



Girls Incorporated®
of Tarrant County

Dear Parent(s)/Guardian,

I am please to inform you that you daughter is benefiting from a quality network of educational, preventative, supportive, and intervention programs. Girls Incorporated of Tarrant County supports family and community efforts, which enables girls to develop into strong, smart, and bold young women.

All the services at the Girls Inc. Center are provided at a reduced rate. This is made possible through funding provided by United Way, Community Development Block Grant, and other funding resources. These funding resources require verification of income, which enables them to determine which agencies are in need of funding. The income verification you provide is only given to these agencies. Your personal identification is not distributed to anyone or used for any other purpose. It is strictly confidential.

Your cooperation is greatly appreciated and will ensure that your daughter continues to receive quality programming at a reduced rate. As you complete the following application, it is imperative that each line on the application is complete. Returning an incomplete application will slow the process of becoming a member of the Girls Inc. Center.

Please submit ONE of the following forms of income verification:
(Membership is NOT based on income. We require this information in order to complete grant reporting)

- Award letter TANF
- Food Stamp letter
- Medicaid letter
- Disability Form

Upon receipt of all forms, including income verification, rules and application, your daughter will be issued an ID card which will enable her to attend field trips with the Girls Inc. Center. If you have any questions or concerns, please feel free to contact me at 817-275-2120. We look forward to our time together.

Thank you,

La Tesha Van
Girls Inc. Center Director

600 New York Avenue * Arlington, Texas 76010 * Ph: 817-275-2120

MEMBERSHIP APPLICATION



**Girls Incorporated®
of Tarrant County**

Date of Application: _____

Name(s): _____ Age: _____

Sex: Male___ Female___ Date of Birth: Month ___ Day ___ Year ___

Nickname(s): _____ Social Security No. _____

Address: _____

Apt #: _____

City: _____

Zip Code: _____

Home Phone Number: _____

Mother's/Guardian Name: _____

Work Phone: _____

Father's/Guardian Name: _____

Work Phone: _____

Who should be contacted in case of emergency:

Name:

Phone Number:

Relationship:

Physician's Name and Phone Number:

Please list 3 people other than yourself who can pick up your daughter:

Name: _____ Number: _____

Name: _____ Number: _____

Name: _____ Number: _____



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Emergency Care Permission

If emergency medical care is deemed necessary and I cannot be reached, I hereby authorize Girls Incorporated of Tarrant County to act in my behalf in granting permission for my child to be transported to a medical facility as required. The signature below represents consent:

Signature:

_____ Date: _____

Parental Permission to Transport Teen

I give consent for my teen(s) to be transported on agency vans to and from the home address listed above when necessary as well as any field trips that should occur.

Signature:

_____ Date: _____

Parental Permission to Photo/Film release

In the event of a fundraising effort, I give the Girls Inc. Center permission to take my daughters picture/ film my daughter.

Signature Photo release:

_____ Date: _____

Signature Film release:

_____ Date: _____

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
Client Intake Form**

Agency: Girls Incorporated of Tarrant County
 Month: _____
 Project: _____
 Date: _____
 Name: _____
 Address: _____

Ethnicity: Hispanic Non Hispanic
 Client Age: _____
 Age of Head of Household: _____
 Sex of Head of Household: Female Male
 Number of People in Household: _____

Client Race

Circle One:

1	White	2	Black African American	3	Asian	4	American Indian Alaskan Native	5	Pacific Islander Native Hawaiian
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6	American Indian/ Alaskan native white	7	Black African American and white	8	Asian and White	9	American Indian Alaskan Native/ and Black/African American.	10	Pacific Islander/ Native Hawaiian and Asian
11	Other Race								

Household Income

Circle One:

	1	2	3	4	5	6	7	8
<30%	\$13,600	\$15,500	\$17,450	\$19,400	\$20,950	\$22,500	\$24,050	\$25,600
<50%	\$22,600	\$25,850	\$29,050	\$32,300	\$34,900	\$37,450	\$40,050	\$42,650
<80%	\$36,200	\$41,350	\$46,550	\$51,700	\$55,850	\$59,950	\$64,100	\$68,250

30%=Very low income (VLI) 50%=Low income (LI) 80%=Moderate Income (MI)

I certify that all of the information on this form is true and correct and that all income is reported. I understand this information is being given for the receipt of federal funds, that the information on this application may be verified, and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws.

 Client Signature Date Staff Signature Date

Girls Inc. Center
Girls Incorporated of Tarrant County
RULES AND POLICIES

Dear Parent(s)/ Guardian,

Thank you for joining the Girls Inc Center. Please take a few minutes to read over the following policies and procedure with you daughter. These policies are designed to ensure quality, safe and positive programming. Once you have read over the procedures, please sign, date and return the last sheet to the Girls Inc. Center. Upon receipt of all the paperwork (application, policy sheet), your daughter will receive and ID card. Thank you and we look forward to our time together. Please feel free to contact us if you have any questions.

Rules and Regulations:

Girls Inc. Center Members will:

- Respect all Girls Inc. Center Staff and property.
- Respect themselves and their peers.
- Cell phone use is only required during free time. Cell phones must be on vibrate or silent during any groups or activities. If there is an emergency, girl will be allowed to use the phone at the center.
- Communicate and resolve conflicts peacefully. Fighting will not be tolerated.
- Clean up after themselves. Chores will be done daily.
- Refrain from using foul language.
- Dress appropriately. Dress code at school applies at Girls Inc. Center.
- Refrain from horseplay.
- Refrain from engaging in displays of affection.
- All athletic equipment must remain inside the gym.
- Food and beverages may only be consumed inside the teen center unless authorized by a staff member.
- Refrain from hanging out about the restroom.
- Refrain from hanging in the hallway.

- Call for van runs daily.
- All electronic devices can only be used during free time. These items will be confiscated if they are being used during groups or activities until the end of the day.
- All members are required to participate in all activities fully. If special accommodations need to be made, a note from a parent or doctor is required.

Transportation:

- Girls Inc. provides transportation to and from the Girls Inc. Center for a limited area in Arlington. However, if you are able to pick your child up it will be a big help.
- Your child must leave a message on the van run hotline by 11:30am the day they need the ride. Before 7am in the summer. Students can call the night before or in the morning to leave a message.
- Your child must leave their name, address and phone number. In the event we cannot understand the message, your child will not receive a ride. **THEY MUST SPEAK CLEARLY.**
- Pick-up times vary throughout the year. The approximate time will always be given on the answering machine.
- Your child must be ready to go at the designated pick-up time. The van will not wait.
- If your child calls for a van run and is not there at the time of pick-up, they will be written up. After three offenses, your child forfeits their can run privileges.
- All students will be dropped off at the address listed on the Girls Inc. Center Application. If your child needs to be dropped off anywhere other than home, you must provide your child with written letter of consent for the Girls Inc. Center Director.
- While riding in agency vans, all members will adhere to the following rules:
 - Wear seatbelts at all times.
 - Remain seated and quiet.
 - Refrain from consuming food and beverages.
 - Follow all Girls Inc. Center Rules.

Dress Code

- Dress appropriately. Dress code at school applies to Girls Inc.

Study Time Rules (School Year Only)

- Study time is administered daily. All students must have something to do –NO EXCEPTIONS! If students do not have homework, the Girls Inc. staff will provide TAKS practice worksheets. **Talking is not permitted during this time. Students who talk excessively or are disruptive during this time will be asked to leave the Girls Inc. Center for the day.**
- Study must remain quiet, thus being courteous to everyone during tutorial time.
- All group work must be done with a staff member, and all other rules must still be followed.
- Study time is not social time!

Field Trips

- All field trips are subject to behavior as well as availability.
- Permission slips must be turned in on time in order for each member to go. **We will not accept phone calls as a form of permission for a field trip. Permission slips will be available in a timely manner.**
- Members will be required to pay a portion or all of the fees for each field trip.
- If a child misbehaves on a trip, they will not be eligible to attend any more trips for the remainder of that season (ex. summer, fall, spring).
- If your child becomes uncontrollable, you will be required to pick your child up immediately.

Disciplinary Procedure:

- In the event your child fails to abide by the rules. The first offense will serve as a verbal warning given by a Girls Inc. staff member.
- The second offense will result in a write up which serves as a written warning. This will include the details of the incident and the action taken place. A copy will be placed in the child's file and parents will be contacted.
- On the third offense, your child will be suspended from the Girls Inc. Center for a designated amount of time, depending on the severity of the offense.

- **Being here is a choice.** If at anytime a child becomes uncontrollable, they will be asked to leave for the day.

Fighting

- Girls Inc. Center has a no tolerance rule on fighting.
- In the event that your child is involved in a physical altercation, the police will be contact immediately. Your child will no longer be allowed to attend the Girls Inc. Center.

ID card Policy

- ID cards will be given to your daughter, after application is processed.
- ID cars will be required to attend any field trip.
- ID cards will need to be worn at all times.

ID cards will be issued only after the application, and the policy sheet have been turned in. Cards will be valid for one year after the issue date. There will be a \$ 3 fee for replacing lost ID cards.

**Girls Inc. Center of Tarrant County
Girls Incorporated of Tarrant County
RULES AND POLICES VERIFICATION SHEET**

I have read the Girls Inc. Center Rules and policies and have reviewed them with my child. I understand if my child fails to abide by the Girls Inc. Center rules and dress code policies they may be asked to leave for the day and additional suspension may be given. I also understand my child will be issued an ID card that will be used identification on all field trips. In the event that this card is lost, there will be a \$3 fee to obtain a new one.

(Parent signature)

(Student signature)

(Date)