



Sacramento Alumnae Chapter
Delta Sigma Theta Sorority, Inc.



2022 – 2023
Youth-Initiative-Parent/Guardian Application Packet

Dr. Betty Shabazz Delta Academy
(girls ages 11-14)

INSTRUCTIONS

1. Download a copy of the application from <https://sacramentoalumnaedst.org/dr-betty-shabazz-delta-academy/>.
2. Complete application and email a copy of your completed and signed application to academy@sacdst.org.
3. Questions? Email academy@sacdst.org.

Dr. Jeanne L. Noble Delta GEMS Institute
(high school girls ages 14-18)

1. Download a copy of the application from <https://sacramentoalumnaedst.org/dr-jeanne-l-noble-gems-institute/>.
2. Complete application and email a copy of your completed and signed application to gems@sacdst.org.
3. Questions? Email gems@sacdst.org.

Delta Sigma Theta Sorority, Incorporated
Risk Management Manual Forms

YOUTH INITIATIVE PARENT/GUARDIAN FORMS
APPENDICES: FORMS AND REFERENCE MATERIALS

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** - Due to Delta Youth Program Virtual Meeting Platform for 2021-2022, these pages have been temporarily removed from the packet. We will notify you if these forms need to be completed prior to the end of the program.*

**Delta Sigma Theta Sorority, Incorporated
Risk Management Manual Forms**

Parent/Guardian Forms

The forms contained herein have been approved by Delta Sigma Theta Sorority, Incorporated, for use by all Chapters. To minimize risk and legal liability, Chapters are prohibited from modifying or altering these forms, except for inserting the name of the Chapter, youth, parent/guardian, or volunteer.

PARENT/GUARDIAN FORMS CHECKLIST

Youth Participant Name: _____

Date: _____

Appendix B1: Parental/Guardian Affirmation
Date Received: _____

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

Appendix B3: Youth Code of Conduct
Date Received: _____

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

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

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

Appendix B6: Off-site Permission
Date Received: _____

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

Appendix B8: Medication Authorization
Date Received: _____

Appendix C1: Confidentiality Policy
Date Received: _____

Appendix C2: Child Abuse Reporting Numbers
Date Received: _____

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

Appendix C4: Internet Use Policy
Date Received: _____

Printed Name of Chapter Member Completing Form: _____

Signature: _____

APPENDIX B1

PARENTAL/GUARDIAN AFFIRMATION

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

Printed Name: _____

Signature: _____

Relationship to child: _____

Date: _____

WAIVER AND RELEASE

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

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

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

Parent/Guardian Signature: _____

Date: _____

APPENDIX B2

PHOTOGRAPH, MEDIA, AND VIDEO AUTHORIZATION RELEASE FORM

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

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

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

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

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

Parent/Guardian Signature

Date

Print Name

Parent/Guardian Signature

Date

Print Name

APPENDIX B3

YOUTH CODE OF CONDUCT

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

Sanctions for Violating Code of Conduct

Bad Language/Abusive Teasing and Related Acts:

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

2nd Time: Loss of privileges

3rd Time: 1-week suspension from program

- Next occurrence youth is removed from the program.

Physical Violence and Other Misconduct:

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

- Next occurrence youth is removed from the program.

Illegal Substances or Dangerous Weapons

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

(Continued on next page)

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

(Student Participant)

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

Signature

Date

Print Name

(Parent)

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

Signature

Date

Print Name

(Student Participant)

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

Signature

Date

Print Name

(Parent)

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

Signature

Date

Print Name

APPENDIX B7

MEDICAL INFORMATION AND TREATMENT AUTHORIZATION PACKET

Today's Date: _____

Name of Minor: _____ Age: _____

Date of Birth: _____

Address: _____

City/State/Zip Code: _____

Parent/Guardian: (Home) _____ (Cell Phone) _____

E-mail Address: _____

Minor's Gender: _____ Height: _____ Weight: _____

HEALTH INFORMATION

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

Asthma Inhaler required at Program: Yes No

Vision Problems: Glasses Contacts

Hearing Problems: Hearing Aid

ADD/ADHD: Yes No

Other: _____

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

Health History:

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

Gender (check one): Male _____ Female _____

DOB (mm/dd/yy): _____

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

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

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

Name, address, and phone number of physician _____

Date of last physical exam: _____

Health and Developmental History:

Childhood illness: Check any that apply

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

List Other Childhood illness(es):

Allergies/Sensitivities (be specific)

Foods:

Medicines:

Bee sting or insect bite:

Other:

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

(Check one) None Yes

If yes, please provide detailed explanation _____

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

(Check one) None Yes

If yes, please provide detailed explanation _____

Specify any other serious or severe illnesses or accidents: _____

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

Does child take prescribed medications? Yes No

Name the medications: _____

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

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

Name of the medications: _____

Frequency Taken: _____

NON-PRESCRIPTION MEDICATION PERMIT

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

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

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

For nasal congestion/sinus pressure: Decongestant

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

For Cough: drops/lozenges or cough suppressant.

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

For sun protection: Sunscreen lotion SPF 30.

DO NOT WANT ANY MEDICATIONS GIVEN TO MY CHILD.

Parent/Guardian Signature: _____

Date: _____

PHYSICIAN & INSURANCE INFORMATION

Name of Child's Physician _____ Phone _____

Health Insurance Company _____ Phone _____

Policy Number _____ Group Number _____

Insurance Company Address _____

City/State/Zip Code _____

Name of Policy Holder _____

Name of Policy Holder's Employer _____

EMERGENCY CONTACT INFORMATION

Parent/Guardian #1

Name _____ Relationship _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail address _____

Parent/Guardian #2

Name _____ Relationship _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail address _____

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

Name: _____ Relationship to Student _____

Home Phone _____ Work Phone _____

Cell Phone _____

Name: _____ Relationship to Student _____

Home Phone _____ Work Phone _____

Cell Phone _____

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

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

APPENDIX C1

CONFIDENTIALITY POLICY

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

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

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

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

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

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

Safekeeping of Confidential Records: The President of Sacramento Alumnae

Chapter or her designee shall be the custodian of confidential records. It is her responsibility to supervise the management of Confidential Information to ensure safekeeping, accuracy, accountability, and compliance with this Confidentiality Policy.

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

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

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

Parent/Guardian (Print Name): _____

Parent/Guardian (Signature): _____

**Delta Sigma Theta Sorority, Incorporated
Risk Management Manual Forms**

APPENDIX C2



Child Welfare Information Gateway

PROTECTING CHILDREN ■ STRENGTHENING FAMILIES



Child Abuse Reporting Numbers

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

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

Alabama

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

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

Alaska

Toll-Free: (800) 478-4444

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

Arizona

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

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

Arkansas

Toll-Free: (800) 482-5964

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

California

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

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

Colorado

Local (toll): (303) 866-5932

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

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

Connecticut

Toll-Free: (800) 842-2288

TDD: (800) 624-5518

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

Delaware

Toll-Free: (800) 292-9582

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

District of Columbia

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

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

Florida

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

<http://www.dcf.state.fl.us/abuse/external> link

Georgia

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

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

Hawaii

Local (toll): (808) 832-5300

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

Idaho

Toll-Free: (800) 926-2588

TDD: (208) 332-7205

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

Illinois

Toll-Free: (800) 252-2873

Local (toll): (217) 524-2606

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

Indiana

Toll-Free: (800) 800-5556

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

Iowa

Toll-Free: (800) 362-2178

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

Kansas

Toll-Free: (800) 922-5330

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

Kentucky

Toll-Free: (877) 597-2331

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

Louisiana

Toll-Free: (855) 452-5437

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

Maine

Toll-Free: (800) 452-1999

TTY: (800) 963-9490

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

Maryland

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

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

Massachusetts

Toll-Free: (800) 792-5200

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

Michigan

Toll-Free: (855) 444-3911

Fax: (616) 977-1158

Fax: (616) 977-1154

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

Minnesota

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

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

Mississippi

Toll-Free: (800) 222-8000

Local (toll): (601) 359-4991

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

Missouri

Toll-Free: (800) 392-3738

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

Montana

Toll-Free: (866) 820-5437

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

Nebraska

Toll-Free: (800) 652-1999

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

Nevada

Toll-Free: (800) 992-5757

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

New Hampshire

Toll-Free: (800) 894-5533

Local (toll): (603) 271-6556

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

New Jersey

Toll-Free: (877) 652-2873

TDD: (800) 835-5510

TTY: (800) 835-5510

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

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New Mexico

Toll-Free: (855) 333-7233

<http://cyfd.org/child-abuse-neglectexternal link>

New York

Toll-Free: (800) 342-3720

TDD: (800) 369-2437

Local (toll): (518) 474-8740

<http://www.ocfs.state.ny.us/main/cps/external link>

North Carolina

<http://www.dhhs.state.nc.us/dss/cps/index.htmexternal link>

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

North Dakota

<http://www.nd.gov/dhs/services/childfamily/cps/#reporting>

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

Ohio

Toll-Free: (855) 642-4453

<http://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm>

Oklahoma

Toll-Free: (800) 522-3511

<http://www.okdhs.org/programsandservices/cps/default.htmexternal link>

Oregon

<http://www.oregon.gov/DHS/children/abuse/cps/report.shtml>

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

Pennsylvania

Toll-Free: (800) 932-0313

TDD: (866) 872-1677

<http://www.dpw.state.pa.us/forchildren/childwelfareservices/calltoreportchildabuse!/index.htmexternal link>

Puerto Rico

Toll-Free: (800) 981-8333

Local (toll): (787) 749-1333

Rhode Island

Toll-Free: (800) RI-CHILD (800-742-4453)

http://www.dcyf.ri.gov/child_welfare/index.php

South Carolina

Local (toll): (803) 898-7318

<http://dss.sc.gov/content/customers/protection/cps/index.aspx>

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

South Dakota

<http://dss.sd.gov/cps/protective/reporting.asp>

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

Tennessee

Toll-Free: (877) 237-0004

<https://reportabuse.state.tn.us/external link>

Texas

Toll-Free: (800) 252-5400

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

Utah

Toll-Free: (855) 323-3237

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

Vermont

After hours: (800) 649-5285

http://www.dcf.state.vt.us/fsd/reporting_child_abuse.aspxexternal link

Virginia

Toll-Free: (800) 552-7096

Local (toll): (804) 786-8536

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

Washington

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

Toll-Free: (800) 562-5624

TTY: (800) 624-6186

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

West Virginia

Toll-Free: (800) 352-6513

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

Wisconsin

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

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

Wyoming

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

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

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



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

APPENDIX C4

INTERNET USE POLICY

1. Purpose

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

2. Definitions and Illustrative Examples

A. Examples of Prohibited Materials

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

B. Examples of Prohibited Contacts

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

C. Examples of Prohibited Use

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

D. Examples of Cyber-bullying

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

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

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

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

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

A. Chapters should use an Internet Provider or software that blocks access by:

- Filtering sites by a grading process, and
- Filtering sites by language content and prohibit sites with unacceptable vocabulary.

B. Chapters must strictly supervise Internet usage:

- Adults must strictly supervise youth participant's Internet activity, and there should be no searching of the Internet without a supervisor checking periodically during use and reviewing the sites accessed after a youth logs off.
- Install appropriate language filtering software (e.g., Net Nanny).

4. Intentional Access of Prohibited Materials by Youth

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

5. Deliberate Access to Prohibited Materials by Adults

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

6. Receipt and transmission of e-mails by youth

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

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

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

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

7. Publishing Materials on the Internet

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

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

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

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

9. Intellectual Property Rights

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

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

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

10. Parental Approval of Publication of Photographs or Other Materials

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

Parent/Guardian (Print Name): _____

Parent/Guardian (Signature): _____

Youth Participant Name: _____

APPENDIX A
YOUTH INITIATIVE VIRTUAL MEETING/EVENT
PARTICIPATION AGREEMENT⁶

I/We, _____ (“Parent/Guardian”), as parent(s) or legal guardian(s) of _____, give permission for Delta Sigma Theta Sorority, Inc. (“the Sorority”) and the _____ Chapter of Delta Sigma Theta Sorority, Incorporated (the “Chapter”, together with the Sorority, “Delta”) to host and facilitate closed virtual meetings/events using Zoom (“the Virtual Meeting Platform”), that my/our child will attend during participation in _____ Youth Initiative Program activities, without payment or any consideration and without notifying me in advance and hereby acknowledge, understand, and agree to the terms enumerated below, including the terms set forth on any Schedules attached hereto and incorporated by reference (the "Participation Agreement").

I/We also understand that the Virtual Meeting Platform may collect information about its users and has its own privacy terms and conditions to which users must adhere. I/We will be responsible for reviewing the virtual meeting platform’s privacy terms and conditions before registering for virtual meetings/events.

I/We also understand that my/our child will need the following to participate in a virtual meeting platform.

- A computer, mobile, or tablet device with access to the Internet
- A quiet space in which participants can participate in the virtual meeting/event under the supervision of an adult
- Registration for the virtual meeting/event platform and provide some customer data (including but not limited to an email address, first and last name, etc.)

I/We also understand, acknowledge and agree to indemnify, defend, protect and hold harmless the Chapter and any of its officers and members; and the Sorority and any of its officers; National Executive Board; employees; members; representatives; agents; and assigns from and against any and all liability, whether in law or in equity, should there a breach of security of the Virtual Meeting Platform and any subsequent injury, malice, or harm that might occur as a result, and waive and release any and all rights with respect to the same.

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

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

I/We have fully read and understand the *Code of Conduct* (attached hereto as **Schedule 1**). I understand that my child’s compliance with the *Code of Conduct* is a condition of her/his participation in the program. I further acknowledge, understand, and agree that the sanctions for violating the *Code of Conduct* are reasonable and should my child be non-complaint, they will be subject to the prescribed disciplinary action.

I/We also give permission for the Chapter and the Sorority to highlight my/our child’s achievements and activities in efforts to promote the youth initiative program through the Virtual Meeting Platform that will include the use of still photographs, moving images or live images, and chats including, if applicable any sound recordings accompanying the images (“Images”) taken of my/our child or provided by my/our child during

⁶ Please distribute all pages of the Participation Agreement INCLUDING Schedules 1 & 2 to Participants for review and signature.

participation in the _____ Youth Initiative Program in accordance with the terms set forth in the Media and Publication Releases (attached hereto as **Schedule 2**)

Participant Acknowledgement (Student Participant)

With my parent/guardian, I have fully read and understand the Participation Agreement. I acknowledge that should I fail to abide to the *Code of Conduct* that my actions will be subject disciplinary action as defined. I hereby acknowledge, understand, and agree to comply with the terms set forth in the Participation Agreement.

Participant Signature

Date

Participant Print Name

Parent/Guardian Acknowledgment

I have fully read and understand the *Participation Agreement*. I also understand that my child's compliance with the *Code of Conduct* is a condition of her/his participation in the program. I hereby acknowledge, understand, and agree to comply with the terms set forth in the Participation Agreement.

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

APPENDIX A – SCHEDULE 1
YOUTH INITIATIVE VIRTUAL MEETING AND PUBLICITY
CODE OF CONDUCT

The Youth Participant Virtual Meeting and Publicity Code of Conduct serves as codified guidance for youth participation in Delta’s Youth Initiative Programs, namely those of a virtual nature. Your signature on the Participation agreement indicates your complete understanding and agreement to comply with this Code of Conduct.

Failure to comply with this Code of Conduct may result in loss of privileges and/or removal from Delta’s Virtual Youth Initiative Programs. As a youth participant in Delta’s Virtual Youth Initiative Programs you are expected to:

- **Refrain from use of any profane, foul, hurtful, obscene, or vulgar language** in any virtual chatroom and during the virtual meetings and events.
- **Refrain from engaging in any violence, cyber-bullying⁷, or other aggressive behaviors** that may threaten the welfare of other participants;
- **Refrain from any disruptive behavior that may disrupt the virtual meetings and events.**
- **Be properly groomed and dressed for all virtual youth initiative meetings and events**, refrain from wearing articles of clothing that displays profane or obscene language and/or images.
- **Always keep your camera on during all virtual youth initiative meetings and events.**
- **Provide a noise-free environment while participating in all virtual youth initiative meetings and events.**
- **Refrain from taking, presenting, and posting any photographs, screen shots, video recordings, and/or screen recordings of any virtual youth initiative meetings or any confidential information disseminated during any virtual youth initiative meetings.**
- **Refrain from taking, presenting, and posting all inappropriate content** including photographs, screen shots, video recordings, and/or screen recordings of any other youth participants of Delta’s youth initiative programs.
- **Contact the leader of your youth initiative program if you have any questions or need clarification regarding the Code of conduct.**

SANCTIONS FOR VIOLATING CODE OF CONDUCT

2. Bad Language/Abusive Teasing and Related Acts:

- 1st Time: Verbal warning, *parent or guardian notified from this point forward*
- 2nd Time: Loss of privileges
- 3rd Time: 1-week suspension from program
- ***Next occurrence youth is removed from the program.***

3. Physical Violence and Other Misconduct:

- 1st Time: Removal from situation, loss of privileges, *guardian notified from this point forward*
- ***Next occurrence youth is removed from the program.***

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

⁷ Cyber-bullying is defined in Delta’s *Technology Guidelines* as identified in Footnote 1.

APPENDIX A – SCHEDULE 2
MEDIA & PUBLICATION RELEASE

In accordance with the terms of the Participation Agreement, Delta Sigma Theta Sorority, Inc. (“Delta”) will be filming, recording and photographing this event for use in Delta promotional videos, photography, advertisements, social media platforms, web pages, and other future Delta events, as the case may be, (the “Production”). In addition, Delta may use and publicize the name, image, likeness, and any other personal characteristics or other information provided by or related to the Participant that is derived from the filming, recording and photographing of this event for use in Delta videos, photography, articles, as well as any advertising and promotional materials on mediums that may include on-demand, streaming, or other web services, social media platforms, and print news and information outlets, and any other the case may be (the “Publication”).

As specified within the Agreement therein, participant and participant’s parent/guardian (participant and participant’s parent/guardian together, “Participant”), via continued participation in and by continuing to remain logged into this event, hereby:

- (i) acknowledges that Participant may be photographed, filmed, or otherwise recorded while on the premises of the event,
- (ii) grants Delta, its successors, assigns and licensees (“Authorized Persons”) irrevocable consent to include Participant’s name, likeness, photographic image, mannerisms and voice or other recording (“Media”) in any Publication or for any purpose whatsoever in any and all mediums now known or hereafter devised throughout the universe in perpetuity without compensation and/or credit,
- (iii) acknowledges no right to review or approve Materials before they are used by Delta, and that Delta has no liability to me for any editing or alteration of the Materials or for any distortion or other effects resulting from Delta’s editing, alteration, or use of the Materials, or Delta’s presentation of me, should Delta choose create or use the Materials or to exercise any rights given by this Agreement,
- (iv) acknowledges that Delta is the exclusive owner of all display, publication, and ownership rights, including copyright, trademarks, and any other intellectual property, from Media and Materials arising in any jurisdiction throughout the universe in perpetuity, including all registration, renewal, and reversion rights, and the right to sue to enforce such intellectual property against infringers,
- (v) acknowledges that Delta holds and shall forever hold all display, publication and ownership rights, licenses and privileges to any and all Media, whether in law or in equity, which may be asserted, ascertained, registered or in any way utilized with respect hereto,
- (vi) waives all legal and equitable rights against Delta and any authorized persons relating to all liabilities, claims, demands, actions, suits, damages, and expenses, including but not limited to claims for copyright or trademark infringement, infringement of moral rights, libel, defamation, invasion of any rights of privacy (including intrusion, false light, public disclosure of private facts, and misappropriation of name or likeness), violation of rights of publicity, physical or emotional injury or distress, or any similar claim or cause of action in tort, contract, or any other legal theory, now known or hereafter known in any jurisdiction throughout the world, arising directly or indirectly from Authorized Persons’ exercise of their rights under this Release and whether resulting in whole or in part from the negligence of the Sorority, the Chapter, or any other persons, and
- (vii) agree that this Agreement cannot be terminated, rescinded, or modified, in whole or in part.

Participant further agrees to abide by and comply with any and all terms of use and/or additional participation rules as applicable and specified during relevant sections of the program and acknowledges, understands, and agrees that violation of such participation rules shall result in legal recourse and disciplinary action.