of sexual harassment should (and are encouraged to) report such complaints to their supervisor. If this person is the cause of the offending conduct, the employee may report this matter directly to the CEO. Your complaint will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any manager, supervisor, or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee will be subject to disciplinary action, up to and including termination.

The investigation will include, but will not be limited to, discussion with both parties and witnesses. Where appropriate, a report shall be forwarded to the HR Committee with recommendations concerning remedial action, if necessary. The Committee will review the recommendation, determine the corrective action, if any, notify all parties of its decision, and implement that decision.

The BGCNCIL will not retaliate against any individual who makes a report of sexual harassment or permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

Social Networking

The BGCNCIL holds the right to monitor all employee e-mails and public networking sites.

Employment-at-Will

The BGCNCIL adheres to a policy of employment-at-will, which permits the BGCNCIL to terminate the employment relationship at any time, for any reason, with or without notice. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the Board President.

Applications

We rely upon the accuracy of the information contained in the employment application and the accuracy of other data presented throughout the hiring and employment process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

Licenses, Certificates, and Degrees

Staff members whose jobs require a professional license, certification, or degree must present documentation of their license, certification, or degree prior to employment. Staff members are responsible for the cost of obtaining their license, certification, or degree and maintaining it in a current status. Copies of the license, certification, or degree, plus copies of all renewal or changes, must be provided by the staff

member to the supervisor for inclusion in his or her personnel file. Staff members must notify their supervisors immediately of any changes in the status of their license, certification, or degree.

Background Screenings

As a condition of employment, all prospective employees, regular volunteers, and any other persons, volunteers or independent contractors independent contractor who provide regular service to the BGCNCIL and/or have repetitive access to, or contact with youth or program participants, must have a complete Background Screen which includes but is not limited to; reference checks and a national criminal background check. If the position requires driving, a valid driver's license, and proof of insurance are required.

Reference Checks

It is the policy of the BGCNCIL to conduct at least two reference checks on each person considered for employment. The reference checks are to be conducted by the hiring supervisor. Applicants selected for employment must have two completed references unless the supervisor can document unsuccessful efforts to obtain two completed references.

Criminal Background Screenings

It is the policy of the BGCNCIL to complete a criminal background screen on all prospective employees, regular volunteers and any other persons, volunteers or independent contractor, who provide regular service to the BGCNCIL and/or have repetitive access to or contact with youth or program participants. Such individuals must complete and submit an official Criminal Background Screen Verification Form. Refusal to submit a fully completed Criminal Background Screen Verification Form will result in the non-hiring of an applicant or disciplinary action, up to and including termination, for a current employee. The BGCNCIL will conduct a background screen on all prospective employees /volunteers once an offer of employment has been made. This offer of employment/volunteering is contingent on no related findings on the background screen. Background screenings will be completed annually for all employees, volunteers, independent contractors, etc.

The BGCNCIL complies with State Law, which prohibits us from hiring individuals convicted of certain criminal offenses. In addition, the BGCNCIL will not permit any person to participate in any manner, whose background screen reveals a conviction for any crime involving or against a minor. Furthermore, the BGCNCIL may prohibit any individual from participating as a volunteer or hired worker, if the BGCNCIL deems the individual unfit to work with minors.

The employee is to notify COO or Human Resources at any time if they are convicted of, or plead guilty to, a criminal offense. If the BGCNCIL becomes aware of information, by any means whatsoever, that an individual has been convicted of or pled guilty to any crime involving or against a minor, the BGCNCIL must contact the applicable government agency to confirm the accuracy of the information. Upon confirmation of a conviction for, or guilty plea to, a crime against or involving a minor or a crime that deems the individual unfit to work with minors, the BGCNCIL shall not permit the individual to participate in any manner including termination of employment, removal from volunteering, etc.

Barrier Crimes

In accordance with state and federal laws, all background check findings shall be considered by a Member Organization when making employment or volunteer decisions. Member Organizations are prohibited from hiring or engaging potential staff, board members or volunteers – or continuing to employ or engage current staff, board members or volunteers – who have direct, repetitive interaction with youth if such individual:

- Refuses to consent to a criminal background check;
- Makes a false statement in connection with such criminal background check;
- Is registered or required to be registered on a state or national sex offender registry;
- Has been convicted of a felony consisting of, but not limited to:
 - Murder
 - Child abuse
 - Domestic violence
 - Abduction or human trafficking
 - A crime involving rape or sexual assault
 - Arson
 - Weapons
 - Physical assault or battery
 - Drug possession, drug use or distribution of drugs in the last five years; or
- Has been convicted of any misdemeanor or felony against children, including child

pornography.

Drug Tests

The BGCNCIL has the authority to conduct drug tests on all employees of the organization. A drug test may be required based on the following criteria:

- A staff member is involved in an accident during their hours of work
- Change in job performance
- Staff promotion
- Perceived impaired behavior
- Reasonable suspicion
- Random drug tests are given. If you are chosen for a random drug test, you must take the test within a 1-hour notification. Failing to report for the drug test will result in termination of employment.

When a drug test is required of an employee, they must take the test that day or if the clinic is closed, the following workday. If the employee refuses to take the drug test, their employment with the BGCNCIL is terminated.

If a staff member fails a drug test, their employment with the BGCNCIL is terminated. If the drugs test is questionable for any reason, the employee will be required to submit to a witnessed drug test, if they refuse to participate in the witnessed drug test, their employment with the BGCNCIL is terminated.

Sub-contractor Monitoring Process for Boys & Girls Club

Purpose

The purpose of this process is to establish guidelines and procedures for monitoring the performance and compliance of subcontractors engaged by the Boys & Girls Club. This process ensures that subcontractors maintain the highest standards of service delivery, integrity, and accountability in alignment with the mission and values of the Boys & Girls Club, including a requirement for background checks.

Scope

This process applies to all subcontractors engaged by the Boys & Girls Club to provide services, goods, or support in furtherance of its programs and activities.

Sub-contractor Selection

Subcontractors will be selected based on a competitive and transparent process, considering qualifications, experience, cost-effectiveness, capacity, and alignment with the Club's mission and values. Contracts with subcontractors will clearly outline the scope of work, deliverables, performance expectations, timelines, payment terms, and compliance requirements.

Background Check Requirement

Prior to engaging a subcontractor, all individuals who will have direct contact with Club members or access to Club facilities, must undergo a background check. Background checks shall include criminal history, sex offender registry, and relevant professional credentials. The extent and depth of background checks may vary depending on the nature of services provided, the level of interaction with Club members, and the potential risk associated with the subcontractor's role.

Monitoring Process

Regular monitoring of subcontractor performance will be conducted through site visits, progress reports, meetings, and other appropriate means. Performance metrics and Key Performance Indicators (KPIs) will be established to evaluate subcontractor performance objectively. Compliance with contractual obligations, quality standards, safety protocols, and ethical guidelines will be assessed during monitoring activities. Any discrepancies, deviations, or concerns identified during monitoring will be documented, reviewed, and addressed promptly. Feedback will be provided to subcontractors to facilitate improvement and ensure alignment with expectations.

Non-Compliance and Remedial Actions

Instances of subcontractor non-compliance will be investigated thoroughly and objectively. Depending on the severity and nature of non-compliance, corrective actions may include warning, suspension, termination of contract, or legal action. Subcontractors will be given an opportunity to rectify non-compliance issues through corrective action plans. Persistent or egregious non-compliance may result in termination of the subcontractor relationship and removal from the approved vendor list.

Confidentiality and Documentation

All monitoring activities, findings, and correspondence related to subcontractor management will be

treated with confidentiality and stored securely. Documentation of subcontractor performance, compliance, background check results, and any remedial actions taken will be maintained for audit trail and reporting purposes.

Review and Revision

This process will be reviewed periodically to ensure relevance, effectiveness, and compliance with evolving regulatory requirements and best practices. Amendments or revisions to the process will be made as necessary, with input from relevant stakeholders.

Compliance

All staff involved in subcontractor management are required to adhere to this process and ensure compliance with its provisions. Failure to comply with this process may result in disciplinary action, up to and including termination of employment.

Implementation

This process will be communicated to all relevant stakeholders, including staff, subcontractors, and governing bodies. Training and guidance will be provided to ensure understanding and adherence to the process requirements. The effectiveness of this process will be monitored and evaluated periodically to drive continuous improvement.

Classification of Employees

It is the policy of the BGCNCIL to classify employees for the purposes of compensation administration. Below are the classification levels. Note that an employee may be more than one classification at one time (i.e., Probationary and Full-Time Hourly or Introductory and Part-Time)

Introductory

All employees are on an introductory period during their first 90 days of employment. The introductory period is structured to be a period requiring intense supervision, support, and training. The personnel policies and practices are the same as those which apply to other employees;

Completion of the introductory period does not result in a contract of employment. The Club retains its right to terminate employees at will for any reason except legally prohibited ones.

A non-compensation related performance evaluation will be conducted at the conclusion of, or any time during, the introductory period. Staff members whose service is satisfactory in the introductory period may become regular full-time or part-time staff members, subject to availability of funds, the continued existence of the position, and continued satisfactory work performance in the position. Becoming a regular employee does not change the employment-at-will policies, as stated in this manual. A staff member may be terminated at any time during and after the introductory period if his or her performance continually fails to meet minimum performance standards.

Probationary

This status applies to all employed persons who have been placed on probation due to performance or conduct concerns. The probationary period is structured to be a period requiring intense supervision, support, and training. A probationary employee retains all benefits granted to them prior to their placement on probation. At the end of the probationary period, an employee may be removed from probation and reclassified as a regular employee, have his or her probationary period extended, or be terminated from

employment.

Temporary/Seasonal

Hired to perform a specific job for a specific period of time, not to exceed 999 hours in one calendar year. These employees receive statutory benefits only.

Work-Study/Internship/(Exempt)

Carry out the duties of a paid staff member in exchange for post-secondary education credit.

Salaried Full Time (Exempt)

Regularly work 40+ hours a week, are paid a salaried amount and are eligible for benefits in accordance with their employment status and length of employment. Exempt employees are not entitled to overtime pay.

Hourly Full Time (Non-exempt)

Regularly work 40 hours a week and are eligible for benefits in accordance with their employment status and length of employment. Hourly workers are paid only for actual work hours and are entitled to overtime pay at the rate of one and one-half times their regular hourly rate for all hours worked in excess of 40 hours per week. All hours worked in excess of 40 for non-exempt employees must be pre-approved by the COO or CEO.

Part-Time (non-exempt)

Regularly work less than 30 hours per week on a year-round basis and are eligible for statutory benefits and, based on their employment status and length of employment, may be eligible for some additional benefits.

Independent Contractor

This person is not an employee. The BGCNCIL has the right to control or direct only the result of the work and not the means and methods of accomplishing the result. An Independent Contractor is not eligible for benefits.

CONTINUOUS SERVICE DATE

The Continuous Service Date (CSD) for all employees is their original date of hire. This date is used to determine and calculate all benefit eligibility. The BGCNCIL recognizes service to other BGCs when determining the CSD. Employees who change employment classification of full or part-time status will have their CSD evaluated regarding retention of benefits.

ORIENTATION

New staff members will undergo an orientation to acquaint them with the BGCNCIL's policies and procedures, their jobs, and their internal and external working relationships. The orientation will consist of three parts:

Orientation to policies and procedures

New employees will receive an orientation on the policies and procedures, including benefits of the BGCNCIL. To begin, the staff member will receive a copy of the Manual of Operations and will be asked to sign a document stating he or she has received and understood the material in it. Follow up orientation regarding

information in the Manual of Operations will be given at the employee request.

Orientation to the BGCNCIL

An overview of the BGCNCIL, the BGC movement, etc. will be offered within the introductory period. Orientation to the job

The new staff member's immediate supervisor generally will orient the staff member to the job, and the internal and external working relationships. The purpose of this orientation is to give staff members a level of success to aim for, to assist them in succeeding, and to give feedback to them on performance.

JOB DESCRIPTIONS

A job description will be provided upon hire to all employees. The job description is a formalized statement of the duties, qualifications, and responsibilities of a job, based on information obtained through an objective job analysis. Its purpose is to identify a specific job with clarity and precision and to describe its scope and content. It is not a contract of employment.

PERSONNEL FILES

Complete records shall be maintained at the administrative office for all employees. Each staff member's individual personnel file is regarded as confidential information and is treated as such.

CHANGE OF INFORMATION

For benefits, federal and state reporting, payroll, and emergency reasons, employees must inform their supervisor if any changes occur in the following:

- Address or Telephone Number
- Marital Status
- Name Change
- Family Dependent
- Individual to contact in the event of an emergency
- Changes in bank information may affect direct deposit

HOURS OF WORK | WORK SCHEDULE

Because of the nature of our business, workdays and work hours may vary with the job. Our standard work week for full-time staff consists of at least eight work hours per day, five days a week. Generally, those five days are Monday- Friday; however, this may vary based on the position. Exempt, salaried employees are required to work, on average, as listed above. Any variations to staff hours, regardless of position, due to outside employment, schooling, etc. must receive prior approval from the direct supervisor and the CEO or COO. Variations in the regular schedule are not a guarantee but are based on the overall need of the BGCNCIL, precedent, etc. Be aware that if scheduling conflicts arise, BGCNCIL reserves the right to reevaluate prior arrangements.

COMPENSATORY TIME

The BGCNCIL does not recognize compensatory time unless granted by the CEO regarding extraordinary effort. Compensatory time should not be considered automatic.

ATTENDANCE | PUNCTUALITY

The BGCNCIL expects that every employee will be regular and punctual in attendance. This means being in the building, ready to work, at their starting time each day. Absenteeism and tardiness place a burden on other employees and on the BGCNCIL.

If an employee cannot report to work because of illness or emergency, the staff member must contact their direct supervisor by 9 am of that day or as soon as possible. The employee is responsible for notifying their supervisor each day that they are scheduled to work to inform their supervisor if they will not be in.

For late arrivals, the employee must indicate when they expect to arrive for work. Notifying the receptionist or a fellow employee is not enough. The employee must personally notify their supervisor; however, if they are unable to notify their supervisors themselves because of an emergency, they must have someone call on their behalf. If the supervisor is not available, the employee must notify another supervisor or Human Resources.

All part-time staff must sign in on arrival to work and sign out at the end of each day worked. The employee's direct supervisor must approve all absences, other than sickness or emergency, in advance.

Employees shall not leave their assigned work location without prior approval of their immediate supervisor during their assigned working hours.

EXCESSIVE ABSENTEEISM OR TARDINESS

In general, three absences in a 90-day period, or a consistent pattern of absence, will be considered excessive. Tardiness or leaving early is as detrimental to the BGCNCIL as an absence; therefore, three tardiness' in a 90-day period will also be considered a consistent pattern. Be aware that excessive absenteeism, lateness, or leaving early may lead to disciplinary action, including possible termination.

RECORD OF ABSENCE OR TARDINESS

If an employee is absent because of illness for three or more successive days, they may be requested to submit written documentation from their doctor regarding the absence. Failure to do so may be deemed as an abandonment of job. An absence of five or more days because of illness may require written documentation from a doctor that the employee is able to resume normal work duties before the employee can return to work. The employee will be responsible for any charges made by their doctor for this documentation.

MEAL BREAKS

Staff members who work six hours on any given day may receive a 30-minute unpaid break. It is up to each staff to check with their direct supervisor and schedule the break in advance.

JOB OPENINGS

If a position becomes available within the BGCNCIL, the current staff will be notified. Positions may be posted internally and advertised externally simultaneously.

Interested employees may apply for a position by submitting a letter of interest and resume. Internal candidates who possess the minimum qualifications for the position may be interviewed. Preference is given to internal candidates over external candidates when both are equally qualified. Internal candidates are not guaranteed the positions for which they apply.

As a departmental and employee courtesy, hiring supervisors should talk to the current employee supervisor before approaching the employee about applying for a job opening. No supervisor should discourage an employee from applying for an open position.

Staff must have held their current position for a minimum of 6 months before being considered for an open position.

TRANSFERS

The BGCNCIL reserves the right to transfer employees to different positions and or sites when deemed necessary to maintain effective operations, which may or may not result in a change in salary. The BGCNCIL does not guarantee a transfer request of an employee; we will, however, take such requests into consideration.

CHANGE IN STATUS

If an employee changes status from full time to part-time, a determination will be made regarding unused vacation and personal time that will be mutually acceptable to both the BGCNCIL and the employee.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as the employee meets the performance standards of their job description with the BGCNCIL. Unless an alternative work schedule has been approved by the direct supervisor and the CEO or COO, employees will be subject to the BGCNCIL's scheduling demands, regardless of any existing outside work assignments.

The BGCNCIL's office space, equipment, and materials are not to be used for outside employment.

In addition, the BGCNCIL may determine some outside employment as a conflict of interest and may not allow the employee to engage in such outside work.

PERFORMANCE APPRAISALS

All staff members shall receive, at least once per year, a performance appraisal that will objectively assess their performance and accomplishments relative to the job description.

During formal performance reviews, the supervisor will consider the following things, among others:

- Attendance, initiative, and effort
- Knowledge of work
- Attitude and willingness
- The quality and quantity of work
- The conditions under which one works

The primary reason for performance reviews is to identify strengths and weaknesses in order to reinforce good habits and develop ways to improve in weaker areas. This review also serves to make the employee aware of and to document how the job performance compares to the goals and description of the job. This evaluation is a good time to discuss interests and future goals.

Performance appraisals should be completed by both the supervisor and the employee being evaluated independently prior to the preparation of a final performance appraisal. The employee and supervisor will meet to discuss their individual evaluations and create a final performance appraisal. Employees are encouraged to discuss their strengths and areas in need of improvement during this process. Staff members who disagree with appraisals are encouraged to discuss areas of disagreement with their supervisor first,

then with the next supervisor in the chain of command, if necessary. Staff members must sign and date their appraisal after all comments have been noted.

A performance review does not necessarily guarantee a pay increase.

DISCIPLINARY PHILOSOPHY

The BGCNCIL holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, the BGCNCIL expects the employee's supervisor to take corrective action.

Corrective action at the BGCNCIL is progressive. That is, the action was taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, a performance improvement plan (PIP), and finally, termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, the BGCNCIL considers certain rule infractions and violations of standards as grounds for immediate termination of employment.

WARNINGS

Documentation of both oral and written warnings will be signed by the supervisor and the employee and kept in the staff member's personnel file. If an employee refuses to sign, the supervisor should have a witness sign that a copy was given to the employee. The employee's signature indicates receipt of the document, but not necessarily his or her agreement with it. This document should include identification of the date, violation, the indication of necessary improvement, and information concerning further disciplinary action that could result from failure to show improvement.

Performance Improvement Plan

All employees are placed on a Performance Improvement Plan (PIP) by the supervisor in order to allow the employee to show improvement on the problem(s) specified at the time of the PIP.

SUSPENSION

An employee may be suspended for disciplinary reasons with or without pay. An employee who is suspended will be given written notice of the reasons for the action.

Staff members can be suspended for incidents that merit termination if the staff member's participation is suspected, but unclear. Under these circumstances, the employee can be suspended while an investigation is conducted.

If the employee is reinstated, supervisors will meet formally with suspended staff members, and define clearly and specifically the improvements in job-related behaviors required as a condition of the staff member's continued employment. This meeting will be documented, and records of it placed in the personnel file.

RESIGNATION OF EMPLOYMENT

All personnel shall give a minimum of ten business days' written notice of their intentions to resign their employment with the BGCNCIL. At the option of the BGCNCIL, such employees may be given two weeks' pay and may be required to discontinue work immediately, in lieu of working during the ten-business day period.

The following items must be completed with an employee who has voluntarily ended their employment with the BGCNCIL:

- Exit interview (see below- not required if the departing employee does not wish to participate)
- Equipment/key return/company cell phones/Flex plan debit card
- Update contact information for W-2 distribution
- Verification of final pay and reimbursements
- COBRA information (continuing health insurance coverage)
- Completion of Release of Job References form (if desired by departing employee)

ABANDONMENT OF JOB

Employees that do not show up to work without notification to their supervisor are considered self-terminated. In addition, employees who have three consecutive days of unexcused absences (meaning, the employee notified, but the absences were not approved- such as an employee who called in sick yet failed to provide a doctor's excuse if asked) are also considered to have self-terminated their jobs.

TERMINATION OF EMPLOYMENT

The BGCNCIL reserves the right to dismiss any employee after a complete investigation. If an employee initiates action contesting the termination under stated grievance procedure, provisions will be made for suspension pending the outcome of the appeal.

However, some offenses warrant immediate dismissal. These include but are not limited to:

- Theft—including, but not limited to, the removal of company property or the property of another staff member from company premises without prior authorization.
- Drugs/Alcohol—possession, use, sale, purchase, or distribution on BGCNCIL property of alcohol or any illegal drugs or illegally possessed drugs.
- Falsifying or altering company records.
- Sabotaging or willfully damaging BGCNCIL equipment or the property of other staff members.
- Walking off the job without supervisor permission.
- Insubordination involving, but not limited to, defaming, assaulting or threatening to assault a supervisor,
- Fighting or provoking a fight on BGCNCIL premises.
- Absence without notice or three absences without a doctor's excuse, in which event the offending staff member will be deemed to have quit voluntarily.
- Carrying concealed weapons on BGCNCIL property.
- Conducting oneself in an inappropriate fashion while wearing staff or Club shirt (i.e. fighting, drinking).

The following items must be completed with an employee who has involuntarily ended their employment with the BGCNCIL:

- Exit interview (see below- not required if the departing employee has been terminated rather than laid off, etc.)
- Equipment/key return/company cell phones/Flex plan debit cards
- Update contact information for W-2 distribution
- Verification of final pay and reimbursements
- COBRA information (continuing health insurance coverage)
- Completion of Release of Job References form (if desired by departing employee)

It is the policy of the BGCNCIL to not re-hire involuntarily terminated employees except those who have been laid off unless approved by the CEO.

EXIT INTERVIEW

This BGCNCIL has a considerable investment in its staff members. Therefore, it is of interest to the BGCNCIL to evaluate the circumstances surrounding the separation of the staff member, whether voluntary or involuntary. Exploring a staff member's reason for resigning enables the BGCNCIL to better evaluate whether the work environment is conducive to staff members' satisfaction or whether changes can or should be made. Information shared by the staff member should be maintained by the BGCNCIL but not included in the staff member's personnel file. The staff member has the option of requesting or declining to discuss reasons for separation.

RELEASING JOB REFERENCES

All requests for information about a current or former staff member must be transferred to the HR Department, who may disclose to prospective employers only the former staff member's dates of employment, final title or position, job location, and eligibility for re-hire. With the former staff member's signed permission, additional information may be given regarding performance, etc. All former employees may sign a Release of Job References form upon departing the BGCNCIL.

Information requested by a law enforcement agency will be provided if it is believed that an applicant, staff member, or former staff member has been engaged in illegal activities. In such cases, any release of information will be made only if approved by the CEO.

LAYOFF AND RECALL

Layoffs are involuntary employment terminations initiated by the BGCNCIL for non-disciplinary reasons. Whenever it becomes necessary to decrease the working force permanently, the following factors shall be weighed in arriving at the selection of those employees to be retained:

- Seniority
- Demonstrated skill and efficiency in performing the work available
- Specialized training
- Performance evaluations
- Job specialty and responsibilities
- Supervisor input
- Funding Sources

Seniority shall be the determining factor if all other factors are equal. Advance notice will be made to affected employees, informing them of the beginning date of layoff. The staff member will be paid for unused accrued vacation. Any staff member who believes he or she is treated unfairly during layoff procedures may file a complaint with the CEO.

NEPOTISM

In general, relatives or close associates may not be employed in the same department if one supervises or otherwise has personnel authority over the other.

RELATIONSHIP WITH PEOPLE SERVED

In order to promote efficiency and avoid misunderstandings, perception of favoritism, morale problems, and possible complaints of harassment, all Club employees at the supervisor level and higher are strictly prohibited from dating or pursuing romantic or sexual relationships with any other Club employee.

All Club employees are strictly prohibited from socializing with Club members while off duty. In addition, all Club employees of any nature or position, shall not initiate contact with any Club member outside normal and regular work hours, including person to person, cell phone calls or texting, any social media contact in any form, including, but not limited to Facebook, Twitter, Instagram, Snap Chat or any other form of communication; unless given permission to speak to the member by COO or CEO; or, if the Club employee is a friend or family member of the member before employment or membership began, the said relationship must be disclosed by the staff, parent, and member to the COO or CEO.

Further, if a Club member contacts an employee through phone, texting or any manner or other social media as previously mentioned, that employee must refuse to reply, and within 72 hours of the contact, shall report the information to the Club COO or CEO.

EMPLOYEES AS VOLUNTEERS

Staff members who wish to be involved with BGCNCIL activities during non-working hours or outside their scope of work must be registered volunteers. Staff members can become registered volunteers by completing an application with the Volunteer Coordinator and receiving subsequent approval from the CEO. This approval will indicate the nature and the extent of the volunteer's activities. Non-exempt staff members may not volunteer for activities that are normally part of their job because of possible violations of Fair Labor Standards regulations.

When a staff member who volunteers with our BGCNCIL ends employment, his or her volunteer status is also terminated. The former staff member must apply for a status change if he or she wishes to continue to volunteer. The status change will be processed contingent upon a positive recommendation from the former member's supervisor.

All prospective volunteers must complete a screening process that includes a formal application, an interview, reference checks, and an orientation session.

It is the policy of the BGCNCIL to not allow involuntarily terminated employees to volunteer unless their termination was due to a layoff. The CEO must approve all former employees applying to volunteer.

OUR ORGANIZATIONAL PRACTICES

OUTSIDE VOLUNTEERS

It is the policy of the BGCNCIL to provide opportunities for volunteers and students so that they can gain practical and professional experience or so that they may simply have an outlet for helping people we serve.

Candidates must complete a Volunteer Application form, undergo a reference check, including criminal background check by the Designated Staff Volunteer Coordinator and be interviewed by the assigned department. If appropriate placements can be made, volunteers and students will be assigned to work under a supervisor, who will see that they adhere to a work schedule, are evaluated, and observe the same rules and code of conduct as all regular staff members at the BGCNCIL.

Please direct all prospective volunteers to the designated staff member. No one may volunteer without the approval of the designated staff member.

YOUTH WORKER POLICY

Boys & Girls Clubs of Elgin is committed to providing a safe environment for youth workers. As part of that commitment, the organization implements policies, procedures and training for the protection of youth workers.

"Youth worker" is used as an umbrella term to describe all minors, defined as youth under the age of 18, who work in Clubs or Youth Centers as official staff/employees, non-member youth volunteers or work-based learning participants. Youth workers will be eligible for employment at our organization. We will consider hiring current Club members as well as non-members at staff. A work-based learning program will be implemented for members.

Boys & Girls Clubs of Elgin may hire minor employees who are no less than 15 to 17 years of age. The organization defines the roles and responsibilities of minor employees as:

- Minor employee may be a Club member at their respective school/Club location
- Minor employee may only work at elementary location only
- Minor employees may not spend time with 18+ employees outside of work
- Minor employee is considered on duty when clocked-in on Paylocity and wearing uniform
- Minor employees can provide mentoring support, homework help, program implementation support and program space support.

Members

Boys & Girls Clubs of Elgin will implement a work-based learning (WBL) program for members who are 13 to 18 years of age. The organization defines the roles and responsibilities of work-based learning participants as:

- WBL youth must be registered members in order to participate
- WBL youth must be participating in a structured WBL program
- WBL youth are not considered part of a staff-to-youth ratio
- WBL youth must be supervised by a Club staff at all times

Non-members

Boys & Girls Clubs of Elgin will allow non-Club member teens who are 12 to 17 years of age to volunteer at the Club. Non-member youth volunteers are subject to required training and background checks per organizational policies and requirements for Member Organizations of Boys & Girls Clubs of America. Youth volunteers may only be placed at elementary sites or work on indirect service projects

ONE TIME OR INFREQUENT NON-MEMBER TEEN VOLUNTEERS

Non-member teen volunteers can volunteer at the Club to support one-time or infrequent (e.g., annual) events at which Club members are present without having to complete training requirements and must always be under the supervision of paid adult staff.

Boys & Girls Clubs of Elgin is committed to providing a safe environment for members, staff and volunteers. To further ensure youth worker safety, the organization follows and adheres to all child labor laws when working with all youth workers.

The federal child labor provisions authorized by the Fair Labor Standards Act (FLSA) of 1938, also known as child labor laws, were enacted to ensure that when young people work, the work is safe and does not jeopardize their health, well-being or educational opportunities. When it comes to the legal aspects of managing youth workers,

Boys & Girls Clubs of Elgin always follows the stricter law or regulation if more than one applies (e.g., state, federal, Tribal, local or international).

ACTIONS AND IMPLEMENTATION

To make sure we enforce this policy, Boys & Girls Clubs of Elgin is committed to:

- Educating our staff on youth work laws and showing them how to report child labor violations if they see or suspect any.
- Requiring hiring managers and HR to avoid hiring minors under the legal age for working. We also expect them to know and follow this policy and laws on wages and hours for older children.
- Keeping and validating documentation verifying our employees' ages after they're hired. If we discover that we've hired a minor, we'll review applicable laws and adjust working hours accordingly.

PARTNERING WITH OTHER ORGANIZATIONS TO PROVIDE YOUTH EMPLOYMENT OPPORTUNITIES IN THE CLUB

Boys & Girls Clubs of Elgin is committed to and encourages partnerships with local organizations to provide seasonal paid work experiences for youth. All youth who are working at the Club and those supervising them will also complete mandatory training prior to beginning their work assignment at the Club.

Youth who are placed to work at the Club are hired as official Club staff and comply with all local employment- related policies and BGCA membership requirements, as well as state and federal laws affecting youth employment.

BACKGROUND CHECKS ON MINORS

Boys & Girls Clubs of Elgin conducts criminal background checks of all employees,

including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct, repetitive contact with members per the Background Check policy. This applies to all minor employees as well as non-Club member teen volunteers. Participants of work-based learning programs are not staff, but rather Club or Youth Center members participating in a Club-sanctioned program; therefore, they do not need to complete background checks before beginning their work-based learning experience.

Because the minor does not have legal authority to enter into an agreement or give consent in his or her own capacity, it is necessary to acquire parent or legal guardian consent to authorize the background check.

TRAINING FOR SUPERVISORS AND COORDINATORS

Boys & Girls Clubs of Elgin ensures that all supervisors and coordinators of youth workers understand their rights and responsibilities. All Club staff who supervise or coordinate the youth worker program, or work directly in the same space as youth workers – which includes minor employees, work-based learning participants and non-member teen volunteers – shall complete Boys & Girls Clubs of America-developed training annually, after which they will:

- Understand and communicate the roles and responsibilities of minor employees, volunteers and work-based learning participants.
- Provide leadership, supervision, training and coaching to staff as relates to organizational role, responsibilities, policies and procedures for youth workers.
- Maintain current knowledge about, communicate and follow child labor laws.
- Assess the individual and collective strengths of youth workers against the knowledge, skills and information needed to fulfill their roles safely.
- Identify and implement training for youth workers to ensure they understand and can implement their role.
- Prepare and supervise youth workers for their roles in the Club.
- Ensure systems, practices and procedures for the documentation and notification of suspected child abuse, neglect and physical, verbal and sexual harassment in accordance with state laws and organizational policies when youth workers report incidents are in place.

TRAINING AND ONBOARDING FOR YOUTH WORKERS

Boys & Girls Clubs of Elgin is committed to ensuring that youth workers understand the safety implications of working in the Club. All youth workers, including minor employees and work-based learning participants, will participate in the required number of hours of safety training each year before they work with any Club members. These trainings meet the requirements for child sexual abuse prevention, grooming prevention, and mandated reported trainings for youth workers. These trainings will be incorporated into the onboarding of youth workers. After participating in these trainings, youth workers at a minimum will:

- Know their rights and responsibilities as a youth worker at the Club.
- Understand their role as a youth worker and expectations around safety.
- Understand how to report concerns about issues perceived to affect emotional and physical safety.
- Know and implement organization-wide rules and policies that pertain to safety.
- Understand their role in supervising other youth.

PROHIBITION OF PRIVATE ONE-ON-ONE INTERACTION

Boys & Girls Clubs of Elgin is committed to providing a safe environment for members, staff and volunteers, including youth workers. Boys & Girls Clubs of Elgin has put systems in place to prevent one-on-one interactions between youth members and all Club staff and volunteers. All youth workers (including minor employees, work-based learning participants and non-member teen volunteers) shall abide by the organization's policy to prohibit one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

All staff and volunteers, including minor employees and non-Club member volunteers, are strictly prohibited from meeting Club participants outside of any Club-sponsored activities, unless the Club participant is the child or sibling of a staff member or volunteer.

Adult-to-Youth Interactions

All staff, whether they supervise youth workers or not, will understand and adhere to the organization's policy governing one-on-one interactions. Staff will remember to treat youth workers as youth in and outside the Club environment. This includes making sure that adult staff will not:

- Carpool with youth workers for any reason. Encourage youth to have their own transportation to event or carpool with at least 2 additional individuals in the vehicle.
- Invite youth workers to after-work non-Club-sponsored events.
- Text, use social media or participate in online gaming with teens.
- Interact with youth workers one-on-one or outside of the Club or Youth Center.

We must ensure that events take place in groups with a minimum 1:2 ratio at all times. All events outside of the club must be public locations. No gatherings can take place at an adult staff member's home. Alcohol may be consumed at events by non-staff and in the presence of youth workers.

SUPERVISION OF YOUTH WORKERS

Supervisors and coordinators should remain cognizant of the fact that youth workers, despite being under the age of 18, must not violate the prohibition of one-on-one contact with Club members.

All meetings and communications will utilize either a team or group supervision approach. Team supervision involves two or more adults working together as a team to supervise and communicate with youth workers and is also utilized for digital communication with youth workers. This is specifically advised when a direct supervisor needs to talk confidentially with a youth worker. Group supervision is led by a facilitator in a group setting so youth workers can reflect on their work. If the ratio is anticipated to drop down to a 1:1, the youth worker will be moved to a different group where the 1:2 ratio can be maintained.

Supervisors must ensure that assigned tasks adhere to this policy and do not inadvertently create a situation where minors are alone with another staff member.

PEER-TO-PEER INTERACTIONS

Boys & Girls Clubs of Elgin is committed to providing a safe environment for members, staff and volunteers, including youth workers. Youth who are working and/or volunteering in the Club may already have relationships and interactions with other youth in the program. Accordingly, the organization realizes the importance of making clear distinctions whenever peer-to-peer interactions are involved.

The following expectations will apply to all minor employee, work-based learning participant or a non-club member teen volunteer:

- Minor employees will be assigned in supporting roles working directly with youth members or indirect roles such as food service, etc.
- Minor employees may at times be assigned to supervise elementary age youth.
- Minor employees will not be assigned to work directly with any members where they have a pre-existing relationship (i.e. - siblings, family members, etc.).
- Minor employees must follow staff policies when working their assigned shifts.
- Minor employees will not be allowed to have any 1:1 interactions with any youth members while working their assigned Club shift. Minor employees will only be assigned in supporting roles where an adult staff is present. Minor employees will be considered on duty when they are in uniform and clocked-in for their assigned shift. Once they clock-out, the minor employee must change out of their uniform before participating in regular Club activities.

DISTINCTION OF YOUTH WORKERS ON DUTY

Boys & Girls Clubs of North Central Illinois will put the following procedures in place so that all staff and other youth can easily recognize when Club members are in the role of a Club member or that of a youth worker.

Youth workers must:

- Wear designated club uniform with ID badge specifying role (employee, work-based learning participant or volunteer).
- Minor employees must clock in on payroll platform.
- Work-based learning participants and volunteers must be signed in/checked in with their supervisor.

Interactions with Youth Outside of Assigned Duties

Youth who work in the Club as employees or volunteers may have pre-existing relationships with Club members. Youth are expected to disclose those relationships with the human resources manager or volunteer coordinator at the beginning of their service.

Minor employees and non-Club member teen volunteers should not interact with youth outside of their Club peer group outside of the Club environment, unless the youth in question are siblings or a pre-existing relationship has been disclosed to the supervisor and/or coordinator before work begins.

Work-based learning participants are participants in a Club-sanctioned program and therefore are not affected by this protocol.

MANDATED REPORTING

Boys & Girls Clubs of Elgin is committed to providing a safe environment for members, staff and volunteers, including youth workers. Every staff member, volunteer and youth worker who becomes aware of or has suspicion of child abuse or neglect shall immediately report to organization leadership. In such cases, youth workers may report the incident to their supervisor or another designated Club employee, who will then report to the appropriate authorities.

All adult staff and volunteers will be educated on the protocols and procedures for reporting before youth workers become involved. The organization will provide support mechanisms for youth workers to access once their report has been submitted, to help limit any traumatic effects. Youth workers will receive such support on a timely basis.

Adult staff (supervisor and one additional staff) will support youth workers through any needed reporting for incidents that take place. Youth workers are asked to relay any information to their assigned supervisor to support the reporting process. Youth workers will receive additional training on the emotional impact of reporting. Adult staff (supervisor and one additional staff) will meet with youth workers following any reporting incident to do an emotional check-in. If additional support is needed, the youth worker will be referred to community support services.

INTERNAL REPORTING POLICIES AND PROCEDURES FOR YOUTH WORKERS

Boys & Girls Clubs of North Central Illinois is committed to providing a safe environment for members, staff and volunteers, including youth workers. As part of this commitment, any minor employee, work-based learning participant or non-Club member teen volunteer who becomes aware of an incident, as defined in this policy, shall immediately report and submit the incident to Club leadership. Club leadership will assist youth workers in completing an incident report.

Adult staff (primarily site or program supervisor) will report on behalf of youth workers for all incidents / accidents. Adult staff (supervisor and one additional staff) will meet with youth worker to gather needed information to complete incident reporting together. Youth workers will receive the same training on incident reporting as adult workers.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (including youth and staff, if applicable)
- All notifications made (first responders, parents, leadership, etc.)

COMMUNITY SERVICE

Persons are often placed with the BGCNCIL to complete mandated hours of community service or restitution. Please direct all such inquiries to the Volunteer Coordinator.

MEDIA

A staff member may not speak to the news media as an official or unofficial spokesperson of the BGCNCIL without prior approval from the CEO. All inquiries from the media should be referred to the CEO.

INJURIES/ ILLNESSES

Employees must report all on-the-job injuries to COO immediately to ensure Worker's Compensation benefits.

GIFTS

The BGCNCIL prohibits employees from giving and accepting gifts from participants in our programs. The BGCNCIL also prohibits staff from accepting donations from donors.

REIMBURSEMENT OF EXPENSES

Only authorized persons may purchase supplies in the name of BGCNCIL. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the BGCNCIL or bind the BGCNCIL by any promise or representation without written approval.

Employees who are given the authority to purchase items for the BGCNCIL are required to submit an expense report with all supporting receipts for all purchases made by organizational credit card, house accounts, cash, etc. Expense Reports must be submitted by the 5th of each month. No expenses will be reimbursed unless the employee has received prior approval to purchase.

SUPPLY REQUEST

All departments wishing to purchase items must complete a supply request form and submit to the Administrative Assistant. Some exclusion to this policy may occur. Check with the CEO for further information regarding purchases for your department.

CREDIT CARD | IN HOUSE ACCOUNTS

Mid-level and upper management personnel are the only staff members the BGCNCIL authorizes to use the BGCNCIL's Visa credit card and various in-house charge accounts. Authorized staff must abide by credit card check-out and reconciliation procedures.

PURCHASE ORDERS

All items to be purchased independently of Supply Requests or Petty Cash must have a Purchase Order completed prior to purchase. For purchases under the amount of \$250.00, the purchase order must be signed by the department head.

Department heads must also have a co-signature of the CEO or COO for purchases over \$250.00.

MEAL REIMBURSEMENT

The BGCNCIL will reimburse employees for authorized meals while attending meetings and training sessions. Reimbursement will be made based on BGCA guidelines; \$8 for breakfast, \$10 for lunch, and \$20 for dinner.

Employees will be required to show receipts for meals covered in order to receive reimbursement

CLUB-OWNED VEHICLES

Prior to driving any vehicles owned by the Boys and Girls Club of Elgin, an individual must adhere to the following:

- Must be at least 21 years old
- Must have a valid driver's license, and a copy of the current license must be in the personnel file.
- A record check with the Bureau of Motor Vehicles showing an acceptable driving record must be in the personnel file. Driver's license records will be rechecked on an annual basis

The employee is responsible for keeping this information current, including reporting any moving violations or changes in his or her driving status to COO within five days of the violation or change. Failure to do so will result in disciplinary action.

If any employee's driving record is deemed, at any time, by the BGCNCIL or our insurance carrier to be unacceptable, he or she will lose driving privileges for business. The loss of driving privileges could jeopardize one's job if driving is a requirement for the position. Safe driving practices, speed limits, and other driving laws must be observed at all times. The BGCNCIL is not responsible for any fines incurred by employees while driving for work-related purposes. Employees are responsible for reporting any accidents, no matter how minor, to the police before leaving the scene of the accident. Any employee committing a moving violation or being observed not following safe driving practices may also be subject to further disciplinary action.

Refer to Driving Policies supplementary items for further information on this matter.

PERSONAL VEHICLE USAGE

Employees who use their personal vehicles for work-related purposes are also required to follow the Driving Policies as listed above; however, the minimum age for driving only personal vehicles is eighteen.

Employees must submit a copy of their personal vehicle insurance as their personal insurance will be the primary insurance.

TRANSPORTING PARTICIPANTS IN PERSONAL VEHICLES

The BGCNCIL will allow participants to be transported in a personal vehicle only when:

- 1) It is a structured BGCNCIL event
- 2) Staff has a written parental permission (slip) to do so
- 3) Staff has permission from the COO/CEO
- 4) No children under the BGCNCIL membership age of 6 can be transported.
- 5) All policies listed in the Vehicle Policy section of this manual are followed

CELL PHONES

The BGCNCIL may issue a cell phone or pay all or part of a cell phone package for staff. Staff that does not return calls could lose the BGCNCIL reimbursement. All employees must be available during their work hours on their phone. Calls should be returned within thirty minutes. Emergency calls should be returned within ten minutes.

The Club expects employees to devote their full attention to their job duties during work hours. Personal cell phone use can be a significant distraction, impacting the workplace and member safety. Employees are not permitted to use personal cell phones for calls, texting, or any other purposes while performing their duties, except in cases of emergency. This is to ensure employee and member safety is not compromised.

No instant messaging or texting should occur between staff members during work hours especially while supervising members. This is to maintain focus on member safety and care. Capturing images or recordings in areas where members are present is strictly prohibited for personal use, social media, or any unauthorized purposes. Staff are only allowed to capture images or recordings for legitimate business-related purposes to share within the organization, such as documentation of program activities and sharing of member experiences for our Resource & Development teams marketing purposes. This rule is in place to safeguard the privacy and confidentiality of youth customers,

preventing any misuse of captured media for personal gain or social media sharing. Employees are encouraged to use their scheduled break times for any personal calls or text messages. This helps maintain a professional work environment and ensures continuous attention to job responsibilities during work hours.

This policy is mindful of employees' rights under Section 7 of the National Labor Relations Act. Employees are free to use their cell phones during breaks and non-work hours for lawful concerted activities, including discussions about work conditions. The company will not take any adverse action against employee use of cell phones during Working Time to capture and document unsafe working conditions or potential violations of the law, including laws protecting employees' right to engage in protected concerted activity for their mutual aid or protection. Unsafe working conditions include, but are not limited to, potential hazards, safety violations, or any other situations that could compromise the well-being of themselves or other Employees.

Compliance with this policy is essential, and failure to adhere may result in disciplinary action, in accordance with our disciplinary procedures.

ELECTRONIC COMMUNICATIONS POLICY

As an employee of The Boys and Girls Club of Elgin, you recognize and understand that the Club's Electronic Communication Systems are to be used for conducting the Club's business only. You acknowledge that you have received, read, and will abide by the Boys and Girls Club of Elgin's policy concerning Electronic Communication Policy.

In particular:

- The e-mail and internet systems and all information transmitted by, received from, or stored in those systems are the property of the Boys and Girls Club of Elgin.

DONATIONS

Staff members are to accept any donation offered either in person or via phone. All donations require an in-kind donation form to be completed by the donor and turned in to the CEO. If it is an item that requires pick-up, direct the request to the CEO.

DONATION REQUESTS

All employees wishing to receive a business donation for their program must first receive approval from their direct supervisor and then contact the CEO.

FUNDRAISING

All program-related fundraising activities must be approved by the CEO.

ORGANIZATIONAL PROPERTY

All supplies, materials, and work product of an employee shall remain the property of the BGCNCIL after employment ends. No employee may borrow any organizational property without the consent of the CEO.

COPYRIGHT

The BGCNCIL strictly adheres to all copyright regulations. Employees, members, etc. shall not duplicate, without the permission of copyright holders, print materials, computer software programs, and video or audio materials that are protected by copyright; nor shall any employee, member, etc. use duplicated materials that are in violation of copyright laws.

BGCA.NET INTRANET WEBSITE

All employees are encouraged to register as a user of the Boys & Girls Club of America employee and volunteer intranet site: www.bgca.net in order to receive program and career training, etc. information from our national organization. No employee may, however, apply for anything on bgca.net without prior approval from the CEO.

FINAL PAY

Employees who leave the service of the BGCNCIL, for any reason through written resignation, shall receive all payments that may be due them, with the following qualifications:

- FTE staff members will be paid for all unused earned vacation days.
- FTE staff members, who are dismissed after committing a criminal offense against the BGCNCIL, or for other gross violations of company policies as determined by the CEO, may not receive notice pay.
- Separation date for all staff members is the last day of actual work or approved leave. Final pay received by a staff member will not be construed to extend his or her employment with the BGCNCIL beyond the separation date
- Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Company property must be returned by employees on or before their last day of work. Employees who fail to return company property upon separation will be required to compensate for the value of the property and any expenses incurred as a result.
- Employees will be advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). This act entitles staff members and their dependents to continue their coverage under the BGCNCIL's health and dental insurance plan—at their own expense, but at group rates—for 18 months after they leave.

CHECK LOSS

To receive a replacement check, the employee must put the request in writing to the COO, and a stop payment on the check will be issued. Thereafter a replacement check will be issued on the next regularly scheduled payroll. The cost incurred to stop payment will be charged to the employee.

W-2 STATEMENTS

W-2's for the prior calendar tax year are available by January 31st of the following calendar year. If the employee no longer works for the BGCNCIL, the statement will be mailed to his/her last known address. It is the responsibility of the employee/former employee to update the BGCNCIL of any address changes

PAYROLL PERIODS

For full-time salaried staff the BGCNCIL payroll periods are from the 1st-15th and the 16th-last day of the month. The BGCNCIL payroll is distributed to all employees on the 15th and last day of the month. Part-time hourly staff are paid every other Friday. If the BGCNCIL is closed on a payroll distribution date, then checks will be

distributed on the last day of normal operations immediately preceding the normal payday. No payroll will be given early.

ERROR IN PAY

Every effort is made to avoid errors in paychecks. If an employee believes an error has been made, they are to notify their supervisor immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

TIME SHEETS

By law, we are obligated to keep accurate records of the time worked by employees.

This is done by either time clock cards or other written documentation. All employees are to punch/sign in and out for lunch and for brief absences like a doctor's or dentist's appointment. If an employee forgets to punch in or makes an error on their card, the direct supervisor must make the correction and the employee, and their supervisor must initial the correction.

No one may record hours worked on another's card. Tampering with another's timecard is cause for disciplinary action, including possible dismissal, of both employees.

All staff time cards/sheets must be approved by the supervisor and submitted to the COO or direct supervisor to receive a paycheck. Failure to submit a correct, signed timesheet will result in non-issuance of a check.

SALARIES & RAISES

Salaries are based on several criteria, including job responsibilities, work experience, education, performance, and salaries paid by other employers in our industry. Raises are also based on several criteria, including increases in the cost of living, increased job responsibilities, good performance, salary changes in our industry, etc. Raises are negotiated with an employee's supervisor in accordance with BGCNCIL standards and must be approved by the CEO and/or the COO.

Salary increases are based on merit and performance, as indicated in the written evaluation. The fulfillment of a certain period in a position does not justify a salary increase; however, the normal cost of living increases is generally given. The salary for any job classification may be increased (or decreased in time of financial difficulty) by the CEO.

WAGE GARNISHMENTS

The BGCNCIL is obligated to honor notices of wage garnishments, levies, and bankruptcies.

UNITED WAY

All employees are invited to participate in the annual United Way Fund Drive. The necessary pledge cards are distributed each fall. United Way donations can be made through payroll deduction.

EMPLOYEE SAFETY

The safety of our employees is a high priority. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations or fail to report, or where appropriate, remedy such situations may be subject to disciplinary action, including termination of employment.

ACCIDENTS

All accidents must be reported within 24 hours to a direct supervisor and Human Resources regardless of the significance of injury/illness. Failure of a staff member to document reported job-related injuries may result in disciplinary action, including termination.

MAINTENANCE

Each employee is responsible for keeping their personal workspace and all other areas of the Club clean and organized. Do not leave food or drink items in drawers, garbage cans, etc. Regular cleaning of the buildings such as vacuuming, emptying garbage, etc. will generally be handled by the maintenance department; however, each employee should take the responsibility to clean if an area is in need. Contact the maintenance department for repairs, etc.

COMMUNITY INVOLVEMENT

The BGCNCIL encourages employees to become involved in their community. No employee may involve themselves in activities as a representative of the BGCNCIL unless prior approval is received from the CEO or COO. The BGCNCIL may pay for a portion of membership in civic clubs, professional associations, and similar activities upon approval of the CEO.

PERSONAL PROPERTY

All staff purses, coats, and personal belongings should be locked in desks or offices. The BGCNCIL will not be responsible for lost or stolen articles.

PARKING

Employees will be informed of the parking regulations at their specific sites. Employees should ask their direct supervisor where to park. During a snow emergency, staff working at sites with no off-street parking will be informed of parking procedures.

SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign an equipment distribution form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not allowed on BGCNCIL property after hours without prior authorization from their direct supervisor and/or CEO.

SUGGESTIONS | OPEN DOOR

We encourage all employees to bring forward their suggestions and good ideas about how our BGCNCIL can be made a better place to work, our programs improved, and our services to our customers enhanced. Employees are encouraged when they see an opportunity for improvement to inform their supervisors, following the proper channels of communication. In cases where that may be inappropriate, employees may approach the next person in command.

THEFT

Internal theft is a serious issue. Although taking small items of BGCNCIL property may seem inconsequential, the cumulative effect can be huge. Losses from theft immediately affect our ability to increase salaries and can jeopardize the operation of the BGCNCIL and services to youth. Property theft of any type will not be tolerated by the BGCNCIL. We consider property theft to be the unauthorized use of company services or facilities or the taking of any company property for personal use. Theft of any magnitude may result in immediate termination.

TECHNOLOGY | COMPUTER USAGE

The BGCNCIL provides computers and Internet access to employees for Club business use only. The policies listed below are a guide to help employees determine proper usage:

- The BGCNCIL reserves the right to monitor and record Internet usage and fileserver utilization of all employees. We reserve the right to suspend individual user accounts for violation of Internet policies.
- The BGCNCIL reserves the right to monitor all employee e-mail and social networking sites, including but not limited to Facebook and Twitter, to ensure the integrity of the business and public image of the Club. Reference to the BGCNCIL is prohibited on personal networking sites unless authorized by the Club.
- E-mail and file transfers are to be for business use only by authorized users.
- The use of another employee's account or access to their personal files without their consent is strictly prohibited.
- Confidential information is not to be transmitted over the Internet without proper encryption.
- All downloaded files or applications are to be scanned for viruses before being saved on the network.
- Technology Staff must approve all downloaded applications before being installed on the network.
- Transmission of harassing, discriminatory, or otherwise objectionable E-mail or files (as determined by the recipient) is strictly prohibited.
- Access to non-business related, obscene, or offensive sites is strictly prohibited.
- The CEO or the COOs must be made aware of all obscene or offensive sites that have been purposely or inadvertently accessed on our computers.
- Disruptive behavior, such as introducing viruses or intentionally destroying or modifying files on the network, is strictly prohibited. Employees must immediately notify Technology Staff if a virus has been detected on their system.
- Any personal use of the network for commercial or illegal activity is strictly prohibited.
- Transmission of any religious or political messages is strictly prohibited.
- Game playing is strictly prohibited.
- All employees must back up their documents as instructed by the Technology Staff.
- All employees must inform the Technology Department of any possible virus on their

computer. Any violation of the policies will result in loss of access privileges and disciplinary action.

TELEPHONE USAGE

The BGCNCIL phones are to be used for BGCNCIL business only. Personal calls should be kept to a minimum. The staff member placing the call must pay for all long-distance calls.

GAMBLING

Gambling is not allowed on the premises of the BGCNCIL.

MILEAGE

Mileage of a personally owned vehicle is allowable for the shortest route between points and outside the Elgin City limits. Mileage reports must be submitted to COO on a monthly basis and will be reimbursed at current industry standard rates.

ALCOHOL & DRUGS

Purpose:

This policy applies to every Boys and Girls Club of Elgin (BGCNCIL) employee, including temporary employees. The BGCNCIL Policy on Alcohol and Drugs is devised to address the concern for the health and well-being of its employees, and to create a safe Alcohol and Drug free environment for the students that attend the facilities while ensuring that the BGCNCIL community complies with the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Penalties for violations of these policies, or for violations of the laws regarding controlled substances or alcohol may include:

- Suspension
- Termination of employment
- Referral for prosecution

Scope:

This policy applies to all employees and all applicants for employment. No individual(s) is allowed to smoke or chew tobacco on the premises of any BGCNCIL location, in any BGCNCIL vehicle or at any activities of the BGCNCIL. This includes but is not limited to cigarettes, cigars, e-cigarettes, smokeless tobacco, and vaping devices.

Work Rules:

It is the BGCNCIL's policy not to employ persons who use illegal drugs or abuse alcohol.

1. Whenever employees are working, are operating any BGCNCIL vehicle, are present on any BGCNCIL premises or are conducting or representing BGCNCIL, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing, or dispensing any alcohol, illegal drug, illegal controlled substance (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol, illegal drugs, or an illegal controlled substance as defined in this policy.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body system, while performing club business or while in or on a club facility, is prohibited.
3. Employees taking prescription medication that may impact their ability to perform their job duties may be required to provide documentation from a healthcare provider. If an employee's prescribed medication is adversely affecting their ability to perform their job duties safely and effectively, BGCNCIL will not allow the

performance of those duties. Any prescription medication carried by an employee must be in a labeled container.

4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Employees who report to work under the influence of drugs or alcohol, or are otherwise in violation of these rules, could be subject to immediate termination. Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession, or impairment by members of management. Employees can be asked for drug testing, as described in this manual.

Special Events:

Special events may be permitted to have alcohol if approved by the CEO. An alcohol permit may have to be obtained from the local city / village as well as certificate of insurance from the distributing vendor. Alcohol will not be served during operation hours while members are present. Alcohol will not be served to staff who are under 21 years of age.

PERSONAL APPEARANCE

All staff members are expected to dress in appropriate attire and be prepared to carry out the activities of the day. Unacceptable dress will result in a person being sent home to change without pay for the lost time and possible disciplinary action.

Program employees are always required to wear a BGCNCIL shirt. Shirts are available at a reduced cost at the Administrative Office, and payroll deduction is available. Non-program employees are always expected to present a professional appearance.

Clothing and accessories that are not allowed include, but are not limited to: Halter tops, shirts with backside or stomach showing, see-through clothing, undergarments purposely showing, short shorts and skirts, hats indoors, bandanas or any other headwear (unless for religious purposes), clothing that promotes alcohol, drugs, tobacco use, foul language, etc., offensive tattoos, offensive or unsafe jewelry or piercing. Open-toed shoes are not permitted in the gym.

USE OF KEYS

Employees must sign for keys issued to them. Under no circumstances are duplicates to be made without prior authorization from the COO. If an employee loses their keys, they are to indicate in writing when, where, and how the keys were lost. Employees who lose keys may be responsible for lock replacement costs. An employee who mishandles their keys may face disciplinary action.

USE OF BUILDING AFTER HOURS

The use of the BGCNCIL after hours for anything other than work-related purposes is not allowed unless the CEO gives prior approval.

FACILITY RENTAL

Most BGCNCIL facilities are available for rental. A key holder must be on the premises at all times of use. To rent any facility contact the Director of Clubhouse.

CONFIDENTIALITY

Staff members must ensure confidentiality and privacy regarding history, records, and discussion about the people we serve. The fact that an individual is served by the BGCNCIL must be kept confidential; disclosure can be made only under specified conditions for reasons relating to law enforcement and fulfillment of our mission and with approval from the COO or CEO.

PROFESSIONAL DEMEANOR

The essence of the BGCNCIL mission is to support young people as they develop and build values, skills, and self-esteem. Staff members are employed to carry out that mission. They are always expected to perform their job responsibilities in a professional manner. Staff members are role models and are expected to set an excellent example for the members of the Club. Staff should follow the rules for members as well as the Personnel Policies. Unacceptable behavior from staff is grounds for dismissal.

USE OF PHYSICAL RESTRAINT

On rare occasions, it may be necessary to physically restrain or remove a client from a program or activity in order to prevent injury or threat of injury to the client, to other clients, to employees or to the public at large. This should be done in the least restraining manner possible, given the specific circumstances of the situation and disruptive individual.

MANDATED REPORTING

In accordance with Illinois statutes, all employees of the BGCNCIL are "mandated reporters" and in turn, are required to report when they have reasonable cause to suspect that a child seen in the course of their employment has been abused or neglected or they have reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur. Every instance of child abuse or neglect must be reported. It is not the employee's position to neither investigate the suspicion nor determine the validity. It is, by law, the employee's obligation to report all suspicion.

To report suspected abuse or neglect, the employee must first bring their suspicion to their supervisor. The supervisor is not to make any judgment regarding the validity but only acts as a witness to the call. The employee must then contact The Illinois Department of Children and Family Services at 800-25-ABUSE (800-252-2873) to report the suspected activity. The CEO or the COO must be made aware of all calls made to DCFS.

According to state statute, abuse and neglect are defined as:

- ✓ The mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home, or someone who works with or around children.
- ✓ The mistreatment must cause injury or put the child at risk of physical injury.
- ✓ Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest), or emotional.
- ✓ Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter, or other basics for a child.

OVERNIGHT INSTRUCTIONS

Groups spending an overnight in the Club must have at least two staff persons present, and one must be a full-time staff person or staff leader. The number of staff present will depend on the number of people attending the overnight. Boys, girls, and staff are not permitted to leave the building or roam inside unsupervised. The Police Department must be notified by the site supervisor prior to the day of the overnight.

INCLEMENT WEATHER

The decision to close the Boys & Girls Club facility is made by the CEO.

If the School Districts that we service closes, then site programs are canceled.

Please call our administration offices at 847-608-5017 for information. There will be a recording letting you know if the BGCNCIL is open. Cancellations will be posted on our Facebook page at <https://www.facebook.com/BGClubElgin>, and on the emergency closing website, <http://www.emergencyclosingcenter.com/>. Signs will also be posted to the outside doors of the Clubhouse.

On days that the schools are closed, but the BGCNCIL is open, full-time employees will be required to report to work at the Administrative Office or take a vacation or personal day with notice to their supervisor.

If BGCNCIL is closed, full-time salaried staff will be paid their regular pay. Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees; hourly staff may make-up lost hours within that same pay period.

DISPUTE RESOLUTION | GRIEVANCE PROCEDURE

Any staff member who has a complaint concerning disciplinary action, termination, demotion, denial of promotion or merit increase, layoff, or discrimination based on a category—i.e., race, age, disability—recognized by federal and local civil rights laws has the right to file a grievance according to procedures outlined in this policy.

No staff member will be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance. If a staff member feels that he or she is being subjected to any of the above, that staff member has the right to appeal directly to the CEO.

Staff members should attempt to resolve the problem informally with their supervisor as soon as possible. If a solution cannot be reached, the staff member or supervisor may present a formal grievance, in writing, to Human Resources or the CEO.

A grievance must be made in writing, stating the facts surrounding the disputed action. This must be submitted within five days of the disputed action. The final disposition will be made within twenty days following the initiation of the Grievance Procedure. If an extension of the time limit becomes necessary, all involved parties will be notified.

WHISTLEBLOWER POLICY

Any employee or ex-employee who has reasonable cause to suspect acts of fraud, accounting irregularities, material omissions of public disclosure, conflicts of interest, or other wrongdoing on the part of the BGCNCIL's management (a "whistle Blower") may report, in confidence, such acts to the Board President. If the disclosure involves the Board President, the report should be made to the Board Vice President.

Responsibility of the Designated Official

Upon receipt of a report from a Whistle Blower, the Board President (BP), will attempt to obtain factual information to back up any allegations and will use good judgment to determine whether to proceed with further investigation. In all cases, before dismissing the allegation, the BP(Board President) will communicate the substance of the allegation with the CEO. If the allegation concerns the CEO, communication will be made with the Board Vice President (BVP).

For greater clarity, such initial communication need not contain details that may reveal the identity of the Whistle Blower. The BP will carefully consider the materiality of the allegation, paying special attention to allegations of fraud and other deliberate acts, which may result in serious harm to the BGCNCIL.

Further investigation, if any, will begin with a conference between the BP and either the CEO or the Board Vice President, after which a decision will be made on appropriate action. All investigations will proceed in a timely manner. If deemed necessary, outside legal counsel will be consulted.

The BP and the BVP are instructed to exercise discretion at all times and to hold any information obtained about the identity of a Whistle Blower in strict confidence until the Whistle Blower consents otherwise, and then to only disclose such information on a need to know basis. The BP and the BVP will ensure that no repercussions are forthcoming upon the Whistle Blower as a result of contacting the BP and BVP and that anonymity is maintained where possible.

Responsibility of the Whistle Blower

The Whistle Blower shall use good judgment and factual information in reporting suspected acts of wrongdoing by the BGCNCIL management in order to avoid unnecessary and damaging allegations. Should the Whistleblower wish to remain anonymous, it is on them to take necessary precautions and to clearly state this intention to the BP and/or BVP.

Responsibility of the Boys & Girls Clubs of North Central Illinois

The Club shall post this Whistle Blower Policy in all personnel publications in an area that is publicly available. If necessary, a designated e-mail address for the use by Whistle Blowers may be required and will be provided by the Club. The Club shall provide its receptionist with contact information for the BP and the BVP and will be instructed to provide such information to callers upon request. The Club will incur any legal or other reasonable costs incurred during Whistle Blower investigations.

The procedure is as follows:

1. The Whistle Blower contacts the BP and/or BVP with a report. The report may be in writing, by fax, by e-mail or by telephone. The report may be made anonymously, or Whistle Blower contact information may be provided so that the BP and/or BVP may follow up with further questions.

2. The BP and/or BVP, within five working days, interviews the Whistle Blower, if possible, or otherwise attempts to ascertain the factuality of the allegations presented.
3. The BP, and/or BVP, using the facts presented and good judgment, and considering the materiality of the effect of the allegation, decides to either initiate a formal inquiry or to cease further action, with the option of re-opening the matter at a later date should further information come to light.
4. If the BP, and/or BVP, decides to continue the inquiry, at a least one other designated person (CEO or Board Secretary) will be consulted without delay, and a collective decision will be made as to appropriate action and whether or not to consult with outside legal counsel.

EMPLOYEE BENEFITS

The BGCNCIL wholly or partially finances the benefit plan described in this section. If there are any questions or a need for further information about benefits, employees should contact Human Resources.

PAID TIME OFF

The Boys & Girls Clubs of North Central Illinois provides annual paid time off for all employees.

Part-time employees accrue time off at the rate of 1 hour for every 40 hours worked. Full time employees accrue time off according to the schedule shown below.

Accrual Basis of Paid Time Off	Days Earned per Month	Hours Earned per Month	Hours Earned per Pay Period	Annual PTO Days
1 st -5 th Year	1.667	13.333	6.667	20
6 th Year	1.750	14.000	7.000	21
7 th Year	1.833	14.667	7.334	22
8 th Year	1.917	15.333	7.667	23
9 th Year	2.000	16.000	8.000	24
10+ Years	2.083	16.667	8.334	25

Paid days off will accrue on day 1 of employment for all employees but may not be taken until after ninety days of employment. PTO pay is the employee's regular rate of pay unless otherwise agreed upon in writing by the CEO and in alignment with Illinois law. Pay will not be granted in lieu of PTO time not taken. All employees may carry over up to 40 hours of PTO within a 12-month period. Part-time employees may not exceed an accrual cap of 40 hours annually.

Plans for paid time off will be reviewed with the direct supervisor and/or an employee's departmentally assigned Chief Officer a minimum of once a year. PTO requests should be made in writing as far in advance as possible, but a minimum of two weeks' notice is required.

Generally, PTO requests will be granted, depending upon the number of other PTO requests for the same time period. When they cannot be granted, the supervisor will be as flexible as possible in providing alternate dates. The BGCNCIL will attempt to grant all employees PTO at the time they desire to take it; however, we must always maintain adequate staffing. Where conflicts develop, they will be resolved as fairly as possible.

Preference will be given to the employee who makes the earliest request. If two employees submit a request at the same time, preference will be given based on seniority to the more senior employee. The final decision for PTO preferences will be left up to the supervisor. When operational, budget, or scheduling problems require it, the supervisor may designate a specific vacation period. Certain positions may be required to take their vacation during specific times of the year, such as school closing times, etc.

Employees will be permitted to utilize up to 5 PTO days prior to earning them at the beginning of their anniversary year. A negative balance of PTO will be accrued and tracked. If employment is terminated (either voluntarily or involuntarily) and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the PTO advance.

Certain dates may be considered “black-out dates” and employees will not be permitted to utilize PTO. Examples include, but are not limited to, annual fundraising events, back-to-school training, summer program training, etc. Blackout dates will be approved by the CEO or an employee’s departmentally assigned Chief Officer and established each year to provide employees advance notice to plan time off accordingly.

HOLIDAYS

The BGCNCIL currently observes 10 paid holidays for all full-time employees:

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

To be considered for a paid Holiday, the employee must work the day before and the day after a Holiday (exception of vacation and PTO (sick day)).

PROFESSIONAL DEVELOPMENT

In-service training is designed to provide staff members with the skills, training, and experience necessary for their continued development. Training will be subject to these conditions:

Each full-time professional staff member may be permitted to attend conferences, educational meetings, workshops, and institutes as funds permit, including registration and reimbursement for lodging, meals, and travel. Attendance at such a conference shall be requested by the staff member by submitting an estimated cost to the CEO or COO who will determine the value of the conference, amount of time lost from duties, and cost.

Once the BGCNCIL incurs expenses for professional development, an employee may be required to reimburse the BGCNCIL for said expenses if training requirements are not met, including, but not limited to, full training attendance, participation in required events, etc.

Participation in required meetings is also handled as listed above.

FAMILY MEDICAL LEAVE

The purpose of this policy is to provide leaves of absence to eligible staff members in accordance with the Family and Medical Leave Act of 1993.

This policy applies to all staff members who have worked at the BGCNCIL for at least one year at the time the leave is requested and have completed at least 1,250 hours of service during the 12-month period preceding the leave request.

Eligible staff members can be granted up to 12 weeks of unpaid leave in any 12-month period for the birth of a staff member's child, or upon placement of a child with the staff member for adoption or foster care. This leave will be taken in one block of time unless the CEO approves special arrangements for "intermittent" or "reduced work schedule."

- When the team member is needed to care for a child, spouse, or parent who has a serious health condition.
- When the team member is unable to perform his or her functions due to a serious health condition.
- Applicable accrued leave benefits must be substituted for all or part of any otherwise unpaid FMLA leave. The total of paid and unpaid leave under this policy is not to exceed 12 weeks.
- For the purposes of this policy, the following definitions will serve:
- Child: Anyone under 18 years who is the staff member's biological, adopted or foster child, stepchild, legal ward, or an adult legally dependent child. This can include a child for whom the staff member has day-to-day responsibility.
- Parent: Biological, foster, or adoptive parents, stepparents, legal guardians, or any individual who stood in place of parents for a staff member when the staff member was a child.
- Spouse: A husband or wife as defined by applicable state law.
- Serious health condition: An illness, injury, impairment, or physical or mental condition that involves inpatient care or any period of incapacity requiring absence from school or work of more than three calendar days and involving continuing treatment by a health care provider.

Procedures for Requesting Family or Medical Leave

A Request for FMLA Leave of Absence form must be completed by a staff member requesting leave and submitted to Human Resources 30 days before the commencement date. If 30 days advance notice is not possible, FMLA leave must be given as soon as possible.

- When the leave is due to a staff member's or family member's serious health condition, the staff member must provide a Certification of Serious Health Condition form completed by the health care provider.
- Re-certification of the serious health condition may be required during the leave.
- While on leave, staff members are required to contact human resources every 15 days to advise the BGCNCIL of any change or improvement in condition.
- When the leave is for planned medical treatment, the staff member must attempt to schedule the treatment so as not to disrupt the BGCNCIL operations.

During leave under this policy, the staff member is responsible for all insurance premiums, which includes Health and Dental. Prior to leaving, DOF will explain the payment obligations to the staff member.

If an employee fails to return to work at the end of the leave, the BGCNCIL may recover from the staff member the cost of any payments made to maintain the staff member's health, dental, and life insurance coverage.

A staff member on leave will not lose any employment benefits accrued prior to leaving, unless the staff member uses a benefit during the leave, such as accrued vacation or personal days. Personal/vacation and seniority do not accrue while a staff member is on family and medical leave.

Before being permitted to return to work from leave for the staff member's own serious health condition, the staff member will be required to provide certification from his or her health care provider that he or she is able to resume work. Upon return from leave, if available, most staff members will be reinstated to the same position held before leaving. If the position was required to be refilled, reassignment to an equivalent position with equivalent pay, benefits, and other conditions of employment will occur.

If possible, staff members on leave should notify their supervisor at least two weeks before the end of the leave to inform the BGCNCIL of availability to return to work. Failure to return from leave or failure to contact a supervisor or the CEO on the scheduled date of return may be considered voluntary termination of employment

LEAVE OF ABSENCE WITHOUT PAY

At the discretion of the CEO or their designee, leave shall be granted without pay to staff members who have worked at least three months at the BGCNCIL. Twelve weeks of leave may be for reasons of maternity, paternity, adoption, or to provide extended care to a spouse, child, or parent. If the staff member requires an extended leave of absence beyond the allowed twelve weeks, he or she may apply in writing to the CEO or their designee at least two weeks prior to the expected date of return to work. With prior approval, and upon written application, a staff member may use accrued authorized leave time, including personal leave, while he or she is on leave of absence.

At the expiration of leave or any extension thereof, the staff member must furnish a physician's medical certification of ability to resume work in order to be reinstated. If available, the employee will be placed in the same job held before leaving. If not available, the staff member will be reinstated in a similar job if he or she is able to perform the duties of such job. If he or she cannot perform these duties, the staff member will be offered a similar job, which he or she is qualified to perform. Should the staff member fail to report to work promptly at the expiration of the leave, except for valid reasons submitted in writing in advance, or should the returning staff member refuse an offer of reinstatement, he or she will be treated as having voluntarily quit. During leave under this policy, the staff member is responsible for all insurance premiums, which includes Health and Dental. Prior to leave, DOF will explain the payment obligations to the staff member. Personal leave, vacation time and seniority, however, will not accrue.

BEREAVEMENT LEAVE

All FTE shall be allowed up to two days of paid bereavement leave upon the death of a spouse or domestic partner; child, including step or foster; parent, including step or foster; brother or sister, including step or in-law; grandparent or grandchild. Employees may be required to show proof upon return to work of death of the family member.

JURY DUTY

Full Time Employees called for such duty will receive their full salary for the duration of the assignment. Employees are expected to meet their assigned responsibilities to the best of their ability during such periods. Part Time Employees will be paid up to four (4) hours per day for the duration of their assignment. Employees will be required to submit proof of jury duty served. See Clerk of Courts for documentation.

MILITARY SERVICE

Employees who are members of active reserve units of one of the armed services or of the National Guard will be granted leave without pay when ordered to active duty, in accordance with all applicable federal and state laws. Requests for military leave must be submitted to human resources.

COVID POLICY

BGCNCIL follows DCFS Guidelines regarding COVID as we are a licensed exempt facility. As of July 2022, DCFS released guidelines under "Restore Illinois."

CORPORATE CREDIT CARD POLICY

This section of the manual is to be reviewed and signed off on by any employees that are issued a credit card prior to receiving.

This Policy applies to all employees of the Boys and Girls Club of Elgin who are assigned a Corporate Credit Card. The Conditions set forth in this Policy, are the relevant Cardholders' responsibility as issued by the Bank, and govern the use of any Corporate Credit Card. Cardholders and their supervisors are responsible for ensuring that they adhere to the Corporate Credit Card policy. This policy is to ensure adequate controls are exercised to minimize the risk that the Corporate Credit Cards are not used for fraudulent or corrupt purposes.

Full Time eligible management staff of the Boys and Girls Club of Elgin can request the use of a Corporate Credit Card:

- Employees are eligible to be issued only one (1) Corporate Credit Card.
- To be eligible for a Corporate Credit Card, an employee must meet one or more of the following criteria:
- Travel frequently in the course of his/her duties or;
- Purchase significant volumes of minor goods and services for use by the Boys and Girls Club of Elgin; or
- Incur regular frequent expenses of a kind appropriately paid by

credit card. Limits

- The Finance Committee will determine the limits for the Chief Executive Officer
- The Chief Executive Officer will determine the limit for individual staff on a basis of need and cost center budget.
- Employees issued credit cards are responsible to monitor their limit so no late fees are incurred.
- There will be one corporate account with cards issued in employee names to be used only by those individuals.
- The Corporate Credit Card can be used for business expenditures

ONLY. Conditions of Use

The Corporate Credit Card cannot be used:

- to obtain cash advances
- for expenses other than those incurred by the employee named on the Card.

The Corporate Credit Card is to be used only for official agency business and not personal expenses. Charging personal transactions to Corporate Cards is not acceptable under any circumstances. Cardholder

transactions will be scrutinized to ensure compliance with this policy.

- Infractions of the conditions of this Policy could result in cancellation of the card and withdrawal of Corporate Credit Card privileges.
- Breaching of this policy can lead to disciplinary action against the employee concerned. In all cases of misuse, this Boys and Girls Club of Elgin reserves the right to recover any monies from the cardholder.
- Cardholders will be required to sign a declaration authorizing the Boys and Girls Club of Elgin to recover, from their `salary, any amount incorrectly claimed.
- Cardholders are to make their best attempt to use the Tax-Exempt status with purchases.

Monthly Corporate Card Statements

Corporate Credit Card expenditures must be reconciled within 15 business days of the Statement Date. This procedure will ensure that cost center accounting records maintain an accurate and meaningful balance.

Cardholders who do not reconcile their monthly expenditures within 15 business days of the Statement Date will be sent a reminder of their obligations under this Policy. Continued or repeated non-conformance to this Policy can result in cancellation of the Card and/or such other actions as appropriate.

Cardholder Responsibilities

Cardholders are responsible for the following security measures for the use of their Card:

- Cardholders must retain transactional evidence to support all charges. An acceptable receipt for reimbursement of claimable business expenses on the Corporate Credit Card is an original receipt. The more information, the better.
- All receipts must be maintained by the employee and attached to the monthly statement.
- Card purchases without receipts are ultimately the responsibility of the user. A failure to provide receipts or credible explanation for the unsupported expenditure could result in a debit from the Cardholder's salary.
- Reimbursement for return goods and/or services must be credited directly to the Card account. No cash should be received by the Cardholder.
- Lost or stolen Cards must be reported and cancelled immediately. The accounting service must be notified within 2 business days of this activity.
- Employees issued with a Corporate Credit Card are in a position of trust regarding use of donated funds. Improper or unauthorized use of the Card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the Cardholder, termination of Card-use and/or termination for the Boys and Girls Club of Elgin.

Audit

- Audits of cardholder purchases will occur monthly by the accounting service. In addition, external auditors could carry out audits from time to time.
- If a Cardholder has questionable purchases showing on the monthly statement, this information will be forwarded to the CEO for resolution.

Termination of Employment

-
- Prior to departure of termination of duties with the Boys and Girls Club of Elgin, the

Cardholder must reconcile all expenditures on his/her Card account since the last Statement.

- It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure.
- The card must be surrendered upon termination of employment to their immediate supervisor.



BOYS & GIRLS CLUB

AURORA | ELGIN | HANOVER PARK | SCHAUMBURG | SOUTH ELGIN | STREAMWOOD



FINANCIAL POLICIES & PROCEDURES

Financial Policies & Procedures Introduction

GENERAL INFORMATION

The Boys & Girls BGCNCIL of Elgin (BGCNCIL or the Club) has adopted a comprehensive set of Financial Management Policies and Procedures, which establish guidelines for the Board of Governors and staff about standards and procedures to be applied when developing financial goals and objectives, making financial decisions, and reporting the financial status of the organization in alignment with the BGCNCIL's governing documents. In addition, the Fiscal Policies and Procedures provide guidelines to allow for an effective management of the organizations funds.

The purpose of this manual is to describe all accounting policies and procedures currently in use at the BGCNCIL and to ensure the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All the BGCNCIL's staff with a role in the handling or management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

- The BGCNCIL complies with all legal requirements.
- The fiscal year is September 1 to August 31

These policies will be reviewed on an as needed basis by the Finance Committee and approved by the Board of Governors.

Nature of Operations

BGCNCIL is an Illinois not-for-profit corporation that is affiliated with the Boys & Girls Clubs of America, a national organization devoted to working with at-risk youth. The Club's mission is to enable all young people, especially those who need us most, to realize their potential as productive, caring, and responsible citizens. With the help of professional mentors, use of enriching programs, and support from the community, the Club can provide a safe place for kids to connect with others and build their skills and confidence need to reach their highest potential. A majority of the Club's funding is provided by government sources. Other support is provided by contributions from foundations, corporations, and individuals. The Club conducts the following programs:

- Education & Career Development
- Health and Life Skills
- Character & Leadership Development
- The Arts
- Sprots, Fitness & Recreation
- Technology
- Teen REACH
- 21st Century

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting in accordance with accounting

principles generally accepted in the United States (GAAP).

Basis of Presentation

The Club is required to report information regarding its financial position and activities according to two classes of net assets. A definition of each class follows:

- *Net Assets without donor restrictions:* Net assets available for use in general operations and not subject to donor-imposed restrictions. Net assets without donor restrictions may be designated for specific purposes by the board of directors. The governing board has designated, from net assets without donor restricts, a board-designated reserve.
- *Net Assets with donor restrictions:* Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Contributions restricted by donors are reported as an increase in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increase in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions and reported in the statement of activities as net assets released from restrictions.

Investments

Investments are carried at fair value. All interest, dividends, and realized and unrealized gains and losses are reported in the statement of activities as increase or decreases in net assets without donor restrictions. Investment fees, including direct internal investment expenses, if any, are netted with investment income on the statement of activities and change in net assets.

Contributions and Unconditional Promises to Give

Contributions are recognized as revenue when they are received or unconditionally promised. Unconditional promises to give are recognized as assets and as revenue in the period promised. Conditional promises to give are recognized when the contributions upon which they depend are sustainably met.

Gifts of property and equipment are recorded as increases in net assets, without donor restriction unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash and other assets that must be used to acquire long-lived assets are reported as increases to net assets with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Club reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Pledges Receivable

The Club carries its pledges receivable at the outstanding principal balance adjusted for any allowance for doubtful accounts. The allowance for doubtful accounts is estimated based on the Club's historical bad debt experience, the gaining for receivables, and the management's judgement. Pledges deemed uncollectible are charged to the allowance for doubtful pledges.

Pledge receivables will be reviewed on a regular basis by the Finance Committee. If BGCNCIL is notified or

has information that a pledge receivable will not be fulfilled, the Finance Committee can approve pledge write off amounts that are less than 5% of the annual operating budget. Write offs exceeding 5% of annual operating budget will need to be reviewed by the Board of Governors.

Impairment of Long-Lived Assets

The Club reviews long-lived assets, including property and equipment and intangible assets, for impairment whenever events or changes in business circumstances indicate that the carrying amount of an asset may not be fully recoverable. An impairment loss would be recognized when the estimated future cash flows from the use of the asset and its fair value are less than the carrying amount of that asset.

Grant Revenue

The Club's grant awards are contributions which are evaluated for conditions and recognized as revenue when conditions in the award are satisfied. Unconditional awards are recognized as revenue when the award is received. Amounts received in which conditions have not been met are reported as a refundable advance liability.

Functional Allocation of Expenses

The costs of providing the various programs and other activities are summarized on a functional basis in the statement of functional expense. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The Club charges direct expenses directly to each category. Occupancy, maintenance and related costs are allocated based on square footage. Salaries and other related costs are allocated based on time and effort.

Income Taxes

The Club has been classified by the Internal Revenue Service as an organization exempt from income taxes (not a private foundation) under Internal Revenue Code Section 501(c)3, except on net income derived from unrelated business activities.

Change in Accounting Principle

In June 2018, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2018-08, Not-for-Profit Entities (Topic 958) – Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. The amendments in ASU No. 2018-08 assist entities in evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) or as exchange (reciprocal) transactions and in determining whether a contribution transaction is condition.

Recently Issued Accounting Pronouncements

In May 2014, the FASB issued ASU No. 2014-09, Revenue from Contracts with Customers (Topic 606). This ASU, as amended, provides comprehensive guidance on the recognition of revenue from customer arising from the transfer of goods and services, guidance on accounting for certain contract costs, and new disclosures. The new standard supersedes current revenue recognition requirements in FASB Accounting Standards Codification (ASC) Topic 606, Revenue Recognition, and most industry-specific guidance. When adopted, the amendments in the ASU must be applied using one of two retrospective methods. ASU No. 2014-09 is effective for nonpublic entities for annual periods ending December 31, 2020.

In February 2016, the FASB issued ASU No. 2016-02, Leases (Topic 842). The amendments in this ASU revise the accounting related to lessee accounting. Under the new guidance, lessees will be required to recognize a lease liability and a right-of-use asset for substantially all leases with lease terms more than 12 months. The new lease guidance also simplifies the accounting for sale and leaseback transactions

primarily because lessee must recognize lease assets and lease liabilities. The amendments are effective for fiscal years beginning after December 15, 2021 and are to be applied through a modified retrospective transition approaches for leases existing at, or entering after, the beginning of the earliest comparative period present in the financial statements. Early adoption is permitted.

DIVISION OF RESPONSIBILITIES

The organization's financial duties are distributed among multiple people to help ensure protection from fraud and error. The distribution/segregation of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

- Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts; disbursements; payroll; reconciliation of bank accounts; etc.
- All employees involved with financial procedures shall take vacations or leaves of five consecutive workdays each year. During such periods, back-up personnel who have been cross trained in their duties will perform their tasks when available.
- No advances of funds to employees, officers, or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities will be reimbursed according to BGCNCIL Cash Disbursement Policy.
- The CEO and internal finance team will maintain a current and accurate log of the Chart of Accounts and Accounting Classifications.

The following is a list of personnel who have fiscal and accounting responsibilities (*current job descriptions will be maintained for all employees, indicating financial duties and responsibilities*).

Board of Governors

The Board of Governors delegates responsibility for managing the functions that fulfill its role in meeting legal requirements to the CEO, who negotiates with vendors, and the filing of legal forms, such as annual reports, tax returns, etc. The Board of Governors has final approval on all contracts over \$10,000 not approved through budget process.

- As the legally accountable entity for the entire organization, the board has overall responsibility for its financial health and financial oversight.
- Review and approve the annual budget and capital project budgets
- Review and approve all financial reports and statements
- The officers of the BOG reviews Chief Executive Officer's performance at least annually and establishes the salary. Salary should be set based on budget size and recommendation from BGCA's Job Classification & Comparison Management Program.
- Along with the CEO as a signer, appoint at least 2 Board of Governor's members to be signers on bank account (generally Treasurer and Board Chairperson)
- Review and advise staff on internal controls and accounting policies as needed

Treasurer of the Board of Governors

The treasurer's job is to review the organization's finances at least monthly and act on the board's behalf on financial matters when action is required in advance of a meeting of the Board of Governors.

1. Serve as Chair of the Finance Committee.
2. Provide and attest to the accuracy of a financial report to the Board of Governors at each

meeting, clearly reflecting the financial position of the BGCNCIL including all current and long-term indebtedness, cash position and other such details as are feasible and required.

3. Assure the BGCNCIL's financial records are externally audited on an annual basis consistent with acceptable standards of accounting and that a copy of such audit is sent to Boys & Girls Clubs of America headquarters and made available to the Board of Governors.
4. Maintain communications and work closely with the Chief Executive Officer, and other financial team members who oversee the day-to-day fiscal affairs of the organization, to assure integrity in every aspect of financial management and control.
5. Provide oversight and involvement towards preparation of the annual audit, in conjunction with the CEO and financial team member.

Chief Executive Officer

The primary responsibility of the CEO is to understand the organization's finances, interpret them for other stakeholders, and, together with the board, see that the organization remains financially accountable to its community. The CEO has management responsibility including Financial Management and must have a basic understanding of the following:

- Bookkeeping and nonprofit financial management
- Must be able to prepare and read a budget
- Must be able to prepare financial statements and be able to understand and develop internal financial management systems and controls.
- Must know how to project the organization's financial needs against its fundraising capacity

BGCNCIL Finance Team (CEO and/or delegate to internal finance team member): Accounts Receivable

- Deposit all checks and cash and enter in the donor management and accounting systems in a timely manner
- Manage Restricted Funds expenditures

Accounts Payable

- Review and approve all contracts up to \$10,000 or pre-approved in budget
- Review and sign all issued checks and/or approve check signing procedures
- Reviews all employee payroll and timesheets for accuracy
- Review and approve credit card statements
- Approve all program expenditures
- Review all incoming and outgoing invoices

Account Management

- Approve and process inter-account bank transfers to ensure accounts cover accounts payable
- Is on-site signatory for all bank accounts

Budgets

- Develop an appropriate budget annually before the beginning of the new fiscal year and present to finance committee members
- Make spending decisions within the parameters of the approved budget
- Provide budget forecast on a regular basis

Grant Administration

- Monitor program and grant budgets

- Monitor and submit grant reports on time
- Review and approve all grant submissions

Financial Reporting

- Prepare all financial reports including cash flow projections
- Pay all obligations and files required reports in a timely manner
- Monitor and make recommendations for asset retirement and replacement
- Maintains general ledger
- Prepares monthly and year-end financial reports
- Reconcile statements with a 3rd party
- Prepares for annual audit
- Assure the timely deposit of all payroll withholdings as required by law and in accordance with sound and generally accepted business practices, while assuring the board that such practices are occurring.
- Assure that required financial reports are submitted on a timely basis to the IRS, state agencies and others as appropriate.

Systems & Procedures

- Create and amend operating procedures and controls
- Oversee the adherence to all internal controls
- Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources
- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.
- No employee shall not make ANY contractual commitments for bank loans, corporate credit cards, or for real estate leases or purchase without specific approval from the Board
- Review and maintenance of employee files
- Overall responsibility for data entry into accounting system
- Review, revise, and maintain internal accounting controls and procedures
- Receive and open all incoming mail, addressed to the BGCNCIL or without specific addressee and process mail according to set procedures.

ANNUAL BUDGET

- The annual budget shall be realistic (conservative) projections for revenue to help ensure that the organization does not end up with an unexpected deficit.
- The budget shall include expense line items that set the parameters within which the CEO can operate.
- The budget is compared to the monthly financial statements to monitor the actual results in finance reports.
- The budget is reviewed as needed and adjusted as necessary to reflect changing conditions. Any significant forecasted changes (more than 10% variance) in the budget should be communicated to the Finance Committee and Board of Governors.

CHART OF ACCOUNTS AND GENERAL LEDGER

The BGCNCIL has designated a Chart of Accounts specific to its operational requirements and the requirements of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification. The CEO is responsible for maintaining the Chart of Accounts and revising, as necessary.

The general ledger is automated and maintained using the accounting software. All input and balancing is the responsibility of the VP OF FINANCE or financial team member with final approval by the CEO and Board Treasurer.

CASH RECEIPTS

Cash and Cash Equivalents

The Club considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents. Cash and cash equivalents consist of checking and money market accounts.

- Cash receipts generally arise from contracts, grants, donor contributions, fundraising activities or program fees.
- All checks and cash received are recorded in the donor management system listing the date received, payer, purpose, amount received, source account, source description.
- Deposits need to be deposited into the bank as soon as possible, with a priority of less than 24 hours.
- The sum of all accounts in a single bank shall not contain more than the amount which the FDIC will ensure.

Inter-Account Bank Transfers

The VP OF FINANCE monitors the balances in the bank accounts to determine when there is a shortage or excess in the checking account. Restricted Funds may be deposited into a Restricted Funds Account and then transferred into the main checking account for specifically designated expenses as needed. The CEO approves transfers.

Cash Disbursements & Expense

Allocations Cash disbursements are generally made for:

- Payments to vendors for goods and services
- Taxes/license fees
- Staff training and development
- Memberships and subscriptions
- Meeting expenses
- Employee reimbursements
- Marketing/promotional materials

All payments, except petty cash, are made by credit card or pre-numbered checks and are accompanied by substantiating documentation. Sequentially numbered organizational checks are to be used to maintain a proper control over the checks. Documentation may be an invoice (bill) or requisition form/P.O. #.

In no event shall:

- Invoices be paid unless approved by an authorized signer
- Blank checks (checks without a date or payee designated be signed in advance
- Checks be made out to "cash", "bearer", "petty cash"

be ordered at the bank on the original check.

Requests for disbursements are submitted to Accounting three ways:

- Original invoice
- Purchase request (submitted on approved form)
- Employee expense report or reimbursement request

All non-recurring invoices must have the account code written on them and approved by the Director prior to being submitted to accounting.

Every employee reimbursement or purchase request must be documented on the approved form with travel authorization, receipts, nature of business, program allocation, and funding source (if applicable) before approval for reimbursement is outlined below:

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

Meals and Entertainment - a receipt must be provided showing the cost of food, beverage, and gratuities, including the names of every person for whom food or beverage was provided, and the specific business purpose.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

Expense Allocations

Capital Expenditures:

For all major expenditures such as computers, furniture, audit services, printing services, etc., three bids must be obtained before a purchasing decision is made. If the annual amount will exceed \$5,000, a bidding process and review will be conducted. All bids, including quotes, must be recorded, and kept on file.

Consultants:

Contracts with consultants will include rate and schedule of pay, deliverables, time frame of work to be done, and other information such as work plan, etc. Justification for payment should be submitted to file. For example, if the Corporation hires a copywriter/graphic designer to create a publication, a copy of the final version should be included in the file.

Contracts:

Contracts for purchasing products or services, similar to a purchase order, should be created and maintained for the file. All contracts to exceed \$10,000 over the course of the year should be approved by the Board of Governors.

Credit Card Policy and Charges

- Under individual names must also include BGCNCIL corporate name.
- Only authorized business expenditures may be made by employees using the corporate credit card.
- All staff members who are authorized to carry a corporate credit card will be held personally responsible in the event any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws,

and regulations, and the entities from which the BGCNCIL receives funds.

- A record of all charges will be given to the VP OF FINANCE or financial team member with applicable allocation information for posting. A copy of all charge receipts will be attached to the monthly credit card statement.
- The Chief Executive Officer's credit card usage will be provided to the Board Treasurer.

Accruals

To ensure a timely close of the General Ledger, the BGCNCIL may book accrual entries. Some accruals will be made as recurring entries if deemed material by Management.

Accruals to consider:

- Monthly interest earned on money market accounts, certificates of deposits, etc.
- Recurring expenses, including employee vacation accrual, prepaid corporate insurance, depreciation, etc.

Reconciliation of Bank Accounts

The VP OF FINANCE or designated employee and board member should reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than seven days after receipt of the monthly bank statements if possible.

When reconciling the bank accounts, the following items shall be included in the procedures: The VP OF FINANCE or designated employee will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.

PROPERTY AND EQUIPMENT

Property and equipment are carried at cost or at estimated value at date of donation. All purchases in excess of \$5,000 and with a useful life of more than 2 years are capitalized while lesser amounts are charged to expense. Depreciation on property and equipment is calculated using the straight-line method over their estimated useful lives, which range from five to thirty-nine and a half years. Gains and losses from the sale of property and equipment are included in income. Maintenance and repairs are charged to operations.

Property and equipment include items such as:

- Office furniture and equipment
- Computer hardware
- Leasehold improvements
- Interconnectivity devices (telephone equipment, security cameras, Wi-Fi routers, etc.)

Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose or use. Absent donor stipulations regarding how long the donated asset must be maintained, the BGCNCIL reports expirations of donor restrictions when the donated assets are placed into service.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	48 months
Office Furniture	60 months
Leasehold improvements	Length of lease

A Fixed Asset Log is maintained by the VP OF FINANCE or financial team member. The Fixed Asset Log shall include:

- Date of purchase
- Asset description
- Purchase/donation information
- Cost/fair market value
- Donor/funding source if applicable
- Funding source restrictions on use or disposition
- Identification number
- Depreciation period

The Log will be reviewed and approved by the Chief Executive Officer, Treasurer and President. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.

Asset Protection: In order to ensure the assets of the Corporation are adequately protected and maintained, the CEO shall:

Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.

- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

PERSONNEL RECORDS

The CEO delegates who is charged with the responsibility of maintaining personnel files. All personnel files contain the following documents:

- Application and/or resume
- Date of employment
- Position and pay rate
- Authorization of payroll deductions
- W-4 withholding authorization
- Termination data where applicable
- Signed confidentiality agreement
- Signed acknowledgement of receipt of Employee Handbook
- Emergency contact form
- Other forms as deemed appropriate by the Chief Executive Officer
- All employees will fill out an I-9 form and submit the allowable forms of identification
- The completed I-9 forms will be kept in a secure location separate from the personnel files.
- All personnel files are to be kept in a secure, locked file cabinet.
- Access to these files other than by the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, HR personnel, President, Vice President, Secretary, or the auditor should be requested in writing to the President or Chief Executive Officer.

END OF MONTH & FISCAL YEAR CLOSE OUT

The CEO will review and sign off on all month-end and year-end journal entries. They will be filed for audit trail purposes.

At the end of each month and fiscal year end, the CEO will review all balance sheet accounts, including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and/or retirement of debt, accounts receivable and payable accounts match outstanding amounts due and owed.

The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match payroll reports, including federal and state payroll tax filings.

Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Chief Executive Officer, no more entries or adjustments will be made into that month or year's ledgers.

At the end of the fiscal year, auditors will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the Chief Executive Officer, the Board Finance Committee, and the Board President for their review and approval. The CEO will then file the return with the Internal Revenue Service by the annual deadline.

All other appropriate government filings including those required by the state tax board and Attorney general's office will be completed and filed with the appropriate agency.

FINANCIAL REPORTS

The VP OF FINANCE or financial team member will prepare the monthly and annual financial reports for distribution to the Chief Executive Officer. The reports will include the Statement of Financial Position, Statement of Activity, Statement of Cash Flow and Cash Flow Projections Report. In addition:

- Monthly and annual financial reports will be submitted to the Finance Committee and Board of Governors for review and approval.
- The Monthly statements shall be finalized by the conclusion of the month following the statement period.
- At fiscal year-end, a year-end Audit Report shall be prepared summarizing the total income and expense activity for the year.
- Bids for an independent auditor will be requested every 3 to 5 years. Every effort to obtain at least 3 proposals will be made.

Managing Cash Flow:

- Cash Flow is forecasted monthly.
- Projections use conservative cost and income assumptions. This ensures the organization has enough liquid assets and lines of credit to cover expenses.
- The BGCNCIL has adequate reserves to shield the organization from internal problems, unexpected repair or maintenance expenses or disruptions in the economy.
- Prompt corrective action is taken if significant variances occur.
- BGCNCIL strives to have at least 3 months cash on hand.

FISCAL POLICY STATEMENTS

- All cash accounts (except petty cash) owned by the BGCNCIL will be held in financial institutions, which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount.
- All capital expenditures, which exceed \$5,000 will be capitalized on the books and records of the corporation.
- Employee or public personal checks will not be cashed through the petty cash fund.
- Salary advances will not be made under any circumstances.
- No travel cash advances will be made, except under special conditions and pre-approved by the CEO and Treasurer of the Board of Governors.
- Reimbursements will be paid upon complete expense reporting and approval using the official BGCNCIL form. Reimbursements to the CEO will be authorized by the Board President.
- Any donated item will be recorded and a letter acknowledging the donation will be sent to the donor.
- The CEO and one of the authorized Board members are the signatories on the BGCNCIL bank accounts. Disbursements exceeding \$25,000 require a second signature by an authorized board member. In lieu of the Chief Executive Officer, two authorized Board members may sign disbursements.
- Bank statements will be reconciled monthly.
- It is the policy of the Corporation to reimburse out-of-pocket expenses only when supporting documentation has been presented for approval.
- The services of a Certified Public Accountant will be engaged to prepare a formal Financial Audit of the Corporation's fiscal year-end.
- The Board of Governors, in conjunction with the audit, will authorize preparation of Form 990. Form 990 will be signed by an officer of the Board.
- Copies of Form 990 shall be made available for public inspection and/or photocopying upon written request

GRANT COMPLIANCE

It is the policy of the organization to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, the organization's employees are expected to bring to the attention of management any instances of noncompliance.

LOANS

- The Board of Governors will approve all loans.
- A Promissory Note will be signed by the Board President, Treasurer, Secretary and CEO.

CONFLICT OF INTEREST

All employees and members of the Board of Governors are expected to use good judgment, adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. Examples include employer, business, and other nonprofit affiliations, and those of family members or a significant other. This written disclosure will be kept on file and will be updated annually and as needed.

Employees and Board members must disclose any interests in a proposed transaction or decision that may potentially create a conflict of interest. After disclosure, the employee or Board member will not be permitted to participate in the transaction or decision.

Should there be any dispute as to whether a conflict of interest exists:

- The CEO shall determine whether a conflict of interest exists for an employee and shall determine the appropriate response.
- The Board of Governors shall determine whether a conflict of interest exists for the CEO
- or a member of the Board and shall determine the appropriate response.

Disqualified persons must disclose any activity or relationship that is or might appear to be a conflict of interest. Once per year, each board member shall be required to submit a signed disclosure statement that describes activities such as employment, other board memberships (corporate or nonprofit), relevant affiliations, related personal or professional dealings, and any other relationships or business interest that might result in conflict. The related activities of close family members should also be reported.

INSURING AGAINST RISK

The Board shall be aware of the organization’s overall risk management profile and carry appropriate insurance to ensure the organization will continue to function under adverse conditions. The assets shall be insured, as outlined below. The Board shall be informed on an annual basis, at least, in regard to what types of insurance for which the organization is covered. The Corporation shall carry Directors’ and Officers’ insurance to covers legal fees.

The BGCNCIL shall provide the following insurance policies:

TYPE OF INSURANCE	WHAT IT COVERS
Commercial Property Contents	Damages to property and on-site injuries
General & Professional Liability Insurance	Basic exposure of the organization, such as premises and operations.
Child Sexual Abuse & Child Molestation Liability Insurance	Sexual abuse of children in the program
Directors & Officers Liability Insurance	Legal action taken against Board members or executives in the course of service
Employee’s Dishonesty Bond Insurance	Losses due to mismanagement
Workers Compensation	On-the-job injury
Sports Injury Liability Insurance	Damage or injury connected with BGCNCIL sponsored sports programs.
Volunteer Liability Insurance	Legal action taken against BGCNCIL Volunteers in the course of service.

GIFT ACCEPTANCE POLICY

Overview

The several benefits enjoyed by the Boys & Girls BGCNCIL of Elgin (BGCNCIL) under the law include active support and voluntary contributions from individuals, corporations, foundations, government, associations, and societies.

The relations among all these parties are essential to the mission of the Boys & Girls BGCNCIL, especially its financial stability. The Board of Governors shall retain responsibility for preservation and enhancement of the philanthropy.

The BGCNCIL will comply with applicable tax laws and public reporting requirements. Members and donors shall have full disclosure of financial operations of the BGCNCIL.

All fundraising methods employed by the BGCNCIL shall be in keeping with the principles for which the organization stands.

The Board of Governors has the right to refuse gifts or contributions that do not enhance, promote, and ensure the long-range financial viability of the BGCNCIL.

Use of the name of this organization for any fundraising purpose by any other organization shall require prior approval of the Chief Executive Officer.

Joint ventures, benefits, marketing, and solicitation partnerships shall be in accordance with regulations of federal, state and local laws.

Types of Gifts and Valuation

The following types of gifts may be accepted:

- Monetary gifts in the form of cash, checks, money orders, and charges to approved credit cards
- Publicly traded financial instruments such as bonds and securities;
- Real property;
- Tangible property or gifts-in-kind to be used in the form in which they are given;
- Royalties, copyrights, and trademark rights;
- Insurance policies naming BGCNCIL as beneficiary in whole or in part;
- Planned gifts such as bequests, charitable remainder trusts or gift annuities;
- Other types of gifts as deemed appropriate by the BGCNCIL.

Gifts can be as follows:

- Unrestricted: Gifts of any amount with no stipulation by the donors as to their purpose or use.
- Restricted: Gifts given for a specific purpose designated by the donor or the Board of Governors.
- Endowment: Gifts in which the donor or Board of Governors requires that the principle remains intact and that only interest or dividends are used.

Gift Valuation

Gifts of publicly traded financial instruments are deemed delivered and credited at fair market value on the date that the BGCNCIL receives control of the assets. If the gift securities, properly endorsed, are mailed to the BGCNCIL, the date of record is the date upon which the securities are received by the BGCNCIL. Neither losses or gains realized by the sale of the securities after the receipt, nor brokerage fees or expenses associated with the transaction, are to affect the gift valuation. Corporate matching gifts will be credited toward fulfillment of the donor's pledge.

Real property, in the form of a residence, business/commercial building, undeveloped land, etc., may be accepted when the regulatory, environmental and toxic waste review is completed, and the property is in saleable or usable condition in keeping with the mission of the BGCNCIL. A certified professional appraiser must appraise all gifts of real property, and a copy of the appraisal must accompany the gift. The gift value shall be the appraised value at the time of the gift. The donor must release all title or other claim to the property and must acknowledge in writing that the BGCNCIL may retain or sell the gift. In view of possibly changing needs, the BGCNCIL reserves the right to dispose of any accepted gifts of real property if it becomes necessary at a future date. The Board of Governors must approve all gifts of real property before they can be accepted.

The Club records in-kind contributions for minor goods and services used in operations, operation in the statement of activities in accordance with a financial accounting standard which requires only contributions of services received that create or enhance a non-financial asset or require specialized skill by the individual possessing those skills and would typically need to be purchased if not provided by donation recorded. It is the responsibility of the donor to determine the fair market value of the gift for tax deduction purposes. No gift may be accepted unless the donor releases all title or other claim to the property and acknowledges in writing that the BGCNCIL may retain or sell the gift. In view of possibly changing needs, the BGCNCIL reserves the right to relocate, remove or dispose of any accepted gift if such becomes necessary at a future date.

The gift valuation of royalty, copyright or trademark rights for tax purposes is the responsibility of the donor. The donor must release all title or other claim to the royalty, copyright, or trademark rights in writing before the gift can be accepted. It is the responsibility of the BGCNCIL to ensure that royalty; copyright or trademark rights are appropriately protected and/or defended on an ongoing basis. Sample release letter is attached.

Insurance policies: If the BGCNCIL is named as the beneficiary of an insurance policy, in whole or in part, the value of the insurance policy cannot be recorded as a gift. The BGCNCIL must be named both beneficiary and irrevocable owner of an insurance policy before the policy is recorded as a gift.

- The cash surrender value of the policy when given is the amount to be credited as a gift, not the face value.
- If the donor pays further premiums on the policy, the premiums will be included in gift totals.
- If the Boys and Girls BGCNCIL of Elgin elects to pay the premiums, the Boys and Girls BGCNCIL of ... will consider the payments as an operating expense. Increase in cash surrender value will not be counted as gifts.
- Regardless of who pays the premiums on the policy that the Boys and Girls BGCNCIL of ... owns, the difference between the cash value and the insurance company's settlement at the death of the donor will be reported as a gain on the disposition of assets, not as a gift.

Planned Gifts

Bequests: Paid bequests, outright bequests from estates in probate, and any additional payments on previous bequests received will be given full credit for the amount received.

Charitable Remainder Trusts and Gift Annuities: Gifts to establish charitable remainder trusts and gift annuities are to be credited at their net realized value i.e., the remainder interest as calculated for financial statement purposes.

Memoriam and Honorariums: Commemorative gifts may be received in the form of "in memory of" or "on the occasion of" from any source. Unless their use is specified by the donor or the person or family named, they shall be considered unrestricted gifts.

Named Gifts

Named Memorial funds may be established with the approval of the Development Committee and Executive Director. The amount spent each year may include principle and interest/dividends and may be depleted over time.

Gifts cannot be named in perpetuity.

Donors

Donor wishes will be considered to the extent possible, so long as their intended use of funds is in keeping with the mission of BGCNCIL, and the policies and priorities of the BGCNCIL as expressed in the corporate plan. Resolution of donor wishes outside the approved priorities shall be vetted by the Chief Executive Officer and taken to the Board of Governors if needed.

Formal recognition of BGCNCIL donors shall include methods of recognition that enhance the image of BGCNCIL, show appreciation to the donor and/or provide opportunities for public acknowledgement.

When a donor seeks anonymity, the BGCNCIL will take all reasonable use, with official correspondence. Acknowledgment represents to the donor acceptance of the gift along with its restriction, notice of what goods and services were or were not received, and may also serve the donor as evidence to certify a possible tax deduction.

The Development department shall maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect cards, and other data on donors.

Accepting Gifts and Approvals Required

Gifts for the BGCNCIL may be accepted by the CEO or other leadership team members within the organization, as well as the Board of Governors or Community Board of Directors. Depending on the type of gift and its classification, approvals are required before the gift can be accepted.

DOCUMENT RETENTION POLICY

It is the policy of BGCNCIL to retain records as required by law and to destroy them when appropriate. The destruction of records must be approved by the CEO and logged into the organization's Destroyed Records Log. The formal records retention policy is as follows:

- Accident reports/claims (settled cases) 7 years
- Accounts payable ledgers and schedules 7 years
- Accounts receivable ledgers and schedules 7 years
- Articles of Incorporation Permanently
- Audit Reports Permanently
- Bank Reconciliations 3 years
- Bank Statements 3 years
- Chart of Accounts Permanently
- Cancelled Checks (taxes, property purchases, special contracts) Permanently
- Certificate of Incorporation & Corporate records to the state Permanently
- Contracts, mortgages, notes and leases:
 - Expired 7 years
 - Still in effect Permanently
- Correspondence:
 - General 2 years
 - Legal and important matters only Permanently
- Accounting 5 years
- Routine with customers and/or vendors 2 years
- Deeds, mortgages and bills of sale Permanently
- Depreciation schedules 7 years
- Duplicate deposit slips 3 years
- Employment applications (hired) 3 years
- Expense analyses/ expense distribution schedule 7 years
- Financial Statements:
 - Year End Permanently
 - Other Optional
- Form I-9 3 years
- Garnishments 7 years
- General ledgers/ year end trial balance Permanently
- Insurance policies (expired) Permanently
- Insurance records (policies, claims, etc....) Permanently
- Internal Audit reports 3 years
- Internal reports 3 years
- Inventories of products, materials and supplies 7 years
- Invoices 7 years
- Journals Permanently
- Minute books of directors, by-laws and chapters Permanently
- Notes receivable ledgers and schedules 7 years
- Payroll records and summaries 7 years
- Personnel records (terminated) 7 years
- Petty cash vouchers 3 years
- Physical inventory tags 3 years

o Property records	Permanently
o Purchasing orders:	
▪ Purchasing department copy	7 years
▪ Other copies	1 year
o Receiving sheets	1 year
o Resumes and applications (unhired)	1 year
o Retirement and pension records	Permanently
o Requisitions	1 year
o Sales records	7 years
o Subsidiary records	7 years
o Tax returns and worksheets, examination report and other documents relating to determination of income tax liability	Permanently
o Timesheets/cards	7 years
o Trademark registrations/ cards	Permanently
o Training manuals	Permanently
o Voucher register and schedules	7 years
o Withholding tax statements	7 years

EMPLOYEE SAFETY

The Club recognizes its responsibility to establish and maintain a safety and accident prevention program to encompass every function wherever located. Accident prevention is the responsibility of each supervisor and employee. Each supervisor is charged with the duty to train and motivate employees and volunteers to practice safe working habits, and each employee is responsible for compliance with safety regulations and procedures.

Every employee has a vested interest in safety, and the responsibility to act in the interest of safety for others, and to protect the BGCNCIL property from loss or damage. This requires cooperation with fellow workers and with management in doing everything possible to correct unsafe conditions, eliminate unsafe practices and prevent loss from whatever source. All accidents or incidents must be reported on the standard accident report forms.

The goal of any safety program is to eliminate accidents, prevent injury to persons and damage to property, and to protect the interests of the BGCNCIL, its employees, volunteers and members from accidents. To attain this goal, the organization devotes considerable effort to provide a safe working environment and adequate safeguards against accident hazards through the proper use of equipment, methods and trained personnel. The basic BGCNCIL objective is to prevent unsafe acts and eliminate unsafe conditions. The Club's goal is to provide a safe work place with safe equipment operated by safe workers to minimize the accident and loss potentials inherent in any operation. To meet this goal, we need your full support and cooperation.

Safety Rules

- All employees will wear appropriate eye and ear protection when necessary.
- Staff members who use hazardous materials -- this includes cleaning solutions -- must wear the appropriate protective gloves and/or goggles.

- Material safety data sheets (MSDS) must be filed and maintained on all chemicals stored and/or used in Club activities and operations.
- All employees will wear appropriate clothing to match the type of work being done.
- In all emergency situations (power failure, tornado, fire or medical situation, etc.), staff will follow BGCNCIL policies.
- All employees will use proper lifting techniques when lifting or moving items.
- All eligible drivers will have a valid driver's license, have a safe driving record, and practice defensive driving techniques while driving BGCNCIL vehicles. (*See Transportation Policies & Procedures section for additional requirements and information.*)
- All employees will ensure that supplies, equipment and tools are properly stored prior to and after use, per policy.
- Staff will report unsafe conditions to their supervisor immediately.

TRAINING AND SUPERVISION

The BGCNCIL recognizes the importance of staff training in all areas related to the safety of the members. To this end, all staff will receive training and orientation that includes, but is in no way limited to:

- Review and receipt of BGCNCIL Code of Conduct;
- Review of policies related to program safety, transportation rules, the prevention and reporting of child abuse, and emergency procedures;
- Training in recognizing signs of suspected child abuse;
- Training in recognizing and preventing bullying and other forms of inappropriate conduct.

PROGRAMS AND SERVICES

The BGCNCIL provides a diverse array of youth services that include, but are not limited to, activities in the following major categories:

- | | |
|--|-------------------------|
| • Sports, Fitness & Recreation | • Arts |
| • Health & Life Skills | • Guidance & Counseling |
| • Education and Career Development | • Crisis Intervention |
| • Character and Leadership Development | |

Some of the special risks that arise from these services include the possibility of a young person suffering an injury while engaged in physical activities and the possibility of a participant alleging inappropriate conduct on the part of an employee or volunteer. To address these risks, the BGCNCIL has adopted the following service specific:

- Adult to youth ratios are monitored and in most cases should not exceed the following minimum standards:
 - Sports, fitness & recreation - 1:20
 - Classes - 1:20
 - Field Trips: 1:15

- A minimum of two adults must be present at any and all non-counseling or non-crisis-intervention related activities sponsored by the organization, at least one of whom must be a paid employee. The following guidance also applies in various situations:
 - 1: Group for staff and group is acceptable if other staff are present in the Unit.
 - 1:1 for volunteer and youth is unacceptable.
 - 1: Group for volunteer and group is unacceptable in nearly all scenarios and may only be allowed under special circumstances and with explicit permission from the Unit Director.
 - Group: Group for volunteers and youth is acceptable on a case by case basis as determined by the Unit Director or his/her designee. Preference is to ensure at least one staff member is actively participating as part of the group.
 - All partner organizations (e.g. Girl/Boy Scouts, YMCA, etc....) must adhere to the same staff to youth ratios as outlined herein. A BGCNCIL staff is not required to help directly supervise the youth involved in the programs and services of partner organizations that occur within the Club environment, provided the partner organization provides written assurance that current background checks are on file for their staff and volunteers.
- All staff members and volunteers are required to wear an ID badge or clothing that identifies them as an approved member staff or volunteer of the BGCNCIL;
 - Program staff must wear Club logo apparel while working on the floor or while representing the BGCNCIL in the community.
 - Administrative and other non-program staff must wear their name badge while out of their offices or representing the Club in the local community.
- All programs serving youth are subject to unannounced visits by supervisors and management;
- Information on the calendar of programs is posted and made available to parents and the community on a timely basis;
- When youth programs are held in rooms that do not have glass windows the doors to those rooms will remain open while programs are underway;
- Under no circumstances will young participants be left unsupervised;
- Visitors are required to sign-in before gaining admittance to any facility where programs serving youth are being conducted;
- Parents of children 13 and under may elect to submit a list of authorized adults to whom their child(ren) may be released. Staff are prohibited from releasing youth in these circumstances to anyone other than one of the individuals on this list.
- Sight lines between program areas must be kept open.
- Any open room occupied by children must have adult supervision in the room.
- When transporting children on foot, two adults must accompany the group.
- Participation rules and guidelines addressing safety will be reviewed with program participants regularly.
- A parent or guardian must give written permission before a child will be entered into membership.
- Youth Resource Center programs will be in compliance with federal and state laws and regulations concerning consent to behavioral and mental health services.
- Staff and volunteers will be evaluated regularly and program participants will be solicited for their feedback as part of this process.
- Parents or guardians will be strongly encouraged to attend an orientation session upon enlisting

their child in the Club.

- Staff and volunteers are prohibited from:
 - Contact with or supervisory responsibility for youth outside of the official programs and activities of BGCNCIL. Staff and volunteers are prohibited from soliciting or accepting assignments such as baby-sitting or private instructions. Staff with prior or family relationships to youth may be relieved of this restriction with previously obtained documented permission.
 - Communication with young participants outside the bounds of official programs via any means, including telephone, text, chat, online social networking (e.g. Facebook), or email communications.

First Aid

- All full time program staff must have a current CPR and first aid certification;
- Two CPR certified staff members must be present at all times during program operations;
- A first-aid kit must be present at all Club locations and field trips and must contain the following:
 - First-aid instructions
 - Plastic bags/biohazard bags
 - 2 absorbent compress dressings (5 x 9 inches)
 - 25 adhesive bandages (assorted sizes)
 - 1 adhesive cloth tape (10 yards x 1 inch)
 - 1 blanket
 - 1 breathing barrier (with one-way valve)
 - 1 instant cold compress
 - 2 pair of non-latex gloves (size: large)
 - Scissors
 - 1 roller bandage (3 inches wide)
 - 1 roller bandage (4 inches wide)
 - 5 sterile gauze pads (3x3 inches)
 - 5 sterile gauze pads (4x4 inches)
 - Oral thermometer (non-mercury/non-glass)
 - 2 triangular bandages
 - Safety Pins (assorted sizes, quantity: 10-25)
 - Hand soap
 - Hand sanitizer (for use when soap & water are not readily available)
- *NOTE: School-based Clubs should review the list above to ensure compliance with school district limitations and exclusions. In the event of a conflict with the above, school district policies will supersede this list.*
- Small first aid kits with basic supplies of bandages, gloves, gauze and alcohol wipes are permissible during short off-site activities such as walking to/from a Club location.
- All staff are annually trained/informed on the first kits availability, location, contents and procedures for reporting refilling needs.

Restroom Use Policy

Having clear policies and procedures is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. It is recommended that each individual site operated by the BGCNCIL develop and document practical policies, procedures, and strategies for ensuring the safety in each facility.

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

The BGCNCIL is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs or inspections.

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.

Club members are expected to use restroom facilities independently. Staff members are not permitted to enter student restrooms and support with toileting.

Club members in kindergarten through second grade (or older if applicable) are required to bring an extra set of clothing (underwear, pants/shorts, shirt and socks) each day with them to the Club. It is recommended to pack it in a plastic bag. Members will need to change clothes independently, so parents must pack clothing that members can successfully change into. If any members exhibit regular bathroom accidents, a parent meeting will be held to discuss solutions to support young members as they adjust to the Club setting.

ONE-ON-ONE CONTACT POLICY

Boys & Girls Clubs of North Central Illinois is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits unauthorized one-on-one interactions between the youth and the staff and volunteers (including board members).

Except as provided herein, staff shall NOT, during the scope of the Club activities and programs:

- Initiate unsupervised one-on-one contact with 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, including personal and private vehicles unless there is another person able and willing to accompany the staff.

Staff 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 in an emergency situation arises.

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

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

This policy does not forbid appropriate contact that with a youth while the staff/volunteer is acting outside the scope of his/her employment and has an established, appropriate relationship (family member, family friend, etc.) that is at the discretion of the parent(s) and/or legal guardian(s) of the youth.

Adult Staff may meet one-on-one with youth for the purpose of mentoring and/or counseling in the scope of an established mentorship program. Further, staff are permitted to meet one-on-one with youth to investigate potential safety and discipline issues where there is a valid and legitimate reasonable belief that such a meeting will be a more effective method of encouraging candid and appropriate conversations with the youth. In these investigatory meetings, staff may use video recording, when available. Audio recording may also be used, if consistent with all legal requirements.

The Club recognizes the emphasis of the Boys & Girls Clubs of America's emphasis of the policy regarding one-on-one contact. The Board has determined that the recommended policy template provisions do not fit the culture of our community.

Adopting that template as this Club's policy would severely limit our ability to provide quality programming. The strain on the limited resources and personnel would be a certain, immediate detriment. If there is a change in circumstances, this should be revisited.

REPORTING CHILD ABUSE AND NEGLECT

In accordance with Illinois statutes, all employees of the BGCNCIL are “mandated reporters” and in turn, are required to report when they have reasonable cause to suspect that a child seen in the course of their employment has been abused or neglected or they have reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur. Every instance of child abuse or neglect must be reported. It is not the employee’s position to neither investigate the suspicion nor determine the validity. *It is, by law, the employee’s obligation to report all suspicion.*

To report suspected abuse or neglect, the employee must first bring their suspicion to their supervisor. The supervisor is not to make any judgment regarding the validity, but only act as a witness to the call. The employee must then contact Illinois Department of Children and Family Services at 800-25-ABUSE (800-252-2873) to report the suspected activity. The CEO or the COO must be made aware of all calls made to DCFS.

According to state statute, abuse and neglect is defined as:

- ✓ The mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children.
- ✓ The mistreatment must cause injury or put the child at risk of physical injury.
- ✓ Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest), or emotional.
- ✓ Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter or other basics for a child.

CLIENT CONFIDENTIALITY & RECORDS RETENTION POLICY

Activities, whether carried out by paid staff or trained volunteers, which are related to the counseling, guidance or support of specific youth, parents or guardians will be subject to the following rules and procedures.

Personal information obtained through direct face to face contact, phone conversations, indirect contact or conversations with related parties will be considered confidential and subject to restrictions on its dissemination and possession if it meets any of the following criteria:

1. The information is obtained during what can typically be described as a counseling session, whether face- to-face or by phone.

mental state, experiences, relationships, illnesses, criminal activities, substance use, etc.

3. The information is given with an explicit or implicit expectation of confidentiality.

Records of Service Recipient Information:

Following lawful and reasonable confidentiality guidelines, the Club will maintain and track relevant information. Portions of this information may be shared in summary form only with current and potential funders and other interested parties but will in no way reveal the identity of individual service recipients through the distribution of identifying information.

Identifying information is defined as any details that could reasonably be used to identify a specific service recipient and/or his/her family. This includes, but is not limited to: first name, last name, address, phone number, date of birth, social security number, school, age, ethnicity, etc.

Identifying information and confidential information will be shared under the following circumstances:

1. Under the auspices of a signed consent for Release of Information.
2. Pursuant to a valid subpoena used by court order.
3. In situations where withholding information could present a clear danger of physical or psychological injury to the service recipient or others. Examples of where this exception may apply include child abuse or neglect, physical abuse, sexual abuse, suicide risk, etc.

Communication of Confidential and Identifying Information within the Agency:

Identifying information and confidential information may be shared with paid staff or trained volunteers within the Club without the need for a signed consent for release of information on a "need to know" basis. Principles of a "need to know" basis are:

- o All information is being shared with a reasonable expectation of improving the physical or mental well-being of the service recipient or to help lessen the risk of physical or mental harm coming to the service recipient, to paid staff, to volunteers, or to other people who are being served by the Club.
- o The confidential or identifying information is released only to the person or people within the Club who can best ensure that the goals listed in principle #1 can be met. If information is being released to a trained volunteer, permission to do so must be received by a Program Supervisor or the CEO. Field students, AmeriCorps workers, and Vista workers will be considered as paid staff in regards to "need to know" policies.

Information may cross program boundaries (e.g. from the After School Program to the Runaway Program) on a need to know basis.

Service Recipient Files (paper) for Club Members:

Membership files must contain the following forms, all originals unless designated as a copy (location of original must be noted):

1. Membership Application
2. Incident/Accident Reports
3. Copies of any and all Consent for Release of Information Forms

Membership files will at all times be under the direct and secure control of the duly authorized program and administrative staff.

All membership files and case management files must be stored in a secure location.

Computer Records for all Service Recipients:

Electronic databases of service recipient information will be maintained to assist in statistical tracking procedures. Access to the database(s) will be available through password only to designated program staff, the CEO and clerical staff as needed. Control of the database information will follow the same guidelines as listed above for written information.

USE OF HAZARDOUS MATERIALS POLICY

Examples of "hazardous materials" may include, but are not limited to, toxic cleaning supplies, maintenance supplies, flammable materials, construction materials, or any other materials considered hazardous.

No minor -- under age 18 -- is allowed to use hazardous materials at the Club.

The handling, storage and disposal of any and all hazardous materials at the Club, as well as any first aid management related to incidents with hazardous materials, must comply with the material safety data sheets (MSDS). [See Employee Safety section for additional details.]

ACTIVITIES AWAY FROM THE CLUB

Members participating in activities away from the BGCNCIL are subject to the following regulations:

Participation in activities outside the building such as field trips, athletic contests, etc., must be cleared beforehand to allow scheduling of vehicles and transportation. Individual Parental Permission Slips are required to be signed by a parent/guardian for each field trip. The Unit or Site Director will notify

parents/guardians of trips with permission slips including the event, date of trip, departure time and estimated arrival time back at the Club. The staff member taking the group must make up a roster listing all members being taken from the building. The staff member will keep the original roster and leave a duplicate at the front desk for reference.

For all field trips, the staff supervision requirements must be met, and a staff member will carry a cell phone with him/her at all times for emergencies and communication with the Club. Cell phone numbers will be written on the duplicate field trip roster left at the Club. After each field trip, a list of all the children and staff and volunteer supervisors will be attached to the signed permission slips and submitted to the Unit Director for filing.

All leaders taking a group from the Club locally or out of town must be authorized to do so by the Unit Director. A meeting place shall be established for all trips should anyone be separated from a group prior to the start of the activity. Under no circumstances may children be left unsupervised by an adult leader while away from the building.

Staff Fieldtrip Responsibilities

1. Determine fieldtrip date, Departure time, estimated arrival time back at the Club, fieldtrip location and transportation arrangements with the event facilitators and BGCNCIL management.
2. Secure all necessary financial arrangements and corresponding approvals. Submit all necessary paperwork for grant and/or financial processing.
3. Determine the number of members who will be participating. Distribute permission slips, along with all of the pertinent details, to participating members.
4. Determine which staff members will act as chaperones for the fieldtrip. Be certain to maintain the proper staff to member ratios given the nature of the trip.
5. If food will be taken on the trip, make all necessary arrangements with the Northern Illinois Food Bank or the Club's Chef.
6. Collect all signed permission slips from members in advance of the trip. Make a roster listing of all members being taken on the trip, including the members name, emergency contact name and phone number. A copy of the roster list should be left with your supervisor.
7. The staff member will carry a cell phone with him/her at all times for emergencies and communication with the Club. Cell phone numbers will be written on the duplicate field trip roster left at the Club.
8. A meeting place shall be established for all trips should anyone be separated from a group prior to the start of the activity.
9. Under no circumstances may children be left unsupervised by an adult leader while away from the building

10. After each field trip, a list of all the children and staff and volunteer supervisors will be attached to the signed permission slips and submitted to the Unit Director for filing.

If the Club is closed upon return from an outside activity, the leader is responsible for seeing that his participants make arrangements for getting home. Under no circumstances will children be left unattended at Club facilities.

Aquatics Safety Policy for Off-Site Pool Use

Overview

The Boys & Girls Club is committed to ensuring the safety and well-being of all participants during aquatics activities at the off-site pool provided by the YMCA. This policy outlines the facility and program safety requirements to ensure a safe and enjoyable environment for all members.

Facility Requirements

1. Certified Lifeguard on Duty

- A certified lifeguard must be on duty at all times during pool usage. This lifeguard is provided by the YMCA.

2. Pool Deck Maintenance

- The pool deck must be clean, dry, and free from any slippery substances to prevent accidents and falls.
- Regular inspections should be conducted to ensure the deck's cleanliness and safety.

3. Pool Water Quality

- The pool water must be clear and chemically balanced at all times to maintain hygiene and safety.
- Regular checks and maintenance of the chemical levels should be conducted by the YMCA.

4. Water Temperature

- The water temperature should be maintained between 77 – 97 degrees Fahrenheit to ensure the comfort and safety of all swimmers.

5. Deep Area Designation

- The deep area of the pool must be clearly designated and easily recognizable to all participants.
- Appropriate signage and markers should be used to indicate depth changes.

6. Rescue and First Aid Equipment

- Rescue and first aid equipment must be readily available on the pool deck at all times.
- This includes life rings, reaching poles, a first aid kit, and an automated external defibrillator (AED).

Program Safety Requirements

1. On-Deck Supervisors

- A minimum of two supervisors must be present on the pool deck during all swim sessions. These supervisors are responsible for overseeing the safety and conduct of all swimmers.

2. Lifeguard to Swimmer Ratio

- The lifeguard to swimmer ratio must be maintained at 1 lifeguard to every 25 swimmers.
- Lifeguards should be actively monitoring the pool and ready to respond to emergencies.

3. Instructor to Swimmer Ratios

- For the "IM Safe" program, the instructor to swimmer ratio must be 1 instructor to every 6 swimmers.
- For the "IM Fun" program, the instructor to swimmer ratio must be 1 instructor to every 10 swimmers. Participants in the "IM Fun" program must pass a Water Safety Review before participating.

4. Multiple Group Management

- Multiple groups may use the pool simultaneously, provided that the appropriate lifeguard and instructor ratios are maintained for each group.
- Coordination between groups must be managed to ensure that each group has adequate space and supervision.

Additional Safety Measures

1. Emergency Procedures

- All staff and supervisors must be trained in emergency procedures, including CPR, first aid, and the use of AEDs.
- Emergency procedures should be clearly posted on the pool deck.

2. Water Safety Review

- All swimmers must undergo a Water Safety Review before participating in any swim programs. This review assesses their swimming ability and knowledge of water safety rules.

3. Incident Reporting

- Any incidents or accidents must be reported immediately to the on-duty lifeguard and a written report should be filed with the Boys & Girls Club management.
- A follow-up investigation should be conducted to prevent future occurrences.

4. Regular Training and Drills

- Regular training and safety drills should be conducted for all staff and supervisors to ensure readiness in case of an emergency.

5. First Aid and AED Training

- All Boys & Girls Club staff are trained in first aid and AED safe practices. This ensures that they are equipped to handle emergencies effectively and provide immediate care if needed.

By adhering to these facility and program safety requirements, the Boys & Girls Club aims to provide a safe and enjoyable swimming experience for all its members. Continuous monitoring and improvements to these safety measures will be implemented to uphold the highest standards of aquatic safety.

TRANSPORTATION OF CHILDREN POLICY

Drivers shall complete a safety orientation/review of this transportation policy before transporting children in Club-owned vehicles or personal vehicles and attest by signature to their review of these, and any other policies pertaining to the transportation of children as part of Club operations.

Before the Trip

- a. Driver must complete the vehicle inspection checklist prior to driving the vehicle.
- b. Driver must have completed the driver training and reviewed and signed the transportation policy.
- c. Drivers must obtain vehicle keys from front desk drawer.

After the Trip:

- a. Drivers are responsible for refueling the Club-owned vehicle.
- b. Drivers are responsible for cleaning up the Club-owned vehicle and ensuring the van is clean, safe and refueled.
- c. Drivers are responsible for returning keys to front desk drawer.

Driver Requirements

- a. Drivers of the van must be 21 years of age and possess a valid, non-suspended driver's license. A copy of the current license will be kept in personnel file.

- b. Drivers must be equipped with proper CDL license for operating a vehicle carrying over 15 passengers.
- c. Drivers must have been driving for at least one year.
- d. Not all full time employees will be authorized drivers for the Club-owned bus. This is at the discretion of the CEO or designated staff. Discuss this with your supervisor. Sample form "Use of Club-Owned Vehicle-Authorized/Non-Authorized Driver" Form in Appendix.
- e. Employees can decline the responsibility of driving the bus.
- f. Not all full time employees will be authorized drivers to transport children in their personal vehicle. This is at the discretion of the CEO or designated staff. Discuss this with your supervisor.
- g. Drivers are not allowed to drive more than the posted speed limit.
- h. Drivers must have sufficient use of both hands and the foot normally used to operate the foot brake and foot accelerator correctly and efficiently.
- i. A motor vehicle records check must be completed for all drivers before they can transport children and/or drive a Club-owned vehicle.
- j. The CEO reserves the right to select the individuals they deem most appropriate for the transportation of children.
- k. A record check with the Bureau of Motor Vehicles showing an acceptable driving record will be kept in personnel file. Record will be checked annually.
- l. If any employee's driving record is deemed, at any time, by the BGCNCIL or our insurance carrier to be unacceptable, he or she will lose driving privileges for business. The loss of driving privileges could jeopardize one's job if driving is a requirement for the position. Safe driving practices, speed limits and other driving laws must be observed at all times. The BGCNCIL is not responsible for any fines incurred by employees while driving for work related purposes. Employees are responsible for reporting any accidents, no matter how minor, to the police before leaving the scene of the accident. Any employee committing a moving violation or being observed not following safe driving practices may also be subject to further disciplinary action.
- m. An employee driving on BGCNCIL business must observe local laws regarding cell phone usage while driving.

Vehicle Requirements

- a. The vehicle shall be maintained in a mechanically-safe condition which shall be verified by the owner's vehicle maintenance records.
- b. A Vehicle Inspection Report for the Club-owned vehicle" must be completed before each trip. Scan QR code in club vehicle to access online form.
- c. Children shall not be transported in vehicles which are not constructed for the purpose of transporting people such as truck beds, campers or any trailered attachment.
- d. Vehicles used to transport children shall have operable heating and air conditioning.
- e. The manufacturer's rated seating capacity of the vehicles shall not be exceeded.
- f. First aid kit, fire extinguisher, and safety triangles must be present in the vehicle.
- g. Vehicle will be subject to Safety Lanes inspection every 6 months.

The BGCNCIL will allow participants to be transported in a personal vehicle only when:

- a. It is a structured BGCNCIL event.
- b. Staff has a written parental permission (slip) to do so.

- c. Staff has permission from the COO/CEO.
- d. No children under the BGCNCIL membership age of 6 can be transported.
- e. All policies listed in the Vehicle Policy section of this manual are followed.

Child Transport Safety Requirements

- a. Prior to transporting children under eighteen (18) years of age, the Club shall obtain written authorization from the child's parent or guardian if required.
- b. Drivers must avoid driving distractions, including, but not limited to, use of cell
- c. phones, eating, listening to loud music, etc.
- d. The driver and all passengers shall wear seat belts. The driver shall secure any child under eighteen (18) years of age in a seat safety belt or approved child restraint system, as specified in the information in this policy. (See child safety seat information in this policy.) The driver must follow all traffic rules and regulations. Club employees who disregard or who break a traffic law while in engaged in Club-related travel will be subject to disciplinary action up to and including termination.
- e. Consumption of food and drink, other than water, is not allowed in any Club-owned vehicle by drivers. Passengers may not eat or drink on the bus when it is in motion. Driver will maintain a clean Club- owned vehicle and dispose of trash properly.
- f. All loose items shall be securely restrained when transporting children.
- g. Motor vehicles used to transport children shall be maintained in a safe operating condition and have a current registration.
- h. Children shall not be left in vehicles unattended.
- i. Each child must board or leave the vehicle from the curb side of the street.
- j. All doors of the vehicle shall be securely closed and, if the doors are manufactured with locks, locked.
- k. The driver shall immediately notify the CEO or COO of any traffic accident involving children being transported by the employee.
- l. Anytime an employee driving the Boys and Girls Club bus during work hours (with or without children) gets into a traffic accident, a drug and alcohol screening may be required. Discuss this with your supervisor if you find yourself in this situation.
- m. 12 passenger vans are equipped with audio/video recording devices for the safety of our members and staff.

Child Passenger Safety—Booster Seat

In Illinois, the law states that each driver and passenger of a motor vehicle must wear a properly adjusted and fastened seat safety belt.

Whenever a person is transporting a child under age 8, the person is responsible for properly

securing the child in an appropriate child restraint system, which includes a booster seat. Every person, when transporting a child 8 years of age or older, but under age 16, is responsible for properly securing that child in a seat belt. If the vehicle used to transport children under eight years of age is equipped with lap belts only in the back seat and the child weighs more than 40 pounds, the child may be transported in the back seat wearing a lap belt only. If a combination lap and shoulder belt is available, the child must be secured in a booster seat.

Employee Vehicle Insurance Information

This form is required of employees in fulfillment of Boys & Girls Club Personnel Policies and Procedures. Employees who use a personal vehicle for agency business or who drive a Club-owned vehicle for agency business are requested to give this information. Please fill out at the time of hiring. This form will be kept on file by the Administrative Assistant.

EMPLOYEE NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

INSURANCE COMPANY: _____

POLICY NUMBER: _____

DRIVERS LICENSE NUMBER: _____

DRIVERS LICENSE STATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

A copy of your Insurance Certificate must be included with this form when submitted. The employee's personal insurance will be the primary insurance.

After initial submission, the Administrative Assistant will request an updated copy of your certificate every six months to one year (depending on renewal schedule).

FOR OFFICE USE ONLY:

Date copy of insurance policy received by Administrative Assistant: ____ / ____ / 20____

Authorization to Drive Club-owned Vehicles

To be completed by authorized drivers upon completion of the Transportation Training.

NAME OF DRIVER (print): _____

I acknowledge the following:

- I am over 21 years of age.
- I have been driving at least one year.
- I have a valid driver's license.
- I have read and understood the Boys & Girls Clubs of North Central Illinois's Transportation Policies and Procedures.
- I have completed Transportation Training.
- I am in compliance with all driver requirements.
- I have received an orientation to the operations of the Club-owned vehicle.
- I have test-driven the vehicle (without children).

Furthermore, I authorize the Boys & Girls Clubs of North Central Illinois to annually check my driving record with the Illinois Department of Transportation for the purposes of verifying that I am properly licensed with the State of Illinois and meet the Club's driver requirements.

DRIVER SIGNATURE: _____

DATE: _____

TRAINER SIGNATURE: _____

DATE: _____

Please return completed form, along with a copy of your driver's license, for the Personnel File.

ILLEGAL ACTIVITY

The Boys & Girls Clubs of Elgin is committed to providing a safe place for children and youth. Aggressive and hostile behavior that is intentional (bullying) is not tolerated. No one shall threaten (verbally, nonverbally, or physically) the safety of another person.

Violence, as defined as aggressive behavior which subjects a person to unwanted physical contact, is not tolerated. No one shall possess, use, threaten the use of, or store a weapon on Club property or at any Club event, unless the weapon is properly safeguarded, disclosed and has an express, CEO approved and legitimate program purpose (e.g. archery or shooting range activities as part of a summer camp experience, "sword play" as part of "stage fighting" exercises in drama programs) Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Gang activity is not allowed on Club grounds. This includes but is not limited to: display of gang symbols, soliciting others for membership, intimidating or threatening others, or other criminal activity.

Individuals are not allowed to smoke or chew tobacco on the premises of any BGCNCIL location, in any BGCNCIL vehicle or at any activities of the BGCNCIL. The use of alcoholic beverages and the use or possession of non-medically prescribed drugs or prescribed medicine being used or distributed in a non-prescribed manner on the BGCNCIL premises is prohibited.

PARENT CODE OF CONDUCT

- I will treat Club staff, volunteers, members and other parents with respect.
- I will encourage my child to participate in events and activities.
- I will teach my child that effort is more important than victory.
- I will remember that children learn best by example.
- I will work with Club staff to assist them in providing the most positive experience possible for my child.
- I will arrange for my child to be picked up on time.

MEMBER CODE OF CONDUCT

- Please Respect...
 - Other Members
 - Play fair and be a good sport
 - Ask before using something that belongs to someone else
 - Wait your turn
 - Be nice when talking to others
 - Treat other members as you want them to treat you!
- The Club
 - Put things back where they belong
 - Pick up after yourself and remind other Club members to do the same

- Eat & drink in designated areas only
- Be careful not to damage furniture, games, and other parts of the Club.
- Don't chew gum
- Remember the Club is here for you and your friends, so please treat it well!
- Staff & Volunteers
 - Listen to staff and volunteers and follow their directions.
 - Show respect when talking with Club staff and volunteers.
 - Remember that staff and volunteers are here to help you, so please go to them if you ever have a problem or need to talk.
- Yourself
 - Keep track of your personal belongings and leave items of value at home (e.g. iPods, hand held video games, large amounts of money)
 - Dress appropriately
 - Make
 - Nutritious food choices
 - Get enough sleep
 - Open yourself up to all the programs available to you at the Club -- don't just stay in one or two areas all the time.
 - Have fun while at the Club, but make sure you get your school work done too!

PARENTS/GUARDIANS UNDER THE INFLUENCE

When staff members suspect that a parent/guardian, who is picking their child up from our program, is under the influence of drugs or alcohol, these procedures should be followed:

1. Alert the Unit or Site Director that the parent/guardian is under the influence and distract the child to keep them away from the parent/guardian while the Club Director speaks to the parent/guardian.
2. The Club Director should speak to the parent/guardian in his/her office with the door open. Explain the concerns regarding sending the child home (in a vehicle) with the parent/guardian who appears to be under the influence. Call the emergency numbers listed on the membership forms, and try to get someone else to come and pick up the child.
3. If no one else is available to pick up the child, call the police department and explain the situation and see if they can take the child home.
4. If you are unable to detain the parent/guardian and prevent them from taking the child, call the police and give them a description of the vehicle and license number.
5. Do not:
 - a. Use force with either the parent/guardian or the child.
 - b. Accuse the parent/guardian of intoxication - just tell them you are concerned that they seem to be under the influence.
 - c. Argue with the parent/guardian about their intoxication.
 - d. Make accusations about their status as a parent.

6. Do:
 - a. Be non-confrontational.
 - b. Be firm about your desire to see that the child is taken care of.

MEDICATION ADMINISTRATION

Medication Administration: Staff Handling Policy

Training of Designee

The Unit Director may authorize any Club employee to administer oral prescription or non-prescription drug products/medication to Club Members in compliance with the Boys & Girls Clubs of North Central Illinois Medication Policy. Employees who are authorized to administer drugs to Club Members will receive training approved by the Unit Director.

Medication Administration: Parent Policy

In compliance with Illinois State Law, the BGCNCIL has adopted a policy for the administration of medications. For Club Staff to administer medication safely and efficiently, parents/guardians and/or adult students must comply with Club policy.

Medications at the Boys & Girls Clubs of Elgin

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside Club hours. In the event that this is not possible, designated staff will administer medication according to Club policy. Medications are to be stored in a secure, private location, along with the Daily Medication Log Sheet. (See page 136). When the designated staff has administered medication to a Club member, they must record the date, time, quantity administered and their signature on the Daily Medication Log Sheet.

Prescription Medication

1. Current Medication Permission and Physician Instruction form must be on file at the Boys & Girls Clubs of North Central Illinois. These forms may be obtained from the Boys & Girls Clubs of North Central Illinois.
2. The prescription medication must be supplied in the original pharmacy-labeled bottle indicating the correct dosage and frequency of administration. This information must be the same as provided on the above noted forms. Only the amount of medication needed at Club shall be contained in the bottle.
3. If changes in the dosage take place, an updated parent/guardian consent, a signed physician statement, and an updated pharmacy-labeled bottle will be required.

Over-the-Counter Medication (Non-Prescription)

1. Current Medication Permission and Physician Instruction form must be on file at the Boys & Girls Clubs of North Central Illinois. These forms may be obtained from the Boys & Girls Clubs of North Central Illinois.
2. Medication must be supplied in the original container with the student's name affixed on the container.

Supply

1. Parents/guardians are responsible for ensuring a sufficient supply is on hands at all times. The BGCNCIL is not responsible if a child's medicine is not on hand to be dispensed as prescribed or previously directed.

Helpful Hints

1. Ask your pharmacist for a second empty, labeled container so that you will have containers for home and Club. Medication will not be given if in an unmarked container (i.e., baggie, envelope).
2. When you know your child will be taking medication, discuss the hours of administration with the doctor. It may be possible to regulate the dosage so that medication can be given at home and not at Club (i.e. antibiotics given 3 times a day).
3. Parents are asked to deliver the container of medication to the Boys & Girls Club to prevent tampering by the child and other youth.
4. Unused portions of medication after the completion of the school year/summer or when discontinued will be disposed of after 7 days if not picked up by the parent. Parent attention to and support of these requirements will be very much appreciated. If you have questions, please contact the BGCNCIL.

BULLYING POLICY

The BGCNCIL is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The BGCNCIL considers bullying to be detrimental to the health and safety of students and is prohibited.

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber- bullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations, and hazing.

Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and BGCNCIL policy.

Bullying behavior is prohibited in all BGCNCIL afterschool programs, buildings, properties, and educational environments. This includes any property or vehicle owned, leased, contracted, or used by the BGCNCIL such as public transportation regularly used by students to go to and from the BGCNCIL.

Club members who engage in any form of bullying behavior at the BGCNCIL will be subject to disciplinary action in accordance with BGCNCIL policy. Consequences and sanctions for such actions, including retaliating against someone for reporting bullying behavior, may include but are not limited to, parent notification, suspension, expulsion, or referral to law enforcement officials for possible legal action. BGCNCIL staff will support the identified victim, and all those individuals negatively impacted by the bullying incidents(s).

Education, intervention, awareness, and prevention shall exist from time to time, for staff and Club members to ensure a learning environment free of bullying or intimidation toward and between Club members and staff.

Disclosure and Public Reporting

BGCNCIL will distribute this policy to all Club members, their parents, and/or guardians and employees. The BGCNCIL will provide a copy of the policy to anyone who requests it.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The Bullying Behavior Report Form can be used for written reporting.

Procedures

All BGCNCIL staff members who observe or become aware of acts of bullying are required to report these acts to the Unit Director or Site Coordinator. Any other person, including a Club member who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the Unit Director or Site Coordinator.

Reporting Procedures

If bullying occurs, Club members are encouraged to take the following steps:

1. Clearly say "stop" to the person whose behavior is unwanted and report to a trusted adult.
2. Speak with a trusted adult.
3. When reporting to an adult, include the following information:
 - a. Give the name of the person and specific unwanted behavior
 - b. Describe the nature of the bullying
 - c. Give the date(s) of the event
 - d. Tell briefly what happened and note all incidents of bullying that may have taken place

4. BGCNCIL staff may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. BGCNCIL staff will also inform students of the prohibition against retaliating against another student for reporting an incident of bullying.
5. Any BGCNCIL staff who witnesses bullying between students must intervene by giving a verbal warning. In some cases it may be necessary to provide a report of bullying incidents to a BGCNCIL Director.
6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The Unit Director or Site Coordinator will begin the investigation of a report of bullying within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report. All investigatory reports about bullying allegations are sent for review prior to the conclusion of the investigation to the Director of Operations and/or the CEO, and, if applicable, the school site Principal. Parents and/or guardians of all people involved in the bullying incident will be notified prior to the conclusion of the investigation. The BGCNCIL shall maintain confidentiality of the report and related member records to the extent required by law.

FACILITY ACCESS

CLUB VISITORS

The BGCNCIL encourages parents and other interested community members to visit the Club and believes that there

are many potential benefits which can result from increased interaction with the public. At the same time, the BGCNCIL has a legitimate interest in avoiding disruption to the youth development process, protecting the safety and

welfare of the members and staff, and to protect the Club's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in the Club. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the Club operates and the challenges facing the Club, and an increased sense of collaboration and cooperation between the community and the Club. Limitations may be placed on visitors to avoid disruption to Club operations and to prevent visitors from receiving a distorted view of those operations. The CEO or his/her designees shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the CEO shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the members.

Appropriate administrative rules shall be developed to provide guidance for Club personnel so that worthwhile experiences may be provided for those persons who enter onto Club premises as visitors.

Club personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, Club and community.

VISITOR POLICY

- A. General Requirements for Visitors to Club:
 - 1. A visitor is defined as any person seeking to enter a Club building who is not an employee of the Club or a duly registered participant in a Club program.
 - 2. All visitors shall report to the front desk when arriving or leaving the Club premises. Notices shall be displayed at the building entrance indicating that all visitors are required to register with the front desk. All visitors shall be requested to wear an appropriate form of identification when on Club premises. Identification will be provided by the front desk.
 - 3. All Club visitors must comply at all times with Club policies and procedures.
- B. Exceptions to Visitor Requirements. Parents or community members who have been invited to visit the Club as part of a scheduled open house, special event, scheduled performance by a team or group, or other adult participants in organized and Club approved activities are exempt from requirements in A. 1-2 above.
- C. Visitors to Activity Areas:
 - 1. Access to particular areas of the Club may be restricted upon the recommendation of the staff person in charge or as otherwise deemed necessary by the CEO, most commonly during the provision of confidential services.
 - 2. Visitors wishing to conference with program staff or administrators during the course of the Club day are encouraged to make arrangements in advance.
- D. Member Visitors:
 - 1. No member who is under suspension, expulsion or other form of discipline from this or any other Club shall be permitted to visit a BGCNCIL Club unless such member is registered for a different Club sponsored program or activity than that from which the member has been suspended or expelled or unless he/she has obtained expressed prior approval of the CEO or his/her designees before entering.
- E. Special Situations
 - 1. Both custodial and non-custodial parents of a member have rights to visit the child's Club unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the Club shall make a good faith effort to notify the custodial parent in advance of the visit.

The CEO or his/her designees has the authority to exclude from the Club premises any person who disrupts or who appears likely to become a disruption to the program. Any such individual shall be directed to leave the Club premises immediately and law enforcement authorities shall be called if necessary.

ANIMALS IN THE CLUB POLICY

Policy & Guidelines for Pets and Club Members

The Boys & Girls Clubs recognize the potential benefits of incorporating animals into our programs for the well-being and development of our members. This Animal Policy outlines guidelines and procedures to ensure the safety, welfare, and positive experiences of both animals and participants within our clubs.

Guidelines:

1. Animal Selection:

- Only certified therapy animals or trained service animals are permitted within Boys & Girls Clubs premises.
- Animals must be well-socialized, non-aggressive, and comfortable in various environments and around people of all ages.

2. Animal Welfare:

- All animals brought into the club must be in good health and up to date on vaccinations and preventive care.
- Animals must have access to water, food (if applicable), and adequate rest areas as needed.
- Proper hygiene practices, including regular grooming and waste cleanup, must be maintained by the animal handler.

3. Supervision and Interaction:

- Animal interactions with club members must be supervised by trained staff or volunteers at all times.
- Respectful and gentle behavior towards animals is expected from all participants. Rough handling, teasing, or mistreatment of animals will not be tolerated.
- Participants should always ask for permission from the animal handler before approaching or interacting with the animal.

4. Allergies and Health Considerations:

- Club members and staff with allergies or health conditions related to animals should inform club management.
- Measures will be taken to accommodate individuals with allergies or health concerns, including providing designated animal-free zones if necessary.
- Utilize form in Appendix A to communicate to families regarding animal exposure.

5. Emergency Preparedness:

- Protocols for handling emergencies involving animals, such as bites, injuries, or allergic reactions, must be established and communicated to staff and volunteers.
- First aid kits and emergency contact information for veterinary services must be readily available on-site.

6. Documentation and Liability:

- Documentation of certification or training for therapy animals and service animals must be provided to club management.
- Animal handlers are responsible for ensuring their animals' behavior and adherence to club policies. They must also assume all liability for pets.

7. Review and Evaluation:

- This Animal Policy will be periodically reviewed and updated as needed to reflect changes in regulations, best practices, or club requirements.
- Feedback from staff, participants, and animal handlers will be considered in the evaluation process to continually improve the effectiveness and safety of animal-related activities.

Policy & Guidelines for Pets and Employees (non-interaction with members):

The purpose of this policy is to establish guidelines and procedures for employees who wish to bring their pets to work. While recognizing the potential benefits of having pets in the workplace, this policy aims to ensure the safety, well-being, and harmony of all employees and pets within the work environment.

Eligibility:

1. Employees who wish to bring their pets to work must obtain approval from the HR Department.
2. Pets must be well-behaved, vaccinated, and non-aggressive towards people and other animals.
3. Employees must adhere to all guidelines outlined in this policy and accept responsibility for the behavior and care of their pets while in the workplace.

Guidelines:

1. Behavior and Control:

- Pets must be kept on a leash or under the control of their owner.
- Owners are responsible for preventing their pets from disturbing other employees, clients, or visitors in the workplace.
- If a pet displays aggressive behavior or causes disruption, the owner may be asked to remove the pet from the premises.

2. Hygiene and Cleanliness:

- Employees are responsible for ensuring that their pets are clean, groomed, and free of pests.
- Pets must be house-trained, and owners must promptly clean up any accidents or waste their pets may create in designated outdoor areas.

3. Allergies and Sensitivities:

- Employees must be respectful of their colleagues' potential allergies or sensitivities to pets.
- Owners should maintain a reasonable distance between their pets and coworkers who may have allergies or express discomfort in the presence of pets.

4. Workstation and Common Areas:

- Pets are not permitted in food preparation areas, conference rooms, or other designated restricted areas unless explicitly permitted by management.
- Owners should provide a comfortable and designated area for their pets to rest, such as a pet bed or crate, away from workstations and high-traffic areas.

5. Safety and Emergency Preparedness:

- Owners should have a plan in place for emergencies involving their pets, including access to emergency contact information for veterinary care.

- In the event of a workplace evacuation or emergency, owners are responsible for safely securing and evacuating their pets from the premises.

6. Liability and Insurance:

- Employees who bring pets to work must assume liability to cover any incidents or damages caused by their pets.
- The employer assumes no responsibility for the actions or behavior of employees' pets and shall not be liable for any damages or injuries caused by them.

7. Evaluation and Compliance:

- This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.
- Employees found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Appendix A: Parent Notification Letter

Date:

Dear Parent/Guardian:

(Club Staff please address the following items in your introductory paragraph):

- Type of classroom animal.
- Benefits your classroom animal will have for youths.
- Explanation of who is ultimately responsible for the upkeep, safety, and welfare of the classroom animal during Club hours and during periods of time when Club is not in session.
- How much interaction will the youths have with the animal?
- Who should they call if they have questions or concerns?

In order to ensure the safety of our youth, please fill out the information below and return to the Club office as soon as possible. A decision to have a resident animal in the Club will not be made until every child has returned this form. Thank you for your time.

<h2>YOUTH ALLERGY INFORMATION</h2>	
Youth's Name _____	
Parent's Name _____	
<input type="checkbox"/> NO, my child does not have any known allergies to animals.	
<input type="checkbox"/> YES, my child does have an animal-related allergy.	
My child has an allergic reaction to the following animal(s): (Please be specific as to type of animal, which causes the allergic reaction.)	

_____	_____
DATE	PARENT/GUARDIAN SIGNATURE

FACILITY/SITE SAFETY AND SECURITY

FACILITY NEEDS

BGCNCIL seeks to utilize its resources and assets fully in achieving its mission. The prudent use of facilities and resources is required to protect the safety and well-being of all personnel — including staff, volunteers and service recipients — while safeguarding the organization's financial assets.

FACILITY DESIGN

Boys & Girls Clubs of Elgin is committed to providing a safe environment for its clients and staff through the appropriate use of its premises whether owned, leased or borrowed. The organization strives to construct or modify each property to most efficiently and effectively provide services to our clients while meeting all required codes and regulations.

INSPECTIONS

To ensure the safety of our operations, BGCNCIL inspects its facilities on a regular basis to ensure compliance with regulations, accreditation standards, and our own principles.

PREVENTIVE MAINTENANCE

Preventive Maintenance

In order to avert accidents, injuries and property damage and be in position to establish that the organization has fulfilled its duty of care, BGCNCIL will maintain a maintenance schedule, checklists, service logs and repair follow-up sheets for each piece of equipment and for key areas on our premises (e.g., stairways, roofs and floors).

The CEO or his/her designee is responsible for monitoring adherence to the preventive maintenance schedules and needs of major equipment, systems, and building components (e.g. roofing, floors, fire suppression systems). The Facilities Committee is responsible for conducting an annual building walk-thru and compliance review.

FACILITY RENTAL/LEASE POLICY

The BGCNCIL will rent/lease portions of its facilities to other groups as circumstances allow. Outside groups will be allowed to use our facilities only when:

- The facilities are not required for use in serving our clients.
- The group agrees to pay for all costs associated with the use of the space, including set-up, staffing, repair and clean-up costs.

- A security deposit of 50% of the rental fee, up to a maximum of \$500, should be charged to the group renting the space. It is up to the discretion of BGCNCIL Management staff to waive this security deposit if they feel it is warranted by the type of activity taking place in the facility.
- Proper care is assured
- Staff supervision is available
- Behavior of participants can be controlled by the group
- The group using the space has acceptable general liability coverage as determined by the CEO and agrees to name BGCNCIL as an additional insured on its commercial general liability policy if so requested by the CEO.
- Information is provided upon request from the CEO or his/her designee to assure BGCNCIL that the group's mission, operations and reputation and/or image are not inconsistent, with the mission and purposes of BGCNCIL.

Requests to use our facilities will be processed in order of receipt. A service/use fee will be charged based on the cost of providing the space. The fee may be waived or reduced at the discretion of the CEO. See also the Club's Facility Usage Manual for additional guidance.

SAFETY AGREEMENT

Prior to using any portion of our facilities, an authorized representative of the group must read and sign a statement indicating the group's intent to comply with any and all safety policies for the facilities.

POST EVENT INSPECTION

Following the use of BGCNCIL's facilities by an outside group, an inspection will be conducted and any damage or necessary repair will be noted. A bill for the cost of any required repairs will be sent to the group renting the facility.

POLICY CONCERNING INVITEES

BGCNCIL recognizes its duty of care as a property owner to maintain the organization's premises in a reasonably safe condition for outside users, to look for unsafe or dangerous conditions on the premises and either remedy the problems or issue an appropriate warning.

USE OF OTHERS' FACILITIES POLICY

BGCNCIL will lease space to provide its services at the best market rate available in the neighborhood near to where our service recipients live and near to public transportation. When drafting or signing a lease agreement, we will consider:

- Maintenance and upkeep — who is responsible for general upkeep for tasks such as: trash pickup, repairing broken steps, clearing snow or ice, etc.
- Mutual indemnification — a contract clause that assures that each party only assumes legal responsibility for those areas or activities under its control

- Instructions on the use of property and facilities — detailed directions on how special features operate (e.g. alarm system, fire escape, window air conditioner) and what to do if problems occur
- Limits on accessible areas — if the organization is only using a part of the premises, or if certain areas are off limits (e.g. roof, basement, parking lot/garage, outbuildings)
- Potential hazards — specific warnings about dangerous or hazardous conditions on the premises
- Delegation or supervision — when the landlord/owner chooses to provide staff to assist with supervision (e.g. lifeguards at a swimming pool)
- Alcohol consumption — when alcohol is consumed as part of an event (fund-raiser, holiday party), the organization will determine if it is necessary to obtain a temporary liquor license and whether its current insurance is sufficient to cover the event

The organization will spell out its requirements and negotiate the most favorable agreement possible. The organization will seek legal review prior to entering into a lease, whether the arrangement is for a long-term or short-term occupancy.

TECHNOLOGY AND INFORMATION MANAGEMENT

TECHNOLOGY POLICY

The BGCNCIL's information and office technology systems (networks, software, computers, telephones, printers, copiers, etc.) are tools provided to employees and volunteers to enhance productivity and performance on the job. Very limited non-business use is permitted when not interfering with work responsibilities. Regardless of the type of use, employees must not have any expectation of privacy to data, information or files that are created, stored or used on the BGCNCIL's systems. The CEO or his/her designee reserves the right to access the employee's computer or files at any time. Staff are expected to use good judgment in their use of the BGCNCIL's information and office technology systems, especially electronic mail and online social networking sites. Access to all systems, including electronic mail and the Internet, is a privilege, not a right.

Examples of inappropriate uses of technology include:

- Any violation of law or government regulation
- Any unauthorized access to computer systems or networks
- Any use promoting disrespect for an individual, discrimination, or any use constituting a personal attack, including ethnic jokes or slurs
- Viewing, copying or transmitting material with sexual or profane content
- Transmitting harassing or soliciting messages
- Transmitting unsolicited advertising
- Using copyrighted material without permission or legal rights
- Any use for personal financial gain, or in a manner creating a potential conflict of interest for the employee or the BGCNCIL

- Defamatory, inflammatory or derogatory statements about individuals, companies or their products
- Any use that constitutes a waste of the BGCNCIL's resources, including network resources
- Any use of network systems for recreational games or other recreational purposes
- Any use that involves corruption or destruction of data, including knowingly launching a virus, worm or other malicious software

The failure to use good judgment or abuse of the organization's policies may result in suspension of privileges or disciplinary action. If any employee discovers he or she has unintentionally violated this policy, that employee should notify his or her supervisor immediately.

Policy Concerning the Use of Wireless

COMMUNICATIONS DEVICES

It is the policy of the BGCNCIL to emphasize its commitment to the safe operation of all motor vehicles used by its employees while on organization business. Accordingly, we prohibit the use of wireless communications devices (hereinafter "WCD") while driving motor vehicles in the performance of work responsibilities. The use of any WCD in violation of any federal, state or local laws or regulations is prohibited. An employee may only use a WCD while driving in the event of a life-threatening emergency. Any employees or volunteers who are found to be in violation of this policy will be subject to discipline, up to and including termination of employment or volunteer service.

PHYSICAL SECURITY FOR TECHNOLOGY ASSETS

BGCNCIL is committed to protecting its office technology assets. The organization takes all reasonable steps to protect and safeguard systems and equipment from damage due to power fluctuations, water damage, dust, extreme temperature change and other environmental factors. In addition, the organization guards against threats due to viruses, worms, malicious software and hackers. The position in the organization responsible for overseeing the security of office systems is the CEO or his/her designee.

LIMITING ACCESS TO CONFIDENTIAL INFORMATION

Due to the nature of our programs, BGCNCIL has client files with confidential information as well as business records that are proprietary. Therefore it is essential to limit access to certain records to only personnel whose positions require access. Confidential information in paper form will be stored in locked file cabinets and in a locked room during non-working hours. All personnel should use good judgment and common sense in protecting confidential information while in use during business hours. The CEO or his/her designee will oversee the creation of a system to limit access to electronic records based on duties and responsibilities in the organization. Access will also be protected through the use of passwords. Access will be modified from time to time as work assignments change. Any employee who intentionally obtains unauthorized access to records shall be subject to discipline, up to and including termination. Any employee who accidentally obtains access to confidential records should inform his or her supervisor immediately.

USE OF PASSWORDS AS A SECURITY MEASURE

The BGCNCIL is committed to protecting its electronic systems and the integrity of its information and data through the creation and use of strong, secure, and protected passwords. Authentication of individuals as valid users via the input of a valid password is required to access the organization's computer systems. Individuals are accountable for protecting passwords required for authentication purposes. All personnel have been instructed to follow the following guidelines for using passwords:

- Passwords should be treated as confidential information so no personnel should give their passwords to another person.
- Do not use the "Remember Password" feature of applications and do not create a "hot key" for password use.

- If you believe or suspect that your password has been compromised, report this fact to your supervisor as soon as possible.

USER DATA

It is very important that employees do NOT store data on their workstations. All files whether newly created, or being edited, must be stored and worked on from the local server. Since the BGCNCIL does not backup employees local workstations, in the event that an employee's workstation should fail for whatever reason; there will be no way to retrieve this data from it. Thus losing hours and possibly months/years of work.

SYSTEMS BACKUP

The BGCNCIL understands the importance of maintaining computer operations in order to deliver services and programs. A major tool to mitigate damage to computer systems is to adopt procedures for creating and storing system backups to enable the organization to quickly restore any lost files or systems.

BACKUP GUIDELINES

As indicated in the user data section, the BGCNCIL does not backup employee workstations, but does backup the local file server on a nightly basis. Incremental backups are taken nightly and stored offsite each night.

Once every three months, the COO will conduct an audit of the backup jobs to ensure that data is being copied and can be retrieved in the event needed.

Data Breach Notification Policy

Purpose: The Data Breach Notification policy outlines the procedures and responsibilities for notifying families, staff, board members, and donors in the event of a data breach within our organization. The main objective is to maintain transparency, reduce potential risks, and uphold trust with stakeholders.

Scope: The Data Breach Notification policy applies to all employees, contractors, and third-party vendors who handle or have access to sensitive information within the organization.

Notification Procedure:

1. Identification of Breach:

- It is essential that any employee or contractor who suspects or becomes aware of a data breach must immediately report it to the Chief Executive Officer (CEO) or the appropriate authority within the organization.
- The CEO will lead the investigation to determine the severity and scope of the breach.

2. **Assessment and Documentation:**

- The CEO will assess the nature and extent of the breach, including the type of data compromised and the potential impact on affected individuals.
- All findings related to the breach will be documented, including the date and time of discovery, the nature of the breach, and the steps taken to contain and remediate it.

3. **Risk Analysis:**

- The CEO will conduct a risk analysis to evaluate the potential harm to individuals affected by the breach. Factors such as the sensitivity of the data, the number of individuals affected, and the likelihood of misuse will be taken into consideration.

4. **Notification Process:**

- Once the investigation and risk analysis are completed, the CEO will determine if notification to affected parties is necessary.
- If notification is deemed necessary, the CEO will oversee the drafting and dissemination of the notification to affected families, staff, board members, and donors.
- The notification will be sent within 72 hours of the discovery of the breach and will include:
 - A description of the breach, including the type of data compromised.
 - The steps taken to address the breach and mitigate any potential harm.
 - Guidance for affected individuals on how to protect themselves against identity theft or other potential risks.
- Contact information for individuals to reach out with questions or concerns.

5. **Communication Channels:**

- Notification may be provided through various channels, including email, postal mail, phone calls, and/or posting on the organization's website.
- The method of notification will be determined based on the most effective means of reaching affected individuals.

6. **Record-Keeping:**

- A record of all data breaches, including the details of the breach and the notification process, will be maintained by the CEO.
- This record will be used for internal review, compliance reporting, and to improve incident response procedures.

Responsibilities:

- The Chief Executive Officer (CEO) is responsible for overseeing the investigation, risk analysis, and notification process in the event of a data breach.
- All employees, contractors, and third-party vendors are responsible for promptly reporting any suspected or actual data breaches to the CEO or the appropriate authority within the organization.

Training and Awareness:

- All employees, contractors, and third-party vendors will receive training on data breach response procedures as part of their onboarding process and regularly throughout their employment.
- Awareness campaigns will be conducted to educate stakeholders on the importance of data security and their role in maintaining it.

DISASTER RECOVERY PLAN

Information technology is critical to BGCNCIL's ability to provide its programs and services. As a key component of our operations, the CEO is responsible for establishing a disaster recovery plan for our network and computer operations. All employees and volunteers will support this staff person in developing, maintaining and testing the plan. All personnel involved with the disaster response must be familiar with the plan and their assigned roles and responsibilities

INTERNET SECURITY

In order to protect personal information, BGCNCIL uses technologies and processes such as encryption, access control procedures, network firewalls and physical security. These measures increase the security and privacy of information traveling to, from and within our website. Only our authorized employees or agents carrying out permitted business functions are allowed to access personal information. Employees who violate our privacy access policies may be subject to disciplinary actions, up to and including termination.

WEBSITE FUNCTIONALITY

Due to the importance of the BGCNCIL's website, the Development Department has been assigned responsibility for the site. This department shall monitor the functionality of the website on an ongoing basis and address problems in a timely manner.

WEB CONTENT

To maintain the integrity of the organization's website, the Development Department and the CEO will oversee the content and look and feel of the site. This department is responsible for ensuring that content meets the organization's quality standards and due diligence has been completed to ensure that the organization is within its rights to use any material it posts.

Website Disclaimer

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This website provides information and services in furtherance of our mission. We make no representations about the suitability or accuracy of the information on this site for any purpose.

If you see any objectionable, inaccurate or improperly functioning content or features on this site, please contact the contact the Resource Development department as soon as possible.

The BGCNCIL has adopted a detailed Web Privacy Policy that informs visitors about why the organization collects personal information and the safeguards it takes to protect that information.

Of note, BGCNCIL is committed to complying fully with the Children's Online Privacy Protection Act of 1998. BGCNCIL does not intend to collect personal information from children under the age of 13.

CRISIS MANAGEMENT & RESPONSE

It is the policy of BGCNCIL to promote good health, well-being and occupational safety for its employees, volunteers and service recipients. Emergency situations require the participation of all staff. Everyone must be familiar with emergency operations. Certain responsibilities are defined to ensure smooth operations.

To ensure the safety of our clients, the BGCNCIL has established a Crisis Management & Response Plan. This plan is a way for the BGCNCIL to prepare and plan for various emergencies. All personnel are responsible for knowing and following the plan. Each facility must schedule and hold emergency drills to test the plan and ensure its readiness in the event of an emergency. The plan must be readily available, posted in a prominent location, and reviewed annually by the organization's Board of Directors and senior management.

EMERGENCY PLANNING/RESPONSE

BGCNCIL has adopted Crisis Management and Response Plan, the purpose of which is to provide direction to the stakeholders of the organization in the wake of an emergency that may threaten the mission of the organization and the safety of its personnel and clients. The CEO is responsible for managing the organization's crisis response in accordance with the following priorities:

- To save lives;
- To protect health and to provide for the safety and health of all responders;
- To protect property and infrastructure;
- To protect the environment; and
- To restore the principle functions of the organization.

See appendix B for detailed [emergency operation & response plans](#).

VITAL INFORMATION BACKUP POLICY

BGCNCIL will develop backup procedures for protecting and preserving paper-only records and documents; electronic documents and data; and staff status availability and notification, including emergency contact information.

CRISIS COMMUNICATIONS POLICY

During a disturbance or crisis situation, the first priority of BGCNCIL is to assure the safety of service recipients, staff and volunteers. However, the Board of Directors recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public. To help ensure that the media and BGCNCIL work together effectively, the CEO or designee shall develop a specific crisis communications plan to identify communication strategies that will be implemented in the event of a crisis. See appendix B for the detailed Crisis Communications policy.

Volunteer Risks and Risk Management Strategies

PRIORITY VOLUNTEER RISKS

Priority risks associated with using volunteers include:

- Physical, sexual, or emotional abuse of children and youth.
- Abuse of staff or other volunteers.
- Becoming aware of and subsequently divulging confidential information.
- Conveying inaccurate and/or inappropriate information to youth (e.g. religious proselytizing)
- Assume control beyond the boundaries of their responsibilities and authority.

The BGCNCIL integrates risk management into its volunteer recruitment, screening and selection process by:

- Communicating to prospective volunteers the organization's requirements and expectations; Employing a screening process that includes, for all those having regular and repeated contact with youth and who are over the age of 18, a criminal background check, a national sex offender registry check, and a written application.
- Employing a screening process for Directors that includes a national criminal background check, a county level background checks for all residences of the past 7 years, a state-level criminal background, and a national sex offender registry check. Directors wishing to have regular and repeated contact with youth must also submit at least two references, one of which must be a family member.
- Renewing criminal background checks are on an annual basis that include, at a minimum, a national Sex Offender Registry search and a criminal record search.
- Maintaining a policy that defines which findings from a background check will make an employee or volunteer ineligible for employment or volunteering.

SUPERVISION OF VOLUNTEERS

Volunteers at the BGCNCIL are required to attend an orientation session and receive training specific to their role and function in the organization. As part of this training, supervisors are identified and volunteers are informed as to who they should report to on a regular basis. Supervisors have the authority to discipline the volunteer or recommend their removal.

VOLUNTEER DISMISSAL

Volunteers serving BGCNCIL may be dismissed at any time when a supervisor determines that:

- The volunteer is not in compliance with the organization's essential rules and requirements;
- The volunteer cannot adequately perform the job for which they have been retained;
- The volunteer's continued service presents an unacceptable danger or risk to the organization or its personnel or clients.

At the time of dismissal departing volunteers will be provided with the reason why their continued service is no longer required. All volunteer dismissals will be reviewed by the CEO in advance of taking action.

YOUTH VOLUNTEERS

The BGCNCIL welcomes the involvement of young people as volunteers. However, volunteers should be out of high school before being eligible to volunteer with high school age youth. Youth volunteers should also be in 9th grade or above to be eligible to volunteer with middle school level youth. In limited and special circumstances Unit Directors or Program Directors may exercise their discretion and suspend these age limits. Additional restrictions may apply. **(See Youth Worker Policy for more information)**

Appendix B – Emergency Operations Plan

CONTACT INFORMATION

Table 1: Key Staff Contact Information

Staff Member	Title/Role	Direct Number
Cathy Russell	Chief Executive Officer	260-668-9978
Natalie Pawluk	Chief Operating Officer	224-380-4842
Brian Shooll	Vice President of Administration	224-856-4223
Elizabeth Moe-Garcia	Chief Development Officer	224-380-4706
Larry Henderson	Chief Strategy Officer	224-296-1594
Maggie Howes	Safety & Training	224-380-4827
Frankie Piemonte	Human Resources	224-380-4760

Community Partner	Contact Phone Number
Police	911
Fire Department	911
Ambulance	911
Hospitals	
Sherman Hospital	847-742-9800
St. Joseph Hospital	847-695-3500
Red Cross	630-443-8844
Boys & Girls Club of Dundee Township	847-551-4309
BGCA Midwest Regional Office	847-490-5220
BGCNCIL Board President – Steven Super	ssuper@southelgin.com
School District U-46 Contact – Annette Acevedo	annetteacevedo@u-46.org
School District Aurora Contact - Angela KD Smith	akdsmith@sd129.org

Table 2: Community Partners - Site Contact Information

Site	Address	City, State, Zip	Phone Number
South Elgin Clubhouse & Administrative Office	735 Martin Drive	South Elgin, IL 60177	847-608-5017 (main) 224-380-4856 (direct)
Elgin Clubhouse	355 Dundee Avenue	Elgin, IL 60120	847-608-5017 (main) 224-380-4943 (direct)
Abbott Middle School	949 Van St	Elgin, IL 60123	847-888-5160
Canton Middle School	1100 Sunset Circle	Streamwood, IL 60107	847-987-8021
Century Oaks Elementary	1235 Braeburn Drive	Elgin, IL 60123	847-337-5625
Channing Elementary	63 S. Channing Street	Elgin, IL 60120	847-337-5644
Coleman Elementary	1220 Dundee Avenue	Elgin, IL 60120	847-337-8724
Ellis Middle School	225 S. Liberty Street	Elgin, IL 60120	331-588-1027
EMSA	1600 Dundee Avenue	Elgin, IL 60120	331-235-1299
Fearn Elementary	1600 Hawksley Lane	North Aurora, IL 60542	331-235-1307
Glenbrook Elementary	315 Garden Circle	Streamwood, IL 60107	847-987-1427
Goodwin Elementary	18 Poplar Place	North Aurora, IL 60542	331-210-6866
Harriet Gifford Elementary	240 South Clifton Avenue	Elgin, IL 60123	331-235-1308
Heritage Elementary	507 Arnold Drive	Streamwood, IL 60107	331-235-1293
Highland Elementary	190 N. Melrose Avenue	Elgin, IL 60123	331-588-1103
Hillcrest Elementary	80 N. Airlite Street	Elgin, IL 60123	847-337-5670
Huff Elementary	801 Hastings Street	Elgin, IL 60120	331-235-1309
Jewel Middle School	1501 Waterford Rd	North Aurora, IL 60542	331-210-6049
Kimball Middle School	451 N. McLean Blvd.	Elgin, IL 60123	331-588-0500
Larkin High School	1475 Larkin Avenue	Elgin, IL 60123	331-235-1300
Larsen Middle School	665 Dundee Avenue	Elgin, IL 60120	331-588-0694
Laurel Hill Elementary	1750 Laurel Avenue	Hanover Park, IL 60133	331-235-1294
Lords Park Elementary	323 Waverly Drive	Elgin, IL 60120	331-235-1312
Lowrie Elementary	264 Oak Street	Elgin, IL 60120	331-235-1310
McKinley Elementary	258 Lovell Street	Elgin, IL 60120	331-235-1313
Ontarioville Elementary	2100 Elm Avenue	Hanover Park, IL 60133	331-235-1295
Parkwood Elementary	2150 Laurel Avenue	Hanover Park, IL 60133	331-235-1296
Ridge Circle Elementary	420 Ridge Circle	Streamwood, IL 60107	847-337-1295
Ronald D. O'Neal Elem.	510 Franklin Blvd.	Elgin, IL 60120	847-337-5640
Schaumburg Teen Center	231 Civic Drive	Schaumburg, IL 60193	847-923-3759
Streamwood High School	701 W. Schaumburg Rd.	Streamwood, IL 60107	331-235-1305
Sunnydale Elementary	716 Sunnydale Boulevard	Streamwood, IL 60107	331-235-1315
Tefft Middle School	1100 Shirley Avenue	Streamwood, IL 60107	847-987-8129
Washington Elementary	819 W. Chicago Street	Elgin, IL 60123	331-588-1180
Washington Middle School	231 S Constitution Dr	Aurora, IL 60506	331-210-3615

Annual Drill Calendar

January	Tornado Drill	July	Tornado Drill
February	Bomb Threat Training	August	Active Shooter Training
March	Fire Drill	September	Fire Drill
April	Tornado Drill	October	Tornado Drill
May	Missing Member Training	November	Fire Drill
June	Fire Drill	December	Child Abuse Training

Response Procedures

Emergency Procedures: This explains how Boys & Girls Clubs of North Central Illinois will respond during an emergency. This section outlines procedures to be performed by the designated individuals when deemed appropriate. Designated individuals will be relieved of such responsibility upon the arrival of the Local Club Leadership Team or local emergency responders.

Normal Operations – Day to Day Activities

Examples of when the Local Club Leadership Team will conduct normal day-to-day activities include instructional activities, trips, and classes.

Procedure

- Continue normal safety measures such as inquiring about suspicious persons, ensuring exits and entrances are secure, etc.
- Explain evacuation procedures to all staff and members.
- Ensure communications process and systems are clear.

Impending Severe Weather

Follow the following protocols for any situations where the Local Club Leadership Team may initiate impending severe weather protocol include thunderstorm watch and warnings, tornado watch and warnings, hailstorms, high winds, winter weather events, flashfloods, etc.

Procedure

- Review emergency procedures posted in room or clipboard.
- Monitor weather conditions via the media or Internet.
- Keep staff, parents, and members informed concerning the weather situation.
- During a severe weather *watch*, keep members from field trips and modular buildings.
- During a severe weather *warning*, take members to a designated area and take roll.
- If weather begins to damage the building, have occupants assume a kneeling position against a wall, head down, hands covering the head.
- Activate “spotters” when appropriate.

Heightened State of Security Preventative - Lockdown Protocol

Follow the following protocols for any situations where heightened state of security/preventative lockdown/lock-in protocol may be initiated: bomb threats, weapons on campus, a major crime or law enforcement chase near the local Club and civil disturbances that pose a threat to members

and staff.



Procedure

- The Local Club Leadership Team will inform all local Club staff and members that the heightened state of security/preventative lockdown protocol is being implemented by the use of the intercom system, walkie-talkie, or other established method of communication. The Local Club Leadership Team will notify personnel in areas without intercom/phone/radio capability with a runner who can safely reach their location.
- If members are not in a room at the time the warning is announced, they should proceed to their primary club room. Local Club leaders (including small group leaders) will lock their doors once the hallways near their rooms are clear of members. If leaders observe imminent danger near their room, they should immediately secure their room and notify a Boys & Girls Club staff member of the danger.
- If no imminent danger has been detected, leaders should brief members that the local Club has been placed on a heightened security status as a precaution and that no imminent danger has been detected. Members should be given instructions as appropriate as to what they should do during the lockdown protocol. Staff should provide brief frequent reminders of what the Club does to keep them safe. Local Club staff not assigned to room duties should follow the local Club's procedures for limiting access to their workplace. They should also report any suspicious activity to their supervisor immediately.
- While the lockdown protocol is in effect, leaders should not open room doors unless clearance is obtained from the local Club leadership or local law enforcement.
- Law enforcement will determine the validity of the threat.

Heightened State of Security Requiring Evacuation Protocol

Follow the following protocols for any situations where heightened state of security requiring evacuation protocol may be initiated: fire, a bomb threat has been deemed as credible, release of chemicals that adversely affect the health and safety of members or staff; any other event that requires the evacuation of the building.



Procedure

- The Local Club Leadership Team will inform all Boys & Girls Club staff that evacuation protocol is being implemented by use of the intercom, walkie-talkie, or other established methods of communication. Personnel in areas without intercom/phone/radio capability will be notified in person or via a written message regarding the situation.
- All members and staff shall evacuate the building immediately and proceed to their pre-determined assembly areas outside and away from the building.
- Members should be given instructions as to what they should do during this protocol. Staff should provide members with brief frequent reminders of what they are doing to keep them safe. Staff not assigned to room duties should follow the Boys & Girls Club procedures for evacuating the building. They should also report any suspicious activity to the Local Club Leadership Team immediately.
- Once at their assembly areas, staff should report the status of their members to the Local Club Leadership Team and/or appropriate staff members.
- Staff shall carry a current member roster and emergency contact information with them anytime the building is evacuated to their assembly areas. The Local Club Leadership Team will determine the communication to member parents/guardians.
- Children without their parent/guardian will not be allowed to leave their assembly areas unless

the leader obtains authorization from the Local Club Leadership Team.

- If activities are occurring outside, those outside should be warned and informed not to come back inside of the building.
- Following an evacuation, no one will enter the building until it has been cleared by law enforcement.

Follow these procedures for any situations where actual crisis response protocol may be initiated: shots being fired on, or immediately adjacent to the campus, violence on campus, an explosion near but not on the campus, a hostage situation or armed barricaded subject on or immediately adjacent to the campus, natural disasters, hazardous materials incidents, or threats involving weapons of mass destruction which indicate immediate danger and a civil disturbance that is out of control.

Procedure

- The CEO or his/her designee will announce that the actual crisis response protocol is in effect. Runners may be sent, if it is safe to do so, to ensure that personnel in outside areas are notified.
- Leaders should brief members that the local Club has been placed on a heightened security status as a response to an apparent crisis. They should advise members to remain quiet until more can be learned about the situation. Leaders should then begin calmly and quietly reviewing emergency evacuation procedures with members to prepare them for evacuation and to reassure them that the Club is prepared to keep them safe in these situations.
- Leaders will immediately lock their rooms and advise members to move away from doors and windows and sit on the floor.
- If they are not in a room at the time the protocol is announced, members should proceed to their assigned room. If it appears unsafe to proceed to their room, members should proceed to the nearest room. Leaders will lock their doors once the hallways near their room are clear of members. If leaders observe imminent danger near their room, they should immediately secure their room, call 911 and then notify the Local Club Leadership Team and/or the appropriate Boys & Girls Club staff member of the danger.
- The Boys & Girls Club staff not assigned to room duties should follow their assigned emergency duties.
- Personnel who are engaged in outdoor activities when the protocol is announced will need to make a prompt determination as to whether it is safer to attempt to enter the building, to take shelter or to leave the campus to seek shelter in the safest place available. If the decision is made to leave the campus, members present should move as quickly as possible. A list of all who are evacuated should be made by the staff member or leader present as soon as it is safe to do.
- Members should not be instructed to leave the room unless the leader receives instructions from the Local Club Leadership Team or emergency responders.
- Leaders should not open the door to any rooms unless they are instructed by local law enforcement.

Follow this process for the following evacuation reasons: bomb threat, explosion, chemical spill, and any other event that requires the evacuation of the building. This section outlines the different evacuation preparedness, response, and family reunification.

Preparation

Before an Evacuation

- Maps showing the evacuation routes for all locations in the building should be posted in each room in the building.
- A primary copy of the evacuation plan is in the primary office or space and is carried with the Local Club Leadership Team during all evacuations.
- Staff and members will be oriented to their specific duties, requirements and responsibilities should an off-campus evacuation become necessary.
- Consider not removing any bags from the facility during an evacuation due to a bomb threat.
- When choosing an emergency meet-up location(s) consider in terms of conditions such as normal wind direction, lines of sight, openness of the area, public access to the area, recognized hazards, etc.
- Consider additional resources needed should evacuation take place during inclement weather where additional clothing, shade, or shelter is needed.
- Make sure evacuation drills take place on a regular basis.



During an Evacuation

1. Leaders should make sure all members are out of their rooms and adjoining restrooms and workrooms.
2. Groups will proceed to their designated assembly areas. Once there, leaders will make notes of members who are not present and furnish those names to local Club staff members as soon as possible.
3. The first staff member out will be instructed to hold open the exit door(s) until all persons in the group have evacuated. This procedure is to be continued until the building is clear.
4. Leaders will close, but not lock doors, before they follow their members out of the building.
5. Leaders will remain with their group until the law enforcement sounds an "all clear" signal.
6. Staff members will gather lists of unaccounted persons from staff members to provide to the Local Club Leadership Team and emergency response personnel.

Family Reunification Protocol After an Evacuation

- Parents who are not with their children at the time of an evacuation will be notified, when it is safe, where they can be reunited with their children.
- Designated personnel, along with law enforcement, will check the identification of those entering the reunification area and provide them with name tags, if available.
- Designated personnel, assisted by law enforcement, will coordinate the signing out of those in the reunification site. Anyone picking up a child, under the age of eighteen, must be a verified person on the minor's check out card authorized to pick up the child.
- A mental health professional or counselor should be assigned or secured to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- Reunited families should be encouraged to leave the reunification site promptly.

Those who have not been picked up from the reunification site by a certain time will be taken to a secure area until a family member comes. Media Liaison and Parent Liaison will relay the message to the local Club community of the new pick-up site where family members can pick up their loved ones.

EVACUATION/FAMILY REUNIFICATION SITES

Clubhouses will be the primary Evacuation/Family Reunification Sites for clubs' location in Elgin, Streamwood, and Hanover Park. The following sites are listed in priority order as potential family reunification sites. The nature of the emergency should be evaluated before members are evacuated to one of the Family Reunification Sites.

Elgin

- | | | | |
|---|--|---|--|
| 1 | Centre of Elgin
100 Symphony Way, Elgin, IL 60120
Daytime Cell: 847-354-0764
Contact: Brett Lind
Additional Contacts:
After 5pm: 947-514-6051 Building
Supervisor 9am-6pm: 847-531-7000
Front Desk
5am-9pm: 847-531-7025 Fitness
Desk 8am-5pm: 847-931-6123
Administration | 3 | Elgin Clubhouse
*For school-based sites near
location 355 Dundee Avenue, Elgin
IL 60120
Office: (847) 608-5017
Contact: Priscilla Davis |
| 2 | Bethesda Church of God
454 Hickory Place, Elgin, IL
60120 Office: (847) 888-2209
Contact: Cedric Simmons | 4 | The Kingdom Advancement Center
378 Division Street, Elgin, IL 60120
Office: (312) 473-5740 Contact:
Tiffany Henderson
Cell: (630) 327-8705 |

South Elgin

- | | | | |
|---|-----------------------------------|---|-----------------------------------|
| 1 | Pending confirmation from U46 SD. | 2 | Pending confirmation from U46 SD. |
|---|-----------------------------------|---|-----------------------------------|

Streamwood & Hanover Park

1 Park Place Family Recreation Center
550 S. Park Blvd. Streamwood, IL 60107
Fitness Counter: 630-483-3017
Contact: Jeffrey Janda
Cell: 630-483-3162

Schaumburg

1 Pending confirmation from SD211.

Aurora

1 Pending confirmation from SD129. 2

Return to Normal Operations

Once danger has passed, the Boys & Girls Club may return to normal operations.

Procedure

The return to normal protocol should be used when:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the local Club to continue.
- The Local Club Leadership Team will announce that the normal operations are in effect.
- The Local Club Leadership Team will make a brief announcement to update the staff.

Human Caused Disasters

Bomb Threats, Explosions and Suspicious Packages

Any bomb threat, explosion or suspicious package will be regarded as a danger. A bomb threat, explosion or suspicious package may be received at any time by anyone.

Guidelines

- The safety and wellbeing of all members and staff will be of primary concern.
- Train all front desk staff on the protocol.
- If the bomb threat is written, the note should be evaluated by law enforcement to assess the validity of the threat. Clubs should not attempt to evaluate the validity of the threat on their own.
- If the bomb threat is received by telephone, the person receiving the call should:
 - After the caller disconnects, place the line on hold and dial *69 and/or *57.
 - Take note of specifics of conversation.
- Notify Local Club Leadership Team.
- Law enforcement will determine if the threat is credible and take the necessary actions.
- Small group leaders should scan their rooms for suspicious objects.
- It's encouraged for the evacuation site to be looked over and scanned by personnel who are familiar with the evacuation site area and are able to recognize objects not normally there. This search should be completed prior to evacuating members to the site.
- If evacuating the building, members and staff will be moved at least 1,000 feet away from the building. Everyone should face away from the building.
- Identification of the person or persons making the threat is especially important.
- Immediate reporting of any bomb threat will be made to 911 and the Local Club Leadership Team by the person who received the call.
- Any suspicious packages found should not be touched or disturbed in any way.

Response

- Start the evacuation process.
- Announce over the intercom: *"We have a bomb threat. Please prepare to move your members to the assembly area that will be designated during this announcement."*
- Use the same procedures as for a fire drill to supervise your members.
- Establish an Incident Command Post outside the building, at least 1,000 feet away from the facility.
- After the building is evacuated the search teams, led by law enforcement, will search all areas.

Suspicious Package

In the event a suspicious package is found:

1. Evacuate the building/area immediately.
2. Call 911.
3. Do not touch or move the suspicious package.
4. Notify the law enforcement in charge.
5. The Local Club Leadership Team should confer with the Risk Assessment Team and on-site emergency service commander to make the decision if the members and staff should be evacuated from the evacuation site to the Family Reunification Site.
6. Request transportation to the reunification site, if needed.
7. Implement the Family Reunification protocol, if necessary.

The image below illustrates significant elements found in a legitimate suspicious package.



Figure 3 Suspicious Package

BOMB THREAT CHECKLIST

When will the bomb go off?
Where did you place the bomb?
What does the bomb look like?
What kind of a bomb is it?
What will cause it to explode?
Who placed the bomb?
What is your name and address?
Identifying Information
Sex/age of caller
Voice/accent
Time of call
Background noise
Caller's exact words
Other

Hostage Barricade (Gunfire)

Local Clubs that once opened their doors to the public at all times, now have taken measures to secure their buildings with guards, surveillance equipment and keeping parts of the building on constant lockdown.



Warning

- Members should be notified by a predetermined intruder alert signal on the intercom.



Preparation

- Train all front desk staff on the protocol.
- Identify the best places to hide.
- Practice a tornado drop drill in programs to use if gunfire is heard. A tornado drop drill is dropping to the floor, tucking the body in as small as possible and covering the head.
- Establish a team to close all entrances and serve as guards.
- Close and lock all doors in the building.



Response

- When a hostage/terrorist act occurs notify:
 - Law enforcement (call 911).
 - All staff
 - Members/Families of any threat to their safety.
 - BGCA
- Lock down and keep members in programs and away from trouble area.
- If there are children on a playground and gunshots are heard, evaluate if it's best to evacuate or have them lie down flat in the best protective area (do not try to walk them back into the building).
- If members are in classrooms and gunshots are heard, have them hide or drop to the floor and lie flat (similar to a tornado drop).
- Staff will not attempt to negotiate with hostage takers or barricaded suspects once law enforcement officers are on the scene.
- Be prepared to put Emergency Response Team members into operation.
- Be prepared to put evacuation and family reunification protocols into operation.
- Put news media control procedures in place, when appropriate.

Missing Child (Kidnapping)

If it is discovered that a child is missing, staff will notify members and provide a description of the child, abductor, vehicle, and information about the incident as soon as possible. The appropriate law enforcement agency will be notified immediately by a member of the staff.

- For a missing child in a facility with aquatics or water-based programming, check those areas first and search the bottom of pool immediately.
- An appropriate lockdown should occur if any threat is indicated that a kidnapping is about to occur or has taken place and any additional threat or danger is perceived.
- Notify local law enforcement immediately after a child is reported missing or a kidnapping occurs.
- Direct staff to conduct a thorough search of the entire facility and grounds for the missing child including restroom, closets, and other potential hiding places.
- Recommend that you develop a procedure directing staff to coordinate with local law enforcement regarding the notification of the child's parent/guardian, in the event that the parent/guardian is not on the campus at the time.
- Identify siblings of the missing child who are also in the facility and make sure they are monitored at all times.
- Provide law enforcement officers with a picture, a description, clothing, including shoes, and any information available regarding the child's whereabouts. Also, note the direction that the abductor may have fled, the description of the vehicle and any notable characteristics.

Intruder/Suspicious Person

An intruder/suspicious person is someone who is unknown to the Boys & Girls Club environment and whose presence at the facility is uninvited and unwelcomed. An intruder/suspicious person represents the potential to jeopardize the safety of staff and members.



Warning

The Local Club Leadership Team should be notified immediately when an intruder/suspicious person is on the

Club's property. Provide immediate supervisor with as much information as possible regarding the person's description, location, and what behavior that person is exhibiting. The Local Club Leadership Team will determine if additional law enforcement presence is necessary. The Local Club Leadership Team will then determine whether a lockdown is necessary.

Preparation

- Train all front desk staff on the protocol, if applicable.
- Restrict free access to the building to as few doors as possible.
- All exterior doors locked during the day should have signs that provide directions for visitors advising them to use the main entrance.
- Discourage members and staff from opening locked doors for others as this will breach security.

Report of a Weapon on Campus

A weapon is any firearm, knife, or other object capable of inflicting severe injury or death when used against another person.

Preparation

- Any person who has a weapon of any type on the campus (whether on person or in personal locker, backpack, or other storage bag) should be immediately reported to the law enforcement and the CEO.
- Train all staff on the protocol.

Response

Local Club Leadership Team Response

- Call 911.
- Describe in detail to law enforcement the person's race, sex, clothing, behaviors, and the type of weapon.
- If a weapon is suspected:
 - Call 911.
 - Stay out of view of the person.
 - Work with law enforcement as directed.
 - Under the advisement of the law enforcement officers, consider the following options, and notify staff:
 - Evacuate the building (do not use the fire alarm).
 - Maintain control and keep member's calm.
 - Be ready to implement the Family Reunification Protocol if necessary.
- If a weapon is visible:
 - Call 911.
 - Escort law enforcement to the scene.
 - Stay out of view of the person.
 - Work with law enforcement officers as directed.
 - Under the advisement of the law enforcement officers, consider the following options, and notify staff:
 - Evacuate the building (do not use the fire alarm).
 - Maintain control and keep members calm.
 - Be ready to implement the Family Reunification Protocol, if necessary, response for Members
 - Contact the CEO as soon as possible.
 - Calm others.

- Do not approach the person who has a weapon.
- Do not attempt to confiscate the weapon.
- If the person is visible, or if the person is threatening, ask the person in a calm voice for permission to evacuate the rest of the group.
- Evacuate quietly, if allowed.
- If an evacuation is not allowed, keep talking with the person until the law enforcement arrives. Ask them the following:
 - Ask them to stop what he/she is doing.
 - Ask them what is wrong or what do they want?
- When law enforcement arrives, do as they advise.
- After the incident, file a report as soon as possible.
- Identify emotional support needs for staff and members.

Active Shooter

Active shooter situations are defined as those where an individual is “actively engaged in killing or attempting to kill people in a confined and populated area.”



Preparation

- Train all front desk staff on the protocol.
- Work with first responders to determine/identify evacuation route and lockdown procedure.
- Determine how to evacuate or lockdown personnel and visitors. Remember to pay attention to disability- related accessibility concerns when advising on shelter sites and evacuation routes. Also, think about how to evacuate when the primary evacuation routes are not accessible. Identify effective shelter-in- place locations (optimal locations have thick walls, solid doors with locks, minimal interior windows, first aid- emergency kits, communication devices and duress alarms).
- Determine how those present on the grounds will be notified that there is an active shooter incident underway. This could be done using familiar terms, sounds, lights, and electronic communications, such as text messages or emails. Include in the courses of action how to communicate with those who have language barriers or need other accommodations such as visual signals to communicate with hearing-impaired individuals. Rapid notification of a threat can save lives by keeping people out of harm’s way.
- Determine how to let the staff and members know when buildings and grounds are safe.
- Train staff, leadership, and members, as appropriate, what to expect and how to react in the event of an active shooter.
- Work with first responders to help highlight common pre-attack behaviors displayed by past offenders.
- Members and staff should be trained to cooperate and not to interfere with first responders. They should display empty hands with open palms and anticipate that law enforcement may instruct everyone to place their hands on their heads and/or get down on the ground.
- Before an emergency, the Emergency Management Team should determine how, when, and by whom loved ones will be informed if their loved one is missing or has been injured or killed. Law enforcement typically takes the lead on death notifications, but all parties should understand their roles and responsibilities.
- Make sure there is a plan in advance to keep the media away from families who do not want to engage with them. This includes strategies for keeping the media separate from families while the emergency is ongoing and support for families that may experience unwanted media attention at their homes.



Response

- If able, those closest to a communications system should communicate the danger and

necessary action to respond to the active shooting taking place.

- Upon recognizing danger as soon as it is safe to do so staff or others should alert responders by contacting 911 with as clear and accurate information as possible.
- There are three basic response options: Run, Hide or Fight.

Run: If it is safe to do so, the first course of action that should be taken is to run out of the building and far away until in a safe location. Members and staff should be trained to:

- Leave personal belongings behind.
- Visualize escape routes, including physically accessible routes for individuals with disabilities.
- Avoid escalators and elevators.
- Take others with them, but do not stay behind because others will not go.
- Call 911 when safe to do so.
- If a child, let a responsible adult know where they are.

Hide: If running is not a safe option, hide in as safe a place as possible. Members and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock doors.
- Barricade the doors with heavy furniture.
- Close and lock windows and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- If possible, use strategies to silently communicate with first responders; for example, in rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants.
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for escape if the shooter enters the room).
- Remain in place until given an all clear by identifiable law enforcement.

Fight: If neither running nor hiding is a safe option, as a last resort, when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers or chairs.

- After the scene is secured, the Emergency Management Team will begin to help with triage assessment, providing emergency intervention services and victim assistance, as well as providing family members with timely, accurate and relevant information.
- Essential steps to help establish trust and provide family members with a sense of control can be accomplished by:
 - Identifying a safe location separate from distractions and/or media and the general public, but close enough to allow family members to feel connected in proximity to their children/loved ones.
 - Schedule periodic updates even if no additional information is available.
 - Be prepared to speak with family members about what to expect when reunified with their child/loved one.
 - Ensure effective communication with those that have language barriers or need other accommodations, such as sign language interpreters for the hearing impaired.
 - Provide crisis counseling to affected members. Contact BGCA in case of a critical incident.

Sexual Assault

Officials should be prepared in the event of a sexual assault.



Preparation

- Provide education/awareness to staff and appropriate-aged members about the signs and symptoms of sexual harassment and sexual assault.
- Staff should be progressive in interjecting if they witness any signs of sexual harassment and/or sexual assault.
- Counseling should be provided to members who may exhibit sexual aggression.



Response

- Call 911 to request law enforcement and EMS.
- Notify the family of the victim.
- Dissuade the victim from washing, cleaning up or using the restroom, if possible.
- Assign a staff member to protect the crime scene.
- Isolate family members who are on the campus.
- Obtain preliminary statements from the victim and provide them to the law enforcement upon their arrival. Remember, leave the investigation to the authorities.
- After the incident, attempt to determine what security factors (or lack thereof) may have contributed to the assault.
- Protect the victim and the assault location. No actions should be taken that would move or damage evidence unless it must be done for safety reasons.
- Provide access to counseling to any parties needing assistance.

Civil Disturbance

- If a civil disturbance seems imminent or is taking place, the “actual crisis response” protocol (see Emergency Operations Plan for full detail of this protocol) will be issued, and the procedures outlined followed.
- The staff on duty will notify key officials and local public safety agencies, and, if necessary, local law enforcement officials will be requested to manage outsiders who cause disruptions.
- Staff and members will be instructed to refrain from any verbal exchanges with outsiders when the disturbance is occurring.

Threat of Suicide



Preparation

All staff should be trained on the following protocols should a Club member express a desire to die by suicide.



Response

Step 1: Respond immediately. Do not leave the member alone. Take them to the Club or Site Director/Coordinator as soon as possible (always within 15 minutes). If the staff is not available, contact their supervisor for assistance.

Step 2: Find a space to talk. The Club Director/Lead should move members away from others to allow the member space to share about what’s going on without being overheard.

Step 3: Ask the question “Are you thinking of killing

yourself?" If they say NO:

- Document and reach out to the parent/guardian.
- When speaking with the parent/guardian, relay the member's mention of suicide and that they also said they were not thinking about killing themselves. Share with the parent/guardian any local referral agencies for member referrals to talk with a trained professional.

If they say YES:

- Try to persuade the member to accept help. Listen with full attention and empathy to what they share. Do not voice judgement. Refer to those who can help.
- Contact parent/guardian. If a parent cannot be reached, call emergency contacts.
- The member will need to be picked up by an adult; do not send them home alone. When you speak with a parent/guardian, share with them any local referral resources.
- Do not leave the member alone. If necessary, have another staff member sit with the member while parent/guardian is being called.
- If you are worried that the Club member is going to follow through with a plan, you cannot persuade them to accept help, or there is immediate danger, call 911. If you call 911, request a CIT (Crisis Intervention Team) trained officer to respond.

Step 4: Check in with the member and or parent/guardian the next day.

- Share any additional professional resources that may help and ask if there is anything else the Club organization can do to assist.

Injury, Illness, and Death

Every Club should be prepared to provide basic first aid, while requesting necessary emergency assistance.



Preparation

- Train all front desk staff on the protocol.
- Establish and maintain a list of emergency medical telephone numbers.
- Establish and maintain a list of staff and members qualified to administer first aid and CPR.
- Maintain a file of member and personnel home telephone numbers, family business phone numbers, names and numbers of other individuals authorized by the family to make decisions regarding emergency treatment.
- Maintain a file listing members with known medical needs with instructions for emergencies.
- Maintain a list of staff members trained to deliver severe injury and/or death notification in conjunction with emergency response.



Response

In non-critical situations:

- Administer first aid, if necessary.
 - Contact family members. In critical situations:
- Call 911 and/or emergency medical services and emergency 911 communications.
- Administer first aid to the extent possible.
- Limit activity near the affected member(s).
- Notify the family of the affected member(s). If the family cannot be contacted immediately, continue attempts to contact family members and keep a record of procedures, times, and actions.
- If the member is transported to a hospital, a staff member should accompany the member. The CEO or other senior leader should also go to hospital to support injured individuals and family members.

- Keep a record of procedures administered (first aid, CPR, etc.) the times and actions.
- If violence was involved, keep the incident scene secured. Do not disturb evidence. Identify witnesses and keep them separated.

In the event of death:

- Be aware that any situation involving death is considered a crime scene. Secure the scene and restrict activity in and around the crime scene. Trained law enforcement personnel will process the scene.
- Limit activity up to, and including, a lockdown, if necessary.
- Initiate the Family Reunification Protocol, if necessary.
- Provide available information to staff and members.
- Initiate the Media Response Protocol.
- Remove personal items of the deceased from room, etc. when allowed by law enforcement and/or medical examiner.
- Stop any pre-incident notices and/or memos of any kind, from inadvertently being sent to the family.

Vehicular Accident



Driver response protocols

- Call 911 for emergency assistance and /or accident report.
- Notify the Club Staff at the administrative office or unit.
- Calm passengers and keep/place them in a safe location.
- Attend to basic first aid until first responders arrives.
- Report names of victims or injured to Club.
- Suggest safe access routes for responding Club employees.
- Collect pertinent information from passengers.
- Complete Club Accident Report Form and any forms necessary for the Insurance Company



Club Response Protocols

- Notify Chief Professional Officer, who may activate Incident Command System.
- Locate emergency or medical information on persons involved in the accident.
- Prepare a script and notify parents/guardians with basic information.
- Designate a family liaison to coordinate information with families of the injured.
- Chief Professional Officer completes necessary paperwork for the Insurance Company.
- Coordinate with Emergency Personnel for any injuries or deaths. See the Serious Injury or Death sections of this manual for additional information.

Hazardous Materials



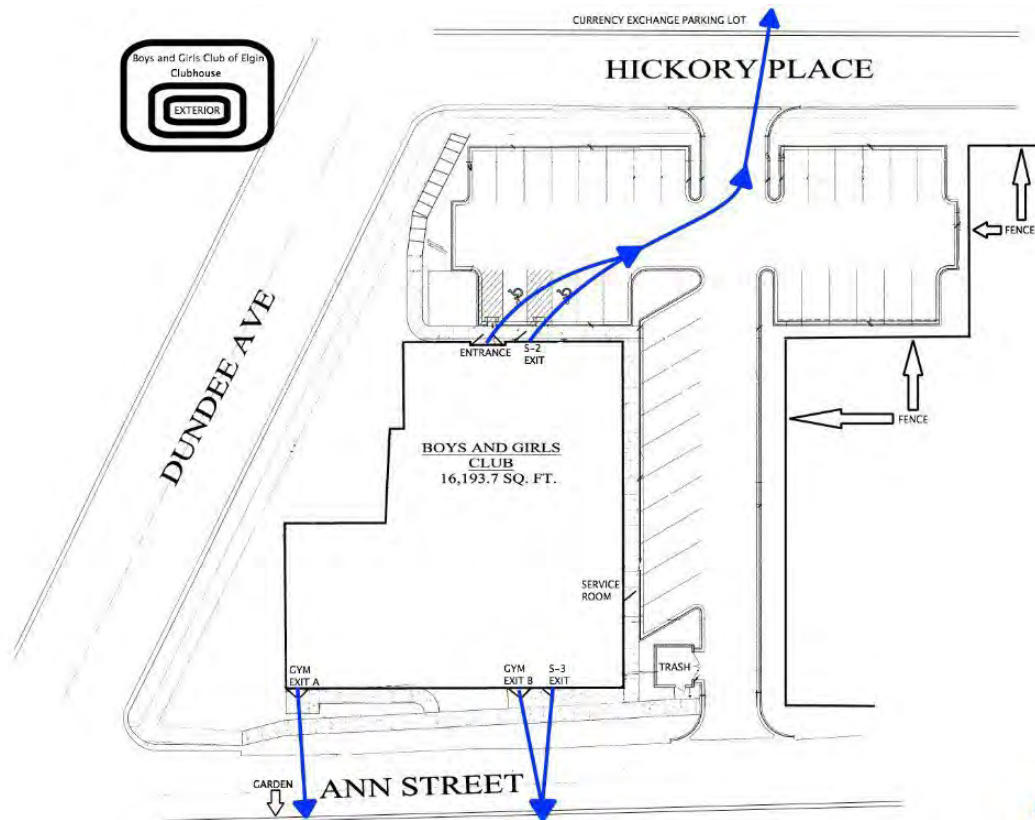
Response

- Call 911.
- Evacuate and secure the area(s) where hazardous materials are present.
- If applicable, identify materials from Hazardous Materials Information Sheet (MSDS).
- If necessary, evacuate and secure the entire building.
- Take the emergency evacuation kit.

- Verify the building is clear, checking all rooms, toilets, lockers, storage areas, etc.
- If the building is evacuated, move occupants to a safe area away from the building.
- Administer first aid, if needed.
- If building re-entry is not advised, move occupants to family reunification site.

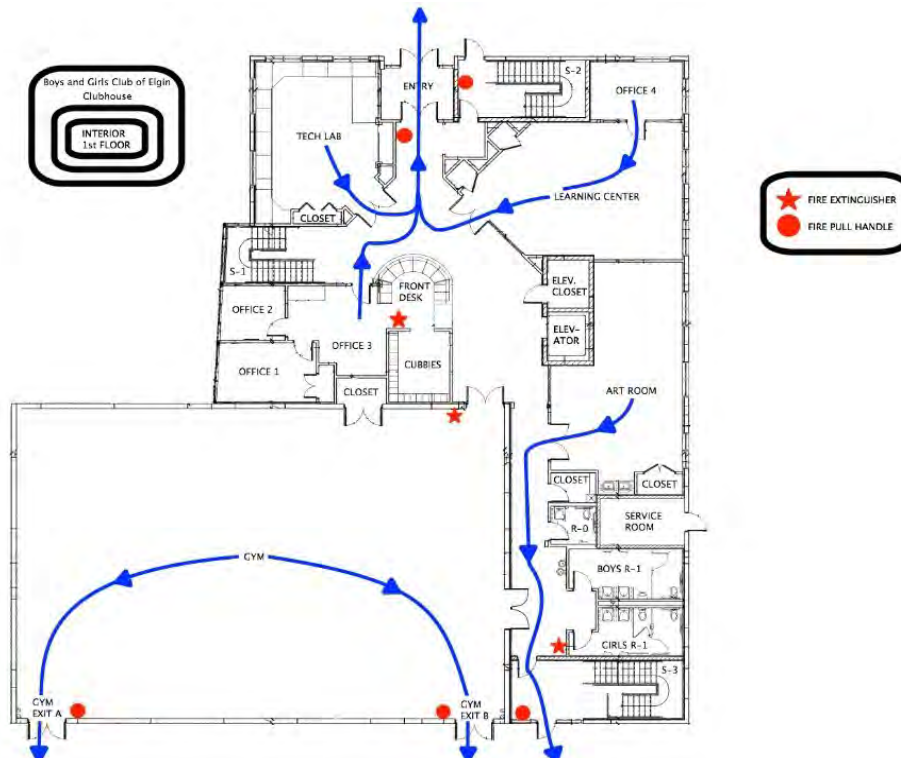
CLUBHOUSE MAPS

ELGIN CLUBHOUSE



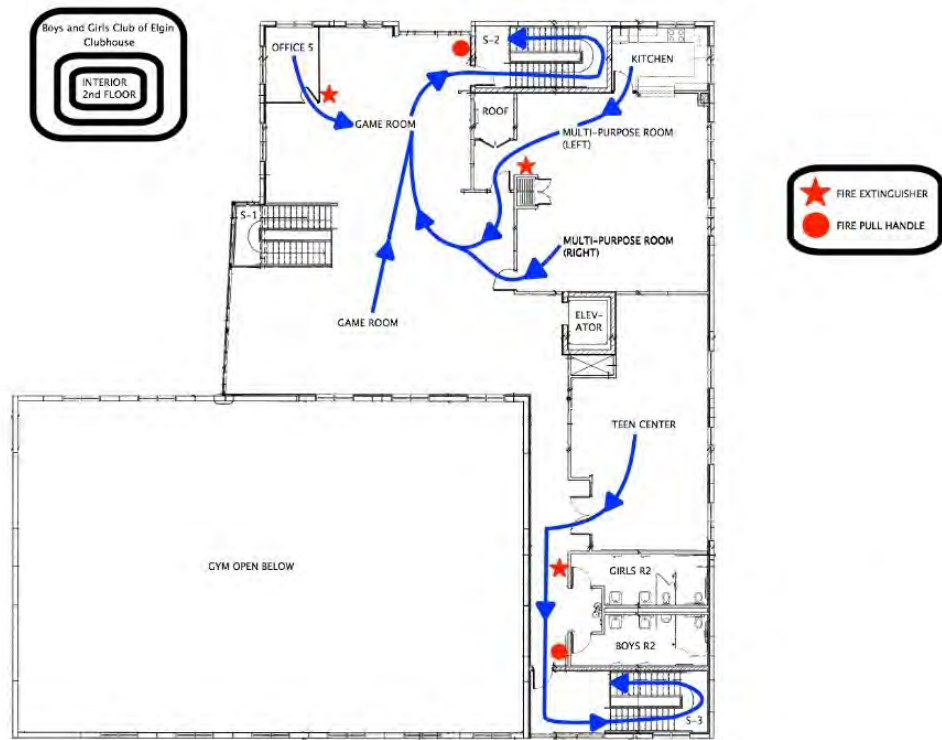
Created by Paint X

Exterior Evacuation Routes



Created by Paint X

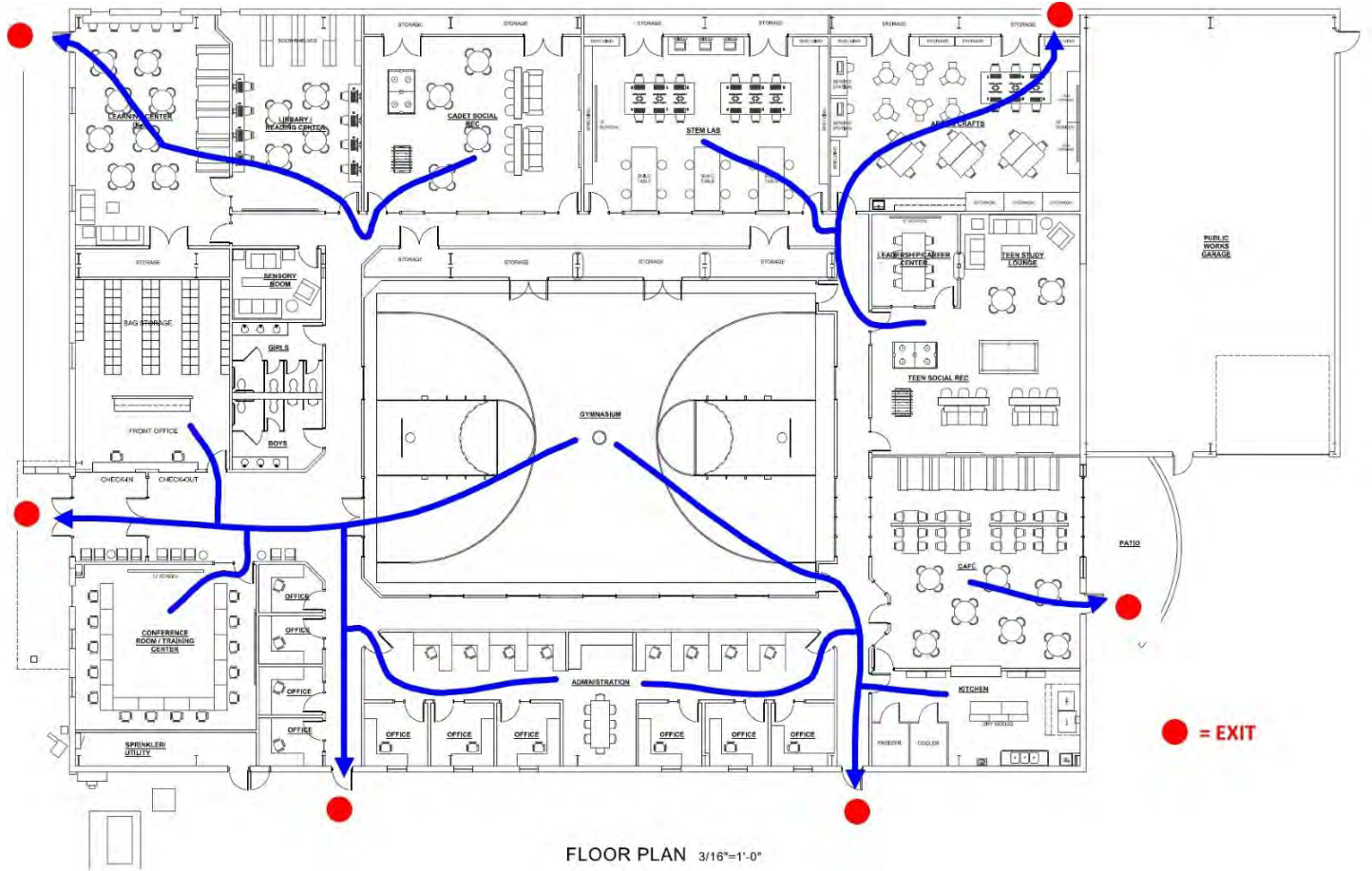
First Floor Interior Evacuation Routes



Created by Paint X

Second Floor Interior Evacuation Routes

SOUTH ELGIN CLUBHOUSE



FLOOR PLAN 3/16"=1'-0"

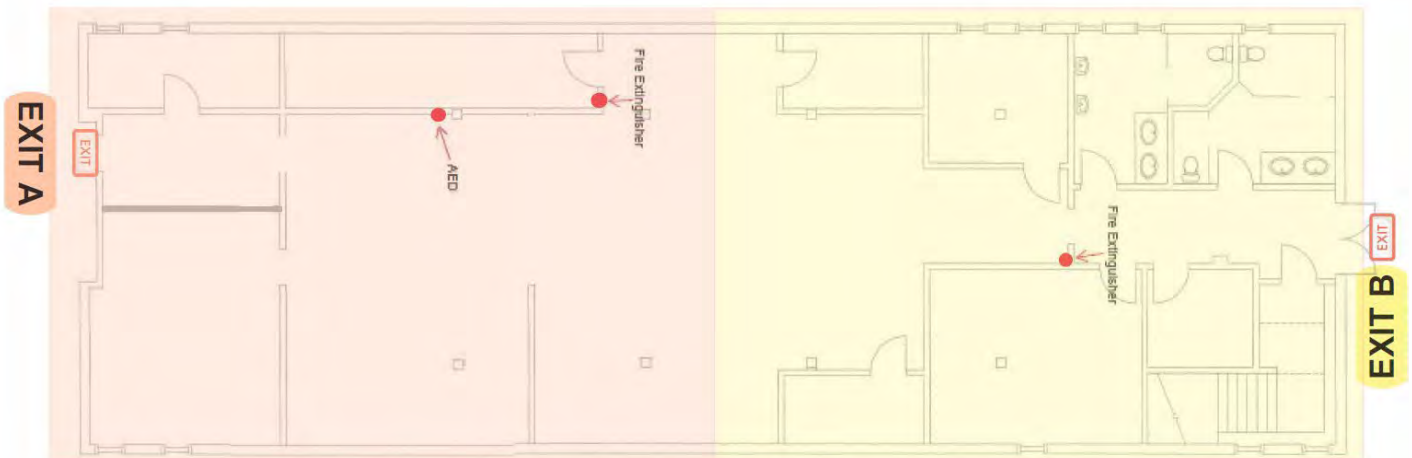


BOYS & GIRLS CLUBS OF SOUTH ELGIN
 REVISED CONCEPT PLAN 12-8-2020

korte_architecture

SCHAUMBURG TEEN CENTER

Schaumburg Teen Center - "The Barn"



EMERGENCY EVACUATION KIT

The emergency evacuation kit should be taken with in the event of an evacuation. This kit will allow the Director to quickly manage the emergency and provide critical information to first responders. The kit should also be used during any drills. A second kit should be developed specifically for use at the reunification site(s).

The emergency evacuation kit should contain the following:
A copy of the Club emergency operations plan.
Emergency telephone numbers of assistance agencies.
The current day's member sign-in rosters.
A laptop that is capable of accessing MyClubHub remotely.
Emergency medical information regarding members and staff.
Parent/guardian contact information for each member.
Forms for releasing members to parents or guardians.
A copy of the facility tactical site survey.
List of group activities to keep members occupied until they are released.
Flashlight with extra batteries.
Megaphone with extra batteries.
First aid kit.
Photographs or video of the facility (exterior and interior) for insurance claims.

Emergency Member Sign-Out Log

Parents Name	Child's Name	Membership Number

APPENDIX C - PUBLIC RELATIONS: CRISIS COMMUNICATIONS

1	Notify crisis management team.
2	This crisis may have legal implications. Contact legal counsel for advice.
3	Remind everyone (staff and board) not to talk directly with reporters, but to refer the media to the Club's designated spokesperson. As a general rule the CEO will act as the Club's spokesperson. No one else should speak directly with the media without prior authorization from the CEO.
4	Brief the Club's spokesperson (CEO) and prepare a response.
5	CEO informs Club staff and board members of the situation.
6	CEO alerts the BGCA regional office.
7	CEO drafts a prepared statement for possible release to the media.
8	Reassure members and their parents or guardians.
9	CEO informs major contributors.
10	Look to return to business as usual as quickly as possible.

Tips for Working with the Media

1	Prepare a statement and fact sheet that can be shared with the media upon request. Anticipate questions and have prepared answers for each one. Get an idea of questions in advance if possible.
2	Deflect controversial questions by focusing on BGCA's policies, procedures and award-winning programs.
3	Don't say "no comment". This can drive the reporter to irresponsible sources. At the very least you can say, "Let me look into that further and get back to you" or "Because this is a matter under investigation by the police, we cannot provide you with any further details"
4	Don't talk off the record. Just assume that everything you say will be on the record or may be quoted out of context.
5	Don't repeat negative questions or misleading words. They may end up in print as part of your quote.
6	Don't argue with a reporter, even when provoked. Again, any of your statements may end up in print.
7	Don't make "ad lib" comments. Stick to prepared statements.
8	Don't expect a review for approval, i.e., don't expect the reporter to clear his story with you before it is published or aired.
9	Designate a single spokesperson for dealing with the media. This is the best way to ensure continuity and control of your message.
10	Think about how you look. Project a professional image (check your appearance, how are you sitting, standing, etc.) Don't fidget. Try to look relaxed yet professional.
11	Always listen very carefully to what the reporter says. Respond only to what is specifically asked - unless it is to make a point you have carefully thought out in advance. Otherwise, don't expand - that can lead to trouble.

Ten Ways to Avoid Saying No Comment

1	I can't tell you that, but I can tell you about the process that is underway to get those facts.
2	I can't tell you that, but I can tell you who will be releasing that information.
3	I can't tell you right now, but I can tell you that we will have those answers in three days.
4	The hallmark of our organization is that we never assume any information. What you are asking for is speculation, and I cannot provide you with what might be inaccurate information.
5	I don't know but let me look into that for you and get back to you.
6	If you are asking me to speculate and give my personal assessment of the situation, I would tell you that a gut feeling is just as good from one person as another and I simple cannot speculate. What I can tell you is what we are doing to find out the answers.
7	That's a good question. Believe me, I think we all wish we had that answer. I can't give you the facts you want but I can tell you we have talked to all government agencies, and have crews on the scene cleaning up as we speak. Let's look at the visual with out three-step action plan.
8	I'm glad you asked that question. We are aware of the severity of the situation, and of course, we are taking things very slowly at this point to avoid any rash action that might be construed as reckless.
9	Frankly, I would like to give you that answer, but we have not been able to confirm facts in that area. We will issue a full report of the details the minute we have them.
10	I would like to give you that information, but the fire/police department, et al., has that information and will be releasing it when their investigation is complete.

NOTE: No one else should speak directly with the media without prior authorization from the CEO



Daily Medication Log

(Fill one out for each child)

Child's Name: _____

Medication: _____

Dosage: _____

Time Medication is to be given: _____

Length of time Medication should be given:

Start Date: _____ End Date: _____

Prescribing Doctor's Name: _____ Prescribing Doctor's Phone #: _____

Parent Name: _____ Parent Phone #: _____

Special Instructions: _____

Insert Member's Photo Here

Date	# of pills given to child	Time	# of pills remaining	Staff Initials	Additional Comments <i>(note when you receive a refill from parent)</i>

Date	# of pills given to child	Time	# of pills remaining	Staff Initials	Additional Comments <small>(note: when you receive a refill from parent)</small>



**BOYS & GIRLS CLUB
OF ELGIN**

**Parent/Guardian Permission
And Physician Order For Medication at
The Boys & Girls Club of Elgin**

As a normal and regular practice, Club personnel will not administer medicine. Member medicines should be administered at home under parental direction.

In situations when a member's health will be compromised by not receiving this medication during Club hours, Club policy and procedures must be followed for the administration of all medication.

- A. Medication is defined as prescription, non-prescription (over the counter) drugs, and herbal preparation.
- B. Administration of any medication requires both a physician's written order and signed parental permission.
- C. Prescribed medication must be brought to the Boys & Girls Club of Elgin in a pharmacy or physician labeled container with the correct name, dose and time to be administered. The parent may want to ask the pharmacist for a second bottle in order to have one at home and one at the Boys & Girls Club of Elgin.
- D. Medication must be transported to and from the Boys & Girls Club of Elgin in a safe manner.
- E. The child's physician must complete the bottom section of the form on the reverse side. The parent is responsible for signing and dating the top portion. The completed physician's order and parental permission must be on file at the Boys & Girls Club of Elgin before any medication is administered.
- F. If there is a change in medication, dose or frequency, it is the parent's responsibility to provide the Boys & Girls Club of Elgin with revised physician's instructions in order for the change to take effect; except as noted on the other side.
- G. Unused medication shall either be picked up by the parent/guardian or destroyed one calendar year from the initial prescription date.
- H. Boys & Girls Club of Elgin may reject requests for administration of medicine.

APPENDIX D: Social Media Marketing Policy & Guidelines

Purpose

The effective use of social media can be extremely beneficial. Use this document to help guide online behavior from employees, volunteers and contractors who use social media.

Scope

These guidelines include, but are not limited to, the following forms of social media:

- Social and professional networks (Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, etc.)
- Blogs (WordPress, Blogger, WIX, Medium, etc.)
- Opinion sites (Yelp, Reddit, Epinions, etc.)
- Multimedia sharing (Flickr, YouTube, Vimeo, Spotify, etc.)

Personal Use of Social Media

It is important that your personal participation in social media does not interfere with your primary role as an ambassador for the Club. Be mindful that what you post may be connected to your relationship or position at the Club and can impact the Club's reputation.

When publicly posting information unrelated to your job, your work function, or Boys & Girls Clubs in general, please always exercise good judgment and do not:

- Use any Club's name in your profile or identity (including Boys & Girls Clubs of America). Employment status at a Club can be included on the professional network, LinkedIn.
- Disclose the Club's trade secrets or proprietary information.
- Post content about Club members (*exceptions are only allowed if the member is the person's child or family member*).
- Use the intellectual property, logos, trademarks and copyrights of the Club or other entities.
- Engage in any private one-on-one contact with a Club member or minor volunteer (*exceptions are only allowed if the member is the person's child or family member*).
- Post content that is malicious, obscene, threatening or intimidating; harassing or bullying; meant to intentionally harm someone's reputation; could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy; or contradicts our commitment to the physical safety and emotional well-being of youth.
- Create the impression that you are speaking in any official capacity on behalf of the Club or Boys & Girls Clubs of America.

This policy does not prohibit employees from discussing among themselves their terms and conditions of employment or otherwise engaging in concerted activity protected under the National Labor Relations Act (NLRA).

Professional Use of Social Media on Behalf of the Club

It is best practice for employees, volunteers and contractors who use social media on behalf of Boys & Girls Clubs to have adequate training and adhere to:

- The Club's Code of Conduct
- The Club's Confidentiality Obligations
- The "Terms of Use" for third party sites
- Local legal and ethical regulations
- All organizational safety policies and safety-related membership requirements
- Guidelines set forth in this document

This document is subject to modifications and amendments from time to time as social media is ever evolving. Please be sure to check back frequently for updates.

Use on Behalf of Boys & Girls Clubs

When you participate in social media on behalf of the Club, please be aware you are representing Boys & Girls Clubs in the same way you would in any public forum. Therefore, it is important to adhere to the following guiding principles:

- **Transparency** – Identify yourself and don't be afraid to show your personality.
- **Honesty** – Do not make false or misleading comments/statements. If you make a mistake, take responsibility for it.
- **Respect** – Exercise discretion and confidentiality when referring to your colleagues and Club members. Do not post proprietary information or content unless you have permission to do so.
- **Add Value** – Stick to what you know, post meaningful comments, and aim for quality.
- **Be Diligent** – Check your sources, separate opinions from facts and identify all copyrighted or borrowed material with citations and links.
- **Stay Engaged** – Stay informed, post regularly and respond to comments in a timely manner.
- **Protect Your Privacy** – Never disclose personal information of any kind.
- **Be Polite** – Don't pick fights or engage in personal attacks.
- **Use Common Sense** – Once content is posted, it's there for good. Be sure to review your posts thoroughly and spell check everything.

We value a culture of respect and inclusivity on our social media platforms. Therefore, we have a strict anti-hate and anti-bullying policy for all staff members. When you participate in social media on behalf of the Club, any form of discriminatory, offensive, or harmful content targeting individuals or groups based on their race, ethnicity, gender, religion, sexual orientation, disability, or any other protected characteristic is strictly prohibited. We encourage our staff members to use social media responsibly and promote positive interactions, fostering a safe and welcoming online environment for all users. Violations of this policy may result in disciplinary action, up to and including termination. Let's spread kindness and understanding across our digital community.

Identification of Others

Do not post anything to social media that should not be shared publicly. To protect the safety of our Club members, it is critical to adhere to the following guiding principles, including, but not limited to, refraining from sharing the personally identifying information of any young person:

- When referencing a Club member or child, only use their first name and last initial. NEVER, under any circumstances, include both first and last name.
- When referencing a Boys & Girls Club, only use the organization name, not the unit name.
- Never reference the name of a school that a Club member attends.
- Never tag, feature, repost or promote personal social media profiles of Club members, other Boys & Girls Club staff members, or national Boys & Girls Clubs of America staff members. LinkedIn, a professional network, is an exception to identifying Boys & Girls Club local and national staff members.
- Never disclose personal information of any Club member or child.
- If posting a photo or video, make sure you have the permissions referenced below.

Photos and Videos

When posting photos, videos, or audio clips, be sure to secure the permission of any individuals and the parent/legal guardian of minors appearing within it, including a signed Photo-Video Release Form. This form can be found on Marketing.BGCA.org.

Moderation & Media

You should review all content posted to the Club's social media channels (including comments) regardless of whether it's favorable or unfavorable to the Club or Boys & Girls Clubs. Only delete posted content under the following conditions:

- Offensive language is present;
- The content is taken out of context;
- The content consists of SPAM;

- The content violates the Club’s “Code of Conduct Policy;” or
- The content reveals personal information or compromises the safety of a Club member, staff, or volunteer.

It is up to your discretion to moderate content posted by your employees, volunteers, and contractors.

Make sure it is clearly understood that the Club does not endorse or take responsibility for content posted by third parties.

TikTok

TikTok is an app that allows users to view, create and share user-generated videos across the platform. Although TikTok has some safety and privacy features tailored to the user’s age, use of any social media network involves some level of risk. Like many other social media companies, TikTok collects significant amounts of user data, including geographic location, web traffic and other personal information and may access users’ data stored on their devices. These risks are especially significant when they involve the personal information and privacy of young people. Several online safety groups have expressed concern about TikTok’s lack of measures to adequately prevent youth from accessing harmful content through the app.

Additionally, the United States government and numerous states, as well as some private companies, have prohibited use of TikTok by their employees due to ongoing concerns with security of the app.

As an organization committed to child safety, these privacy and security issues do not align with our mission and core values. Therefore, BGCA does not recommend TikTok as a social media platform for Clubs.

For additional resources and guidance, please visit <https://connectsafely.org/tiktok/>. We encourage Clubs and parents to look to their state’s policy on TikTok.

Disclaimer:

Nothing in this policy prohibits or restricts employees from exercising their rights under the NLRA, including the right under Section 7 of the NLRA to engage in protected concerted activity.

Acknowledgement of Manual of Operations

I acknowledge that I have received a copy of the Boys & Girls Clubs of North Central Illinois's Manual of Operations. I understand that this Manual of Operations replaces any and all prior verbal and written communications regarding Boys & Girls Clubs of North Central Illinois's working conditions, policies, procedures, appeal processes, and benefits.

I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of Boys & Girls Clubs of North Central Illinois.

I have read and understood the contents of this manual and will act in accordance with these policies and procedures as a condition of my employment with Boys & Girls Clubs of North Central Illinois.

I have read and understood the Standards of Conduct expected by Boys & Girls Clubs of North Central Illinois and I agree to act in accord with the Standards of Conduct as a condition of my employment by Boys & Girls Clubs of North Central Illinois.

I understand that if I have questions or concerns at any time about the manual or the Standards of Conduct, I will consult my immediate supervisor, my supervisor's manager, the Human Resources staff, or the CEO for clarification.

I also acknowledge that the manual contains an employment-at-will provision that states:

- Either Boys & Girls Clubs of North Central Illinois or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Boys & Girls Clubs of North Central Illinois documents, or in any verbal statements to the contrary; and
- That no one except the CEO can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship, contract or agreement must be in writing, signed by the **CEO**.

Finally, I understand that the contents of this manual are simply policies and guidelines, not a contract or implied contract with employees. The contents of the manual may change at any time.

Please read this manual carefully to understand these conditions of employment before you sign this

document. Employee Signature: _____ Date: _____

Employee Name (Please Print): _____



KEY GOVERNANCE DOCUMENTS

As Amended on May 17, 2024

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CONGRESSIONAL CHARTER

BOYS & GIRLS CLUBS OF AMERICA – INCORPORATION

(Public Law 84-988, S. 4184, approved August 6, 1956, as amended by Public Law 102-199, H.R. 525, approved December 10, 1991)

AN ACT TO INCORPORATE THE BOYS & GIRLS CLUBS OF AMERICA

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That: The following persons: Herbert Hoover, New York, New York; William E. Hall, New York, New York; Albert L. Cole, Pleasantville, New York; James A. Farley, New York, New York; Albert C. Wedemeyer, New York, New York; Matthew Woll, New York, New York; Jeremiah Milbank, New York, New York; Stanley Resor, New York, New York; James B. Carey, Washington, District of Columbia; J. Edgar Hoover, Washington, District of Columbia; Lewis L. Strauss, Washington, District of Columbia; General Robert E. Wood, Chicago, Illinois; Frederic Cameron Church, Boston, Massachusetts; H. Bruce Palmer, Newark, New Jersey; Edgar A. Guest, Detroit, Michigan; Nicholas H. Noyes, Indianapolis, Indiana; George A. Scott, San Diego, California; E. E. Fogelson, Dallas, Texas; Ernest Ingold, San Francisco, California; Jessie Draper, Atlanta, Georgia; Julius Epstein, Chicago, Illinois; and their successors, and Gerald W. Blakeley, Jr., Boston, Massachusetts; Roscoe C. Brown, Jr., Bronx, New York; Cees Bruynes, Stamford, Connecticut; Honorable Arnold I. Burns, New York, New York; John L. Burns, Greenwich, Connecticut; Hays Clark, Hobe Sound, Florida; Mrs. Albert L. Cole, Hobe Sound, Florida; Honorable Michael Curb, Burbank, California; Robert W. Fowler, Atlantic Beach, Florida; Thomas G. Garth, New York, New York; Moore Gates, Jr., Princeton, New Jersey; Ronald J. Gidwitz, Chicago, Illinois; John S. Griswold, Greenwich, Connecticut; Claude H. Grizzard, Atlanta, Georgia; George V. Grune, Pleasantville, New York; Peter L. Haynes, New York, New York; James S. Kemper, Northbrook, Illinois; Plato Malozemoff, New York, New York; Edmund O. Martin, Oklahoma City, Oklahoma; Donald E. McNicol, Esq., New York, New York; Jeremiah Milbank, New York, New York; C. W. Murchison III, Dallas, Texas; W. Clement Stone, Lake Forest, Illinois, and their successors; and are hereby created and declared to be a body corporate of the District of Columbia, where its legal domicile shall be, by the name of the Boys & Girls Clubs of America (hereinafter referred to as the corporation) and by such name shall be known and have perpetual succession and the powers, limitations, and restrictions herein contained.

Completion of Organization

Section 1 A majority of the persons named in the first section of this Act are authorized to complete the organization of the corporation by the adoption of a constitution and bylaws, not inconsistent with this Act, and the doing of such other acts (including the selection of officers and employees in accordance with such constitution and bylaws) as may be necessary for such purpose.

Purposes of the Corporation

Section 2 The purposes of the corporation shall be to promote the health, social, educational, vocational and character development of youth throughout the United States of America; to receive, invest and disburse funds and to hold property for the purposes of the corporation.

Corporate Powers

Section 3 The corporation shall have the power:

1. to have succession by its corporate name;
2. to sue and be sued, complain and defend in any court of competent jurisdiction;
3. to adopt, use and alter a corporate seal;
4. to choose such officers, managers, agents, and employees as the business of the corporation may require;
5. to adopt, amend, and alter a constitution and bylaws, not inconsistent with the laws of the United States or any State in which the corporation is to operate, for the management of its property and the regulation of its affairs;
6. to contract and be contracted with;
7. to take by lease, gift, purchase, grant, devise, or bequest from any private corporation, association, partnership, firm or individual and to hold any property, real, personal or mixed, necessary or convenient for attaining the objects and carrying into effect the purposes of the corporation, subject, however, to applicable provisions of law of any State (A) governing the amount or kind of property which may be held by, or (B) otherwise limiting or controlling the ownership of property by a corporation operating in such State;
8. to transfer, convey, lease, sublease, encumber and otherwise alienate real, personal or mixed property; and
9. to borrow money for the purposes of the corporation, issue bonds therefore, and secure the same by mortgage, deed of trust, pledge, or otherwise, subject in every case to all applicable provisions of Federal and State laws.

Principal Office: Scope of Activities: District of Columbia Agent

Section 4 (a) The principal office of the corporation shall be located in New York City, New York, or in such other place as may be later determined by the Board of Directors, but the activities of the corporation shall not be confined to that place, but may be conducted throughout the various states, territories, and possessions of the United States.

(b) The corporation shall have in the District of Columbia at all times a designated agent authorized to accept service of process for the corporation; and notice to or service upon such agent, or mailed to the business address of such agent, shall be deemed notice to or service upon the corporation.

Membership

Section 5 (a) Eligibility for membership in the corporation and the rights, privileges, and designation of classes of members shall, except as provided in this Act, be determined as the constitution and bylaws of the corporation may provide. Each member of the corporation shall have the right to one vote on each matter submitted to a vote at all meetings of the members of the corporation.

(b) Each organization which is a member of the corporation as provided in the constitution thereof shall be entitled to all the benefits of incorporation under this Act, but such benefits shall cease immediately either upon its resignation from the corporation or in the event that its membership in the corporation is canceled or otherwise terminated by the board of directors, as provided in the constitution of the corporation.

Board of Directors: Composition, Responsibilities

Section 6

(a) Upon the enactment of this Act the membership of the initial board of directors of the corporation shall consist of the present members of the board of directors of the Boys Clubs of America, the corporation described in Sec. 16 of this Act, or such of them as may then be living and are qualified members of said board of directors, to wit: Hoyt Ammidon, New York, New York; Wendell W. Anderson, Detroit, Michigan; Sewell L. Avery, Chicago, Illinois; Richard E. Berlin, New York, New York; Arthur T. Burger, Boston, Massachusetts; Hendry S.M. Burns, New York, New York; John L. Burns, New York, New York; Peter Capra, New York, New York; James B. Carey, Washington, District of Columbia; Colby M. Chester, New York, New York; Frederic C. Church, Boston, Massachusetts; Albert L. Cole, Pleasantville, New York; Carle C. Conway, New York, New York; Donald K. David, New York, New York; Morse G. Dial, New York, New York; Robert W. Dowling, New York, New York; Kempton Dunn, New York, New York; Gilbert D. Eaton, Oakland, California; Julius Epstein, Chicago, Illinois; James A. Farley, New York, New York; Horace C. Flanigan, New York, New York; E.E. Fogelson, Dallas, Texas; Phillip G. Geiger, Pawtucket, Rhode Island; M. Preston Goodfellow, Washington, District of Columbia; J. Peter Grace, Jr., New York, New York; John S. Griswold, New York, New York; Powell C. Groner, Kansas City, Missouri; Edgar A. Guest, Detroit, Michigan; William Edwin Hall, New York, New York; Robert B. Heppenstall, Pittsburgh, Pennsylvania; William Edwin Hill, New York, New York; Allan Hoover, New York, New York; Herbert Hoover, New York, New York; J. Edgar Hoover, Washington, District of Columbia; Arthur Huck, New York, New York; Austin S. Iglehart, New York, New York; Ernest Ingold, San Francisco, California; Edward Ingraham, Bristol, Connecticut; Gordon Jeffrey, Toledo, Ohio; Frank R. Jelleff, Washington, District of Columbia; Grant Keehn, New York, New York; James S. Kemper, Chicago, Illinois; Major William G. Kiefer, Louisville, Kentucky; Philip Le Boutillier, New York, New York; Philip Le Boutillier, Jr., Toledo, Ohio; James A. Linen, New York, New York; John D. Lockton, New York, New York; Fred Loock, Milwaukee, Wisconsin; David I. McCahill, Pittsburgh, Pennsylvania; Charles P. McCormick, Baltimore, Maryland; Everett McCullough, Wichita Falls, Texas; Ira McGuire, Muncie, Indiana; Charles R. Messier, Newark, New Jersey; Jeremiah Milbank, New York, New York; Theodore G. Montague, New York, New York; W. R. Nicholson, Jr., Philadelphia, Pennsylvania; Nicholas H. Noyes, Indianapolis, Indiana; Harry L. Olden, Cincinnati, Ohio; Frank Pace, Jr., New York, New York; August K. Paeschke, Milwaukee, Wisconsin; H. Bruce Palmer, Newark, New Jersey; Richard S. Perkins, New York, New York; Samuel F. Pryor, New York, New York; Stanley Resor, New York, New York; Captain E.V. Rickenbacker, New York, New York; Victor F. Ridder, New York, New York; Frederic E. Schluter, Trenton, New Jersey; George A. Scott, San Diego, California; Irving J. Seher, Milwaukee, Wisconsin; Grant G. Simmons, New York, New York; P.C. Spencer, New York, New York; Clifford L. Strang, Tonawanda, New York; Edward K. Straus, New York, New York; Lewis L. Strauss, Washington, District of Columbia; Kenneth C. Towe, New York, New York; Maxwell M. Upson, New York, New York; Virgil P. Warren, Atlanta, Georgia; Albert C. Wedemeyer, New York, New York; Morgan D. Wheelock, New York, New York; J. Dugald White, New York, New York; Myron A. Wick, Jr., Stamford, Connecticut; Alfred G. Wilson, Detroit, Michigan; William S. Wilson, New York, New York; Matthew Woll, New York, New York; General Robert E. Wood, Chicago, Illinois; Gordon G. Wormal, Santa Barbara, California; E.A. Wright, Detroit, Michigan; Paul S. Young, Schenectady, New York; William Zeigler, Jr., New York, New York.

(b) Thereafter the board of directors of the corporation shall consist of such number as may be prescribed in the constitution of the corporation, and the members of such board shall be selected in such manner (including the filling of vacancies), and shall serve for such terms, as may be prescribed in the constitution and bylaws of the corporation.

(c) The board of directors shall be the managing body of the corporation and shall have powers, duties and responsibilities as may be prescribed in the constitution and bylaws of the corporation.

Officers: Election and Duties of Officers

- Section 7** (a) The officers of the corporation shall be a chairman of the board of directors, a President, one or more Vice Presidents (as may be prescribed in the constitution and bylaws of the corporation), a Secretary and a Treasurer, and one or more Assistant Secretaries and Assistant Treasurers as may be provided in the constitution and bylaws.
- (b) The officers of the corporation shall be elected in such manner and for such terms and with such duties as may be prescribed in the constitution and bylaws of the corporation.

Use of Income: Loans to Officers, Directors or Employees

- Section 8** (a) No part of the income or assets of the corporation shall inure to any of its members, directors or officers as such, or be distributed to any of them during the life of the corporation or upon its dissolution or final liquidation. Nothing in this subsection, however, shall be construed to prevent the payment of compensation to officers of the corporation in amounts approved by the board of directors of the corporation.
- (b) The corporation shall not make loans to its officers, directors or employees. Any director who votes for or assents to the making of a loan or advance to an officer, director or employee of the corporation, and any officer who participates in the making of such a loan or advance, shall be jointly and severally liable to the corporation for the amount of such loan until the repayment thereof.

Nonpolitical Nature of Corporation

- Section 9** The corporation, and its officers and directors as such, shall not contribute to or otherwise support or assist any political party or candidate for public office.

Liability for Acts of Officers and Agents

- Section 10** The corporation shall be liable for the acts of its officers and agents when acting within the scope of their authority.

Prohibition against Issuance of Stock or Payment of Dividends

- Section 11** The corporation shall have no power to issue any shares of stock or to declare or pay any dividends.

Books and Records: Inspection

- Section 12** The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its members, board of directors, and committees having any authority under the board of directors; and it shall also keep at its principal office a record of the names and addresses of its members entitled to vote. All books and records of the corporation may be inspected by any member entitled to vote, or his agent or attorney, for any proper purpose, at any reasonable time.

Use of Assets on Dissolution or Liquidation Audit of Financial Transactions

- Section 13** (a) The financial transactions shall be audited annually by an independent certified public accountant in accordance with the principles and procedures applicable to commercial corporation transactions. The audit shall be conducted at the place or places where the accounts of the corporation are normally kept. All books, accounts, financial records, reports, files, and all other papers, things or property belonging to or in use by the corporation and necessary to facilitate the audit shall be made available to the person or persons conducting the audit; and full facilities for verifying transactions with the balances or securities held by depositories, fiscal agents, and custodians shall be afforded to such person or persons.
- (b) A report of such audit shall be made by the corporation to the Congress no later than March 1 of each year. The report shall set forth the scope of the audit and shall include a verification by the person or persons conducting the audit of statements of (1) assets or liabilities, (2) capital and surplus or deficit, (3) surplus or deficit analysis, (4) income and expense, and (5) sources and application of funds. Such report shall not be printed as a public document.

Use of Assets on Dissolution or Liquidation

Section 14 Upon dissolution or final liquidation of the corporation, after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets, if any, of the corporation shall be distributed in accordance with the determination of the board of directors of the corporation and in compliance with the constitution and bylaws of the corporation and all Federal and State laws applicable thereto.

Transfer of Assets

Section 15 The corporation may acquire the assets of the Boys' Clubs of America, a corporation organized under the laws of the Commonwealth of Massachusetts, upon discharging or satisfactorily providing for the payment and discharge of all of the liability of such corporation and upon complying with all laws of the Commonwealth of Massachusetts applicable thereto.

Reservation of Right to Amend or Repeal Charter

Section 16 The right to alter, amend or repeal this Act is expressly reserved.

BOYS & GIRLS CLUBS OF AMERICA CONSTITUTION

**Successor to Boys' Clubs of America, Inc.
(As Amended and Restated through November 18, 2013)**

PREAMBLE

The Boys & Girls Club Movement is a nationwide affiliation of local, autonomous Member Organizations and Boys & Girls Clubs of America working to help youth of all backgrounds.

Boys & Girls Clubs are recognized as leading advocates for youth who provide girls and boys with effective diverse programs and services; and demonstrate that caring adults can truly help young people grow into contributing human beings with the necessary skills for living.

Boys & Girls Clubs are united by a common mission to inspire and enable all youth, especially those who need us most, to become responsible, productive and caring citizens.

Boys & Girls Clubs believe that the following principles developed by our founders are important and viable: a mission of providing hope and opportunity for youth; a focus on youth from disadvantaged circumstances; a system of informal guidance; opportunities for youth to develop ongoing relationships with caring adults; a unique youth development philosophy; and a commitment to character development that also provides fun, diverse and interesting experiences for youth.

We therefore, reaffirm these beliefs and principles and adopt this Constitution.

Article I – Name

The name of the Corporation shall be BOYS & GIRLS CLUBS OF AMERICA.

Article II – Purposes

Section 1 The purposes of this nonprofit, charitable, educational Corporation shall be to promote the health, social, educational, vocational and character development of all youth throughout the United States of America; to receive, invest and disburse funds and to hold property for the purposes of the Corporation.

Section 2 These purposes shall be achieved by providing national leadership in the development of the Boys & Girls Clubs of America Movement; developing activities which will enable Member Organizations to render better service to their members; and providing assistance to communities in the establishment of new Clubs.

Article III – Board of Governors

Section 1 The business, property and affairs of the Corporation shall be managed by a board of directors who shall be known as the Board of Governors which shall have the power to establish policies not inconsistent with those established by the National Council; to initiate, approve and carry out plans and programs of service to Member Organizations; to elect Member Organizations; to charter new Clubs; to adopt the annual budget of the Corporation; to borrow money; to raise and disburse funds; to invest and reinvest funds of the Corporation; to sell, buy and exchange properties and securities of the Corporation; to make contracts; to appoint, or delegate the power to appoint, employees of the Corporation and fix their compensation; to appoint or delegate the power to appoint certain standing committees (in addition to the Executive Committee and the Board Governance Committee) at least a majority of the members of each of which shall be members of the Board of Governors; and to perform such other duties and exercise such other powers as may be necessary to carry out the purposes of the Corporation.

Section 2 The Board of Governors of the Corporation shall consist of at least twenty-one (21) members. The members of the Board of Governors shall be elected by the National Council, by a plurality vote at the annual meeting of the National Council and each shall serve a term of three years or until a successor is elected and qualified.

Section 3 The Board of Governors shall have power to fill vacancies in its own membership caused by any reason whatsoever until a successor or successors are elected by the National Council.

Section 4 The Board of Governors may establish Trustee groups of the Corporation to further the mission, goals and objectives of the Boys & Girls Club Movement. The Board of Governors shall elect a Chairman for each Trustee group.

Section 5 The Board of Governors shall have no control over the affairs of the Member Organizations, including, but not limited to, safety; compliance with federal, state, and local laws; physical facilities; finances; policies and programs; and personnel policies and decisions. The Board of Governors shall have no authority to hire, terminate, discipline, fix the compensation of, prescribe the duties of, or establish the terms of employment of the officers and employees of Member Organizations.

Article IV – Membership

- Section 1** The membership of the Corporation shall consist of Member Organizations which operate one or more Clubs in accordance with requirements for membership and operating standards established by the National Council of the Corporation and which have been elected to membership by the Board of Governors of the Corporation.
- Section 2** Any Member Organization may resign from the Corporation upon written notice addressed to the Secretary of the Corporation.
- Section 3** If any Member Organization does not meet the established requirements for membership or operating standards, upon written notice, the membership of such Member Organization or any Club within such Member Organization may be terminated, put on provisional status or otherwise conditioned. Decisions to terminate membership will be in the judgment of the Board of Governors of the Corporation, who can authorize the President to take such action on their behalf. Decisions to put on provisional status or otherwise condition membership will be in the judgment of the President of the Corporation.
- Section 4** Member Organizations shall have control of their own affairs, including but not limited to safety; compliance with federal, state and local laws; physical facilities; finances; policies and programs, and personnel policies and decisions. Member Organizations shall have sole authority to hire, to terminate, to discipline, to fix the compensation of, to prescribe the duties of and to establish the terms of employment of its employees and officers. Neither the Board of Governors of the Corporation nor the Corporation itself shall have authority with respect to employment policies or decisions of Member Organizations.

Article V – The National Council

- Section 1** The policies of the Corporation shall be determined by a National Council which shall also, as provided in this Constitution, establish requirements for membership in the Corporation; establish operating standards; elect members of the Board of Governors; determine annual membership dues to be paid by Member Organizations and act on all matters which may properly come before it.
- Section 2** The National Council shall consist of one (1) delegate or one (1) alternate designated annually by each Member Organization and the individuals provided for in Article V, Section 4 below, all of whom shall be deemed Members of the National Council.
- Section 3** Each Member Organization shall have the right to one vote either by its delegate or alternate, or by proxy on matters submitted to a vote at meetings of the National Council.
- Section 4** All members of the Board of Governors of the Corporation, Professional Officers, each professional member of the National Staff of the Corporation, and all Chairmen of Area Councils, as hereinafter established, shall be Members of the National Council during their respective terms of office and each shall be entitled to be present at any meeting of the National Council and to speak on any question but shall not be entitled to vote.
- Section 5** The National Council shall have no authority to hire, terminate, discipline, fix the compensation of, prescribe the duties of, or establish the terms of employment of the officers and employees of Member Organizations, or to otherwise establish personnel policies for Member Organizations.

Article VI – Meetings of the National Council

- Section 1** The annual meeting of the National Council shall be held at the time and place of the annual national conference of the Corporation, or at any other time and place as may be fixed by the Board of Governors of the Corporation. An itemized agenda of the business to come before the annual meeting shall be determined by the National Area Council Committee and the Chairman of National Council, as defined below in Section 5 and in Article X. At least sixty (60) days before the date of the annual meeting of the National Council, the Secretary of the Corporation shall send notice of the time and place of the meeting and submit an itemized agenda of the business to come before the meeting to each Member Organization and to the individual Members of the National Council. Items not on the agenda may be introduced for discussion at the annual meeting but will not be voted upon at such meeting.
- Meetings of members may be held either in person, by teleconference or by any other electronic means of participation that enables all persons participating in the meeting to hear each other and vote during the meeting. Participation by such means shall constitute presence in person at a meeting.
- Section 2** In case of failure by the Board of Governors to fix the time and place of the annual meeting of the National Council as herein provided, any twenty-five (25) Member Organizations may request that an annual meeting be called by the Board of Governors.
- Section 3** Special meetings of the National Council shall be held at the call of the Board of Governors or at the request of the National Area Council Committee through the Chairman of the National Council; provided notice shall be given by the Secretary of the Corporation of the time, place and purposes of such meeting to the members of the National Council at least thirty (30) days before the date of such meeting. No action, however, shall be taken at such meeting upon any matters other than those stated in such notice.
- Section 4** Twenty-five percent (25%) of the voting Members of the National Council present in person or by proxy shall constitute a quorum at any meeting of the National Council, but in the absence of a quorum, a majority of those voting Members present at the time and place set for a meeting may take an adjournment from time to time until a quorum is present. Proxy voting may be done prior to the meeting through submission by mail, facsimile, online voting or other electronic means.
- Section 5** The Chairman of the Board of Governors shall be Chairman of the National Council and in the event of the Chairman's absence; the Chairman-elect of the Board of Governors shall act as Chairman thereof. In the absence of both the Chairman of the Board of Governors and the Chairman-elect of the Board of Governors, any Vice Chairman of the Board of Governors shall act as Chairman of the National Council.
- Section 6** At all meetings of the National Council, all matters shall be determined by a majority vote of the Member Organizations present in person or by proxy, unless otherwise provided by this Constitution.

Article VII – Board Governance Committee

- Section 1** At each annual meeting of the National Council the Members of the National Council shall elect, or authorize the Chairman of the Board of Governors to appoint the members of a Board Governance Committee comprised of at least three (3) Members of the National Council, whose duty shall be to present to the National Council at its next annual meeting following such election, nominations for members of the Board of Governors.
- Section 2** Any Member of the National Council may nominate candidates for the Board of Governors of the Corporation. Such nominations shall be sent in writing to the Board Governance Committee at least one hundred and twenty (120) days prior to the annual meeting of the National Council.

Article VIII – Executive Committee

The Chairman of the Board of Governors may appoint an Executive Committee consisting of the officers of the Corporation and such members of the Board of Governors as the Chairman shall appoint. Said Committee shall have all the responsibility and powers and exercise all the authority of the Board of Governors in the management of the business of the Corporation during intervals between meetings of the Board of Governors. The members of the Executive Committee shall serve until their successors are elected or appointed, or until they are removed by the Board of Governors. The Chairman of the Board of Governors shall serve as Chairman of the Executive Committee.

Article IX – Officers

- Section 1** The Board of Governors shall elect from among the volunteers in its membership, a Chairman of the Board, a Chairman-elect, one or more Vice Chairmen, a Treasurer, a Secretary, and other such officers as it shall determine from time to time each for a term of one (1) year, with the exception of the Chairman who shall serve for a term of two (2) years, or until his or her respective successor is elected and shall qualify (the “Volunteer Officers”).
- Section 2** The Board of Governors shall elect, a President of the Corporation, an Assistant Secretary of the Corporation and an Assistant Treasurer of the Corporation, each of whom will be, or upon such election become, a professional member of the National Staff of the Corporation, each for a term of one (1) year or until his or her respective successor is elected and shall qualify (collectively, the “Professional Officers”).
- Section 3** The Board of Governors shall have the authority to fill any vacancy in any office described in this Article IX occurring by any reason whatsoever.
- Section 4** The Board of Governors shall fix the compensation of and prescribe the duties and terms of employment of the President of the Corporation and the President of the Corporation shall direct the compensation, duties and terms of the other Professional Officers and employees of the Corporation subject to, and in accordance with, the instructions of the Board of Governors.
- Section 5** The National Council or the Board of Governors may elect life or honorary governors, who shall attend such meetings of the Board of Governors as the Board of Governors shall from time to time determine; but none of such honorary members of the Board of Governors shall have or exercise any of the powers of the members of the Board of Governors of the Corporation.

Article X – Area Councils

- Section 1** The Board of Governors shall provide for the establishment of a National Area Council Committee which shall include at least three, but not more than six, representatives of Member Organizations acting as representatives from each of the regions of the Corporation, as well as up to four at-large representatives. The National Area Council Committee shall provide for the establishment of Area Councils and shall designate areas in which each Area Council shall function.
- Section 2** The membership of each Area Council shall consist of at least one volunteer member of the governing body of each Member Organization in the area of such Area Council and the Chief Professional Officer [*] of each such Member Organization.
[*] [Also known as “Chief Executive Officer”]
- Section 3** Area Councils shall be created to provide a liaison function between constituent Member Organizations and the Corporation, to provide a forum for constituent Member Organizations and for any purpose consistent with the purposes and policies of the Corporation; provided, however, that in promoting any of such purposes, no Area Council shall commit or subject the Corporation to any obligation without the Corporation’s prior express written consent. Area Councils will receive information from Member Organizations for proposed agenda items at the National Council meeting. It will be the responsibility of each Area Council to discuss and decide whether the proposed agenda item should be submitted to the National Area Council Committee for consideration for the agenda of the National Council meeting. Each Member Organization shall appoint a member of its governing body to serve as a liaison for their Area Council; such member shall serve on the executive committee of their governing body, OR regularly update the executive committee of their governing body on the issues discussed at the Area Council.
- Section 4** The Area Councils shall have no authority to hire, terminate, discipline, fix the compensation of, prescribe the duties of, or establish the terms of employment of the officers and employees of Member Organizations within each Area Council’s area, or to otherwise establish personnel policies for those Member Organizations.

Article XI – Membership Dues

In return for the privileges of membership, Member Organizations shall pay annual membership dues to the Corporation in such amounts and on such terms and conditions as the National Council may from time to time determine.

Article XII – By-Laws

The Board of Governors of the Corporation shall have the power to adopt by-laws regulating the affairs and prescribing the duties of the officers of the Corporation, which by-laws shall not be inconsistent with this Constitution.

Article XIII – Use of Assets on Dissolution and Use of Income

Section 1 Upon the dissolution of the Corporation, the Board of Governors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) as the Board of Governors shall determine. Any of such assets not disposed of shall be disposed of by a court of competent jurisdiction, in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as the court shall determine which are organized and operated exclusively for such purposes.

Section 2 No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its charitable purposes.

Article XIV – Indemnification

In accordance with and subject to the policies and procedures established by the Board of Governors, the Corporation shall, to the fullest extent permitted by the District of Columbia Nonprofit Corporation Code, indemnify, defend and hold harmless each member of the Board of Governors, officer, employee, or agent of the Corporation from and against any and all liabilities, costs and expenses (including attorneys' fees and expenses) reasonably incurred by him or her or on his or her behalf in connection with any legal action or proceeding to which he or she may be a party by reason of his or her being or having been a member of the Board of Governors, officer, employee or agent of the Corporation, or by reason of any action alleged to have been taken or omitted by him or her in such capacity. The indemnification provided for herein shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any constitution, by-law, agreement, vote of disinterested member of the Board of Governors, or otherwise.

Article XV – Amendments

This Constitution may be amended upon the affirmative vote of two-thirds of the Member Organizations present in person or by proxy at any meeting of the National Council; provided, however, that a copy of each proposed amendment to be considered at any meeting of the National Council shall have been mailed to each Member Organization and each Member of the National Council at least sixty (60) days before the date of such meeting.

REQUIREMENTS FOR MEMBERSHIP

RIGHTS AND RESPONSIBILITIES

When an organization is accepted as a Member Organization of Boys & Girls Clubs of America, the following rights and privileges are conferred:

- The right to be identified with the Boys & Girls Club Movement
- The right to receive services from Boys & Girls Clubs of America
- The right to use the Boys & Girls Club name, logo and other intellectual property of Boys & Girls Clubs of America
- The right to participate in and vote at annual meetings of the National Council

Member Organizations assume the following obligations:

- To fully comply with all requirements adopted and approved by the National Council
- To act in accordance with the Constitution of Boys & Girls Clubs of America and any policies or procedures adopted by the National Council
- To maintain and advance public trust and reputation for their Member Organization

Boys & Girls Clubs of America, the national organization, assumes the following responsibilities to its Member Organizations:

- To uphold the articles and provisions of the Constitution, including membership requirements adopted and approved by the National Council
- To assist with the establishment of new Boys & Girls Clubs
- To provide services that further the purposes of the Boys & Girls Club Movement
- To maintain and advance public trust and the reputation of the Boys & Girls Club Movement

Any non-profit corporation or organization may be elected to membership by the Board of Governors of Boys & Girls Clubs of America (thereby becoming a “Member Organization”) if it:

- Has as its purpose education, career development, character and leadership, health and wellness, the arts, and sports and recreation.
- Operates at least one Club Unit with all associated sites chartered (defined as a Unit, Extension or Community Impact Program) in compliance with the requirements set forth herein and the operating standards adopted and approved by the National Council; and
- Is led by a governing body whose members have been selected irrespective of race, ethnicity, gender, gender expression, sexual orientation, ability, religion, age or national origin.

Organizations may apply for an exemption from certain membership requirements. All Military-affiliated organizations must comply with the assigned branch of service rules and regulations.

1. SAFETY

1.0: Preamble

All Member Organizations must provide a safe environment for children, teens, staff, volunteers and any visitors in accordance with the requirements, as adopted and approved by the National Council.

1.1: Compliance with safety laws

Each Member Organization shall comply with applicable mandated reporting statutes and regulations and all applicable tribal, federal, state and local laws (including those pertaining to licensing, for licensed organizations) for the protection and safety of youth.

1.2: Performance of criminal background checks

Each Member Organization shall secure criminal background checks on all staff (including minors), board members and any individual serving on a board standing committee. In addition, all volunteers and third-party professionals who have direct, repetitive interaction with young people must have background checks. Such background checks shall be secured prior to employment, volunteer engagement or other affiliation and at least once every 12 months thereafter.

Name- 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 through verification of a social security number;
- b. Provide a national Sex Offender Registry search;
- c. Provide a comprehensive criminal search that includes a national search; and
- d. Provide a comprehensive local criminal search that includes a statewide or county-level criminal search, depending on jurisdiction.

This membership requirement must also be shared with each Member Organization’s background check provider.

1.3: Applying background check findings

In accordance with state and federal laws, all background check findings shall be considered by a Member Organization when making employment or volunteer decisions. Member Organizations are prohibited from hiring or engaging potential staff, board members or volunteers – or continuing to employ or engage current staff, board members or volunteers – who have direct, repetitive interaction with youth if such individual:

- a. Refuses to consent to a criminal background check;
- b. Makes a false statement in connection with such criminal background check;
- c. Is registered or required to be registered on a state or national sex offender registry;
- d. Has been convicted of a felony consisting of, but not limited to:
 - 1. Murder
 - 2. Child abuse
 - 3. Domestic violence
 - 4. Abduction or human trafficking
 - 5. A crime involving rape or sexual assault
 - 6. Arson
 - 7. Weapons
 - 8. Physical assault or battery
 - 9. Drug possession, drug use or distribution of drugs in the last five years; or
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

1.4: Applying reference checks

Every Member Organization shall conduct reference checks on any candidate for employment or volunteer with direct, repetitive interaction with young people. Every Member Organization must inquire with any potential candidate for employment or a potential volunteer as to previous Boys & Girls Club experience. Should candidates for employment or volunteer service in a role that has direct, repetitive interaction with young people have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs the candidate worked at prior to extending an offer for employment or volunteer service.

Additionally, all Member Organizations shall provide an accurate assessment of a potential candidate's eligibility for rehire/volunteering when asked by other Member Organizations.

1.5: Policies for the protection of youth

Every Member Organization shall have in place and follow policies and standards to protect youth that incorporate policies approved by the National Council and include but are not limited to:

- a. Child abuse prevention and response, including guidance on staff-to-child ratios and prohibition of private one-on-one interactions between youth and staff, volunteers and board members;
- b. Drug-and alcohol-free workplace;
- c. Facilities, including guidance on restroom usage;
- d. Screening and onboarding;
- e. Incident reporting and investigation;
- f. Emergency operations;
- g. Transportation; and
- h. Technology acceptable use, including prohibition of inappropriate technology-based interactions between youth and staff, volunteers, board members and other youth during and after Club hours.

1.6: Reporting of critical incidents

Each Member Organization shall immediately report any known allegation of abuse or any potential criminal matter to law enforcement or the appropriate authorities. In addition, each Member Organization shall report the following known critical incidents to BGCA within 24 hours:

- a. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- b. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury or death; or a mental health crisis with a child requiring outside care.
- e. Any instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or exploitation (Club-related or not) alleged against any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or Club-related exploitation against a volunteer or visitor.
- f. Failure of an inspection by a childcare licensing agency or organization.
- g. Any instance or allegation of a felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater; or any amount of federal funds.
- i. Any criminal or civil legal action involving the organization, its employees or volunteers, as well as any changes in the status of an open organization-related legal action.
- j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Club brand.
- k. Any other incident deemed critical by the Member Organization.

1.7: Safety Committee

The governing body of each Member Organization must establish and maintain a Safety Committee that is chaired by an active board member and leads the organization's Safety agenda.

The Committee shall:

- Meet at least three times each year
- Implement solutions to ensure the safety of all members, staff, volunteers and visitors
- Verify the organization's submission of an annual online safety assessment
- Review the results of all safety assessments to identify areas for improvement
- Review the organization's safety policies
- Submit Committee chair name and contact information annually to BGCA

1.8: Safety Committee annual assessment and review

The Safety Committee of each Member Organization's governing body shall conduct annual facility assessments, review safety policies and review the results of all safety assessments to identify safety needs and areas of improvement.

1.9: External organizational and site safety assessment

Each organization will undergo an annual organizational and site safety assessment, conducted by BGCA or its designee, with each Club site being assessed every 24 months against a defined set of child and Club safety standards.

This requirement will be reviewed in 2027 by a national committee, appointed by the President & CEO of Boys & Girls Clubs of America. Recommendations for revisions will be made to the National Area Council Committee and the Chair of the National Council for their review and any proposed changes will be presented to the National Council for consideration in 2028. This taskforce will be composed of local Club professionals, the Membership Governance & Compliance Advisory Committee, board members and external safety experts and supported by BGCA staff.

1.10: Safety training

Every Member Organization shall conduct and report through a BGCA-approved process the following training for all staff members and volunteers with direct, repetitive interaction with young people before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention,
2. BGCA-approved mandated reporting,
3. BGCA-approved grooming prevention,
4. The Member Organization's policies, including all safety policies.

1.11: CPR and first-aid training

Each Member Organization shall have at least one staff member or volunteer present at each site during all operating hours when youth are being served – or during any Club-sponsored offsite program activity/trip – who is either American Red Cross certified or fully trained through a qualifying comprehensive adult and infant/child CPR and first-aid training.

1.12: Display of safety collateral

Each Club site must prominently display BGCA-approved collateral that shares ethics hotline, crisis text-line and safety helpline information with members, staff, volunteers and families.

1.13: Sharing of safety policies with parents/guardians

Every Member Organization must make available its safety policies to parents and/or guardians upon receiving a minor youth membership application.

1.14: Club members and minors serving as Club employees or volunteers

Each Member Organization shall have in place and follow policies and procedures clearly defining the scope of how minors can serve as employees, volunteers or work-based learning participants in the Club and shall ensure that any such minors complete mandatory training before they begin working with other young people. Additionally, all Club staff who supervise minor employees, volunteers or work-based learning participants must complete mandatory training on such supervision.

1.15: Insurance

Every Member Organization shall maintain comprehensive General Liability and Sexual Misconduct insurance from a BGCA-reviewed carrier, each with a minimum policy limit of \$1 million per occurrence/\$3 million aggregate. Member Organizations agree Boys & Girls Clubs of America must be named as an additional insured with primary coverage under the General Liability and Sexual Misconduct policy and the certificate of insurance and declarations page must be filed with Boys & Girls Clubs of America annually. Organizations will have a third party review the sufficiency of coverage amounts every two years to reflect their size, location and range of services.

Every Member Organization shall maintain comprehensive Directors and Officers Liability insurance coverage and Employment Practices Liability insurance coverage, each with a minimum policy limit of \$1 million.

2. PEOPLE

2.0: Preamble

Every Member Organization must employ qualified staff and engage qualified volunteers committed to providing for the safety, health, education, development (including social, vocational and character development) and guidance of the members of the Clubs it operates, in accordance with the requirements, as adopted and approved by the National Council.

2.1: Compliance with employment laws

Every Member Organization shall comply with all applicable regulations, tribal, federal, state and local laws, including those around employment practices, benefits and licensing. Such compliance shall be reviewed by the local organization's governing body at least annually.

2.2: Employment of a Chief Executive Officer (CEO)

Every Member Organization shall employ a paid, full-time Chief Executive Officer (CEO). The CEO shall:

- a. Be responsible directly to the governing body of the Member Organization.
- b. Be responsible for executive and administrative control of the finances, operations and personnel of the Member Organization, in accordance with policies and procedures established by said governing body.
- c. Have the capability to effectively run the organization and demonstrate positive organizational performance, as established by said governing body.

All newly hired CEOs must begin active participation in and adherence to a comprehensive CEO onboarding process within the first seven days after the start date. The overall onboarding process will include a mandatory BGCA-facilitated New Executive Orientation program.

2.3: Staff-to-youth ratio for program operations

Every Member Organization shall establish supervision levels to not exceed a trained staff- or trained adult volunteer-to-youth ratio of 1:20 for program operations at each chartered site.

Staff may include trained minor employees, who must be under the direct supervision of an adult in the same program space.

Adult volunteers, who are to be counted as part of the ratio, shall be trained to the same level as staff, according to the organization's training policy.

2.4: Site supervision

Each chartered site shall provide for a designated supervisory position separate from the CEO that is responsible for site-level operations. This supervisor must complete a BGCA-facilitated training within the first six months of hire.

2.5: Written training and development plan for all employees

Every Member Organization shall have in place a documented training plan for all employees that includes orientation, onboarding and ongoing learning and development.

2.6: Orientation, onboarding & tracking volunteer participation

All volunteers who have direct, repetitive interaction with youth must complete a documented orientation/onboarding process. All volunteer participation must be tracked by Member Organizations (e.g., by tracking sign-in, program participation, sign-out, etc.).

2.7: Employee benefits

Each Member Organization shall provide the following plans to all eligible employees:

- I. Retirement Plan – Provide an Internal Revenue Service (IRS)-qualified retirement plan to all eligible employees as defined by the plan and provide either:
 - a. a nonelective employer contribution equal to at least 3% of eligible employee pay, or
 - b. a minimum matching employer contribution equal to 100% of employee contributions up to at least 3% of employee pay.
- II. Comprehensive Medical Insurance – Provide a comprehensive medical insurance plan available to all eligible employees and pay at least 50% of the cost for employee only coverage.
- III. Group Term Life Insurance – Provide a group term life insurance plan available to all eligible employees and pay at least 50% of the cost for employee only coverage.
- IV. Long Term Disability Insurance – Provide a long-term disability insurance plan available to all eligible employees and pay at least 50% of the cost for employee only coverage.

2.8: Employment policies for workplace behavior

Each Member Organization shall develop employment policies that provide the framework by which employees are expected to behave. The policies should include all areas of employment, including safety, training, recruitment, compensation, termination, benefits, employee relations and leaves of absence.

2.9: Employee compensation

Each Member Organization shall establish and maintain a comprehensive, non-discriminatory employee compensation program to pay wages and salaries that are competitive with other employers in the sector and within the relevant market.

3. GOVERNANCE

3.0: Preamble

All Member Organizations shall be governed by a constitution, by-laws and a Code of Ethics that are consistent with the requirements, as adopted and approved by the National Council.

3.1: Governing bodies

Every Member Organization shall operate one or more Clubs which meet the requirements for membership and operating standards and shall have a governing body (such as a Board of Directors, administrative committee, or otherwise-named entity) of no fewer than 7 members that provides for board-appointed committees as necessary to conduct organizational business. No more than two members of the Member Organization's governing body may be employees of the Member Organization or of the Club(s) it operates. The CEO of a Member Organization may serve as a voting member of the Member Organization's governing body but may not serve as the governing body's Chair. All members of a Member Organization's governing body shall participate in BGCA-provided or approved training on Board Roles and Responsibilities.

3.2: Fiduciary oversight of Member Organizations

The governing body of the Member Organization shall meet its fiduciary duty and responsibility to provide reasonable and effective oversight of the Member Organization's:

- Governance
- Hiring and performance management of the CEO
 - Operations
 - Personnel
- Fiscal management
- Adoption of policy and procedures
- Planning and strategy
- Ensuring public trust

Demonstrating positive organizational performance as established by said governing body.

3.3: Naming convention

All newly chartered Member Organizations must have as the first words in their organization name "Boys & Girls Club(s) of..."

Organizational name changes must be approved by BGCA.

3.4: Code of ethics

All members of a Member Organization's staff and governing body must annually sign, execute and/or acknowledge the Member Organization's Code of Ethics, which must address at a minimum: conflicts of interest, records retention, and whistleblower protection.

4. FINANCIAL SUSTAINABILITY

4.0: Preamble

Member Organizations shall ensure effective oversight and management of their funds, in accordance with the requirements as adopted and approved by the National Council.

4.1: Policies, procedures and controls

Each Member Organization shall adopt, implement, and adhere to board-approved financial and accounting policies, procedures and controls, including appropriate segregation of duties, that comply with Generally Accepted Accounting Principles (GAAP). Such policies shall address key financial areas, including, but not limited to:

- a. Roles and responsibilities for both staff and board;
- b. Receipt of cash, checks, and other methods of payment;
- c. Credit card usage and oversight (including CEO);
- d. Check signing processes and bank reconciliation;
- e. Employee reimbursements;
- f. Debt and use/repayment of line of credit;
- g. Gift acceptance, including in-kind;
- h. Accounting for restricted donations; and
- i. Chart of accounts and general ledger.

These policies shall be reviewed annually with any recommended amendments or additions being approved by each Member Organization's board of directors.

4.2: Financial audit

Each Member Organization shall cause an audit to be made and reported on by an independent certified public accountant and cause a copy of such audit and SAS 115 letter, if issued, thereof to be sent to BGCA within nine months of the close of its fiscal year. A board-ratified plan of action must be submitted to BGCA in the event the organization is deemed, by their local auditor, to have a "Material Weakness" and/or a "Significant Deficiency" in any given fiscal year. Member Organizations with annual revenues totaling less than \$250,000 may submit a review of financial statements by an independent certified public accountant in lieu of such audit. As well, a current IRS Form 990 and all related correspondence shall be submitted to BGCA within three months of completion and in accordance with IRS deadlines, inclusive of any applicable extensions.

4.3: Cash reserve policy

Each Member Organization shall have a board-adopted cash reserve policy in place.

4.4: State and federal debt

No Member Organization shall have unresolved state or federal debt without a formal and agreed-upon workout plan, in writing and provided to BGCA, with the appropriate government agency.

5. OPERATIONS

5.0: Preamble

Each Member Organization shall operate in a safe, appropriate and compliant manner. Additionally, the Member Organization shall be easily identified as a Boys & Girls Club (where allowed) in accordance with the requirements, as adopted and approved by the National Council.

5.1: Compliance with building codes, regulations and occupancy laws

Each Member Organization shall comply with all applicable tribal, federal, state and local laws, including those around building codes, local/state transportation requirements, regulations and occupancy requirements.

5.2: Logo usage

Each operating site of all Member Organizations must display the current Boys & Girls Club logo/service mark on the outside of buildings (where allowed) and on all appropriate printed matter and digital platforms, and must comply with approved graphic standards.

(Revision effective January 1, 2025)

5.3: Site operations

All Member Organizations and operating sites/branches (including Units, Extensions, and Community Impact Programs) shall have a Clubhouse or separate Club quarters that can be identified as a Club for its members. Use by any others shall not substantially limit the use of rooms, facilities and equipment by the members during Club hours or in designated areas.

Each of these sites must be registered and chartered through BGCA, and must meet the requirements below, as adopted and approved by the National Council. Additionally, each operating site must have a minimum of two adults, one of whom is a paid Club professional, present and involved with programs during operating hours.

All forms of youth outreach not requiring the use of a chartered site – including but not limited to Mobile Programs, Virtual Programming and Offsite Activities – must be operated in accordance with all applicable organizational policies and membership requirements. Each Member Organization shall report activities and attendance as part of the organization's annual reporting process.

Units shall be open and make activities available at least ten months per year, five days per week, and four hours per day. Each unit must maintain annual membership of at least 100 members.

Extensions shall be open and make activities available at least eight months per year, three days per week, and 3 hours per day. A waiver for minimum hours per day may be considered as part of a partnership with local school entities. Each extension must maintain annual membership of at least 50 members.

Each site operating at the Community Impact Program level must be open and make available activities to its members at a consistent location during the calendar year but does not have to meet the extent of operations of an extension. Programs must be conducted in accordance with all other organizational operating standards.

Each Military-Affiliated Outreach program shall be open and make available activities at least nine months per year and 3 hours per day for at least 3 days per week. Each Military-Affiliated Outreach program must maintain annual membership of at least 20 members. Programs must be conducted in compliance with the applicable branch of service operating policies and procedures.

Each site operating at the Residential Program or Camp level shall provide service in accordance with all state and federal regulations and, where applicable, Tribal regulations and laws regarding residential care and facility management. This includes all relevant certifications and licenses.

Sports Programs and Leagues are defined as those operated or governed by a chartered Boys & Girls Club organization and any operating sites that offer instructive or competitive sports programs, including those in partnership with other entities. Sports Programs and Leagues must be operated in accordance with all organizational requirements and policies, including:

- Sports Programs and Leagues must be supervised by a staff member of the local organization who shall have the responsibility for the management and operation for the league(s).

- All practices and games must be conducted with at least two adult volunteers in attendance at all times.

Mobile Programs are defined as self-contained program operations that repetitively move between planned locations to provide quality programs and services to various groups of youth.

Virtual Programming includes any live, synchronous program activities facilitated by the organization that exclusively interface with youth through technology. This includes but is not limited to virtual schools or academies and virtual Clubhouses.

Offsite Activities are defined as organizational activities that are conducted offsite for youth and are not operated by a chartered site.

5.4: Record keeping

All Member Organizations shall keep accurate records of the youth served by the Clubs it operates, their activities, programs and attendance. Annual membership information must be collected on all youth/teens participating in the program.

5.5: Commitment to quality programming

Each Member Organization shall execute all programs and activities with a high level of quality and shall demonstrate a commitment to Continuous Quality Improvement, demonstrated by completion of an annual, site-level program quality assessment.

5.6: Annual improvement planning

Each Member Organization shall conduct an organizational assessment utilizing a continuous quality improvement assessment process and, in conjunction with BGCA staff, shall develop a board-approved annual improvement plan.

5.7: Non-sectarian and non-political programming

Member Organizations shall not instruct on or promote any sectarian or partisan political belief.

5.8: Membership dues and fees

Any Member Organizations that collect Membership Dues and Fees from its members shall ensure all dues and fees are within the means of its members and shall not be so large as to exclude any individual from membership and participation.

5.9: Submission of annual report to BGCA

Each Member Organization shall submit to BGCA an annual report of its organization, membership, activities, attendance and finances. In such annual report, the Member Organization's CEO and governing body chair shall confirm compliance with the requirements for membership as adopted and approved by the National Council.

5.10: Electronic communications

Each Member Organization shall maintain the ability to communicate electronically with Boys & Girls Clubs of America.

Additionally, each Member Organization shall have in place a data management system(s) capable of electronic submission of Membership and Organizational data, excluding donor information and financial data, contained consistent with data found in the Boys & Girls Clubs of America Annual Report. Data will be sent from each Member Organization to Boys & Girls Clubs of America on a regular basis and will not contain personally identifiable information.

The data management system(s) chosen by each Member Organization must meet the Boys & Girls Clubs of America's system integration requirements for electronic data submission.

5.11: Payment of membership dues to BGCA

Each Member Organization shall pay membership dues annually to Boys & Girls Clubs of America based on its total operating expenses of the previous year, as determined and approved by the National Council. Dues are payable in full by October 1, and the amount of dues is determined by the formula listed below (see: Boys & Girls Club Dues Structure).

Member Organizations shall pay any fees for special services that are unusual and over and above those normally expected to result from the payment of dues, established by the President of Boys & Girls Clubs of America with the approval of the Board of Governors.

Membership Dues

Club Operating Expenses	Rate Of Dues Payable
\$99,999 or less	1.25 percent of the total amount
\$100,000-\$199,999	\$1,500 plus 1 percent of the excess over \$100,000
\$200,000-\$499,999	\$2,500 plus .5 percent of the excess over \$200,000
\$500,000-\$999,999	\$4,000 plus .25 percent of the excess over \$500,000
\$1,000,000 – \$4,999,999	\$6,000 plus .25 percent of the excess over \$1,000,000
Over \$5,000,000	\$15,000 plus .25 percent of the excess over \$5,000,000

5.12: Service areas

All Member Organizations shall adhere to clearly defined service areas and naming of organizations and sites. Agreed-upon boundaries are to be established collaboratively with other impacted Member Organizations, with final approval by BGCA.

APPENDIX

Exemptions for Tribal Organizations	
1.5	Policies for the protection of youth
1.15	Insurance
2.7	Employee benefits
3.1	Governing bodies
3.2	Fiduciary oversight of Member Organizations
4.2	Financial audit
4.3	Cash reserve policy
4.4	State and federal debt

Exemptions for Military Organizations	
Military organizations are exempt from these requirements and will abide by regulations set forth by the Department of Defense or the assigned branch of service rules and regulations which meet or exceed Boys & Girls Clubs of America's Membership Requirements.	
1.0	Preamble
1.1	Compliance with safety laws
1.2	Performance of criminal background checks
1.3	Applying background check findings
1.4	Applying reference checks
1.5	Policies for the protection of youth
1.6	Reporting of critical incidents
1.7	Safety Committee
1.8	Safety Committee annual assessment and review
1.9	External organizational and site safety assessment
1.10	Safety Training
1.11	CPR and first-aid training
1.12	Display of safety collateral
1.14	Club members and minors serving as Club employees or volunteers
1.15	Insurance
2.2	Employment of a Chief Executive Officer (CEO)
2.3	Staff-to-youth ratio for program operations
2.4	Site supervision
2.5	Written training and development plan for all employees
2.6	Orientation, onboarding & tracking volunteer participation
2.7	Employee benefits
2.9	Employee compensation
3.1	Governing bodies
3.2	Fiduciary oversight of Member Organizations
4.0	Preamble
4.1	Policies, procedures and controls
4.2	Financial audit
4.3	Cash reserve policy
4.4	State and federal debt
5.3	Site operations
5.6	Annual improvement planning
5.8	Membership dues and fees
5.9	Submission of annual report to BGCA
5.11	Payment of membership dues to BGCA
5.12	Service Areas

Exemptions apply for certain partners (e.g., The Salvation Army, Tribal Nations, etc.)	
5.7	Non-sectarian and non-political programming