



CAMROSE BOYS AND GIRLS CLUB (CBGC)
Camrose Community Centre 4516-54 Street, Camrose, AB T4V 4W7
Program Phone(call or text): 780-679-7474 Office Phone: 780-672-8004
www.camroseboysandgirlsclub.ca



Our primary purpose for the Youth Mentorship Program is: "To provide a variety of positive, meaningful social, recreational and leadership experiences to youth to overcome barriers, develop resiliency skills, build personal assets, and contribute to a safer, stronger, healthier and more productive community."

Dear Parent / Guardian,

September 2018

Thank you for your interest in the Camrose Boys and Girls Club 2018-2019 **Youth Mentorship Program**.

Our Youth Mentorship Program engages students in grades 6 through 8. Our Youth Mentors are provided opportunities to be a positive role model to the CBGC Kid Way Program members, work alongside our staff and volunteer team, plan and participate in fun activities, special events, outings and celebrations with like-minded peers, give back to their community and participate in fundraising activities, learn more about self and increase self esteem, communication and leadership skills, receive training and certification on related topics (mentorship, safety, etc.), further develop your employability skills and enhance your resume, and attend a regional leadership camp.

The majority of Youth Mentorship Programming will take place during our regular Kid Way Programming hours (2018 / 2019 Kid Way Operational Schedule is provided in this package); however, our Youth Mentors will have opportunity to participate in some special activities outside of regular Kid Way hours.

There is no fee to participate in our Youth Mentor Program, however; limited space is available and priority will be given to returning Youth Mentors. When the program is full a wait-list will be started.

To apply for a spot in our Youth Mentor Program, the accompanying application must be filled out completely and reviewed with the Program Director or designate. You will be informed of your child's status in the Youth Mentorship Program at the time of review. If your child is placed on our wait list, you will be notified as soon as possible if a space comes available. Applications are accepted throughout our programming year.

Complimentary transportation from school to the Club is available for our members on a first come - first served basis. A Transportation Service Agreement is included in the Application. Complimentary snack is provided to members daily.

Further details of the Youth Mentor Program are included in the accompanying application.

We are looking forward to another fun and rewarding program year!

A handwritten signature in cursive script that reads "Trish James".

Trish James, Program Director
780-679-4570 (call or text)
tjames@brsd.ab.ca (email)

To reach someone during the program,
call or text 780-679-7474.





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Boys & Girls Clubs



Big Brothers Big Sisters

Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

2018 / 2019 Operational Schedule

OCTOBER							NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	*4*	5	6					*1*	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	
DECEMBER							JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5
2	3	4	5	*6*	7	8	6	7	8	9	*10*	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												
FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2						1	2
3	4	5	6	*7*	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	*14*	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						
APRIL							MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	*4*	5	6				1	*2*	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

Office Hours are Monday through Thursday from 10:00 AM - 3:00 PM

Kid Way After School Program: Hours are Monday through Thursday from 3:00 - 6:00 PM
2:00-6:00 PM on BRSD early dismissal days - *1st Thursday / month*

Keystone Teen Leadership Program: Hours are Monday and Wednesday from 6:00 - 8:00 PM

Office and Programs are closed when Battle River School Division schools are closed



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YOUTH MENTOR PROGRAM APPLICATION Program Year: 2018-2019 Member #:

YOUTH INFORMATION First Name: _____ Last Name: _____

Age: _____ Date of Birth: ____/____/____ Gender: M / F School: _____ Grade: _____
At time of registration Month / Day / Year

Street Address: _____ City: _____ Postal Code: _____

Mailing Address (if different) _____

ALBERTA HEALTH CARE #: _____

Please identify any special needs your child may have including physical, emotional, and/or behavioral conditions, allergies, or food restrictions.

PARENT / GUARDIAN INFORMATION

Parent / Guardian Name: _____ Relation: _____ Lives with child: Yes No

Please check your contact preferences in the boxes provided. Unchecked contact numbers will be used only in case of emergency.

Home #: _____ Cell #: _____ call text

Work #: _____ Email Address: _____

Parent / Guardian Name: _____ Relation: _____ Lives with child: Yes No

Please check your contact preferences in the boxes provided. Unchecked contact numbers will be used only in case of emergency.

Home #: _____ Cell #: _____ call text

Work #: _____ Email Address: _____

Please explain any special circumstances (i.e. shared custody or court orders) and provide applicable documentation.

EMERGENCY CONTACT INFORMATION (other than parent/guardian)

Name: _____ Relation: _____

Home #: _____ Cell #: _____ Work #: _____

Referral Information:

YOUTH MENTOR PROGRAM CONDITIONS

- The Mission of the Camrose Boys and Girls Club and all of its programs is: "To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life."
- There is no fee to participate in our Youth Mentor Program, however; limited space is available and priority will be given to returning Youth Mentors. When the program is full a wait-list will be started.
- The CBGC reserves the right to refuse membership to any child/youth if we believe we are unable to reasonably accommodate their safety or individual needs.
- Our Youth Mentorship Program engages students in grades 6 through 8 as mentors to the CBGC Kid Way Program members.
 - Kid Way is a social, recreational, educational member program for children in grades 1 through 5.
 - A 2018/2019 Kid Way operational schedule is included with this application.

- The majority of Youth Mentorship Programming will take place during our regular Kid Way Programming hours; however, our Youth Mentors will have opportunity to participate in some special activities outside of regular Kid Way hours. Youth Mentors will be consulted for input when planning and preparing for special activities and parent/guardian will be kept informed.
- Monthly Activity calendars outlining daily activity options offered in the Kid Way Program are available at the club on or before our first operational day of each month or can be viewed on our website camroseboysandgirlsclub.ca and Facebook page.
- If your child is in attendance, it is assumed by the CBGC that he/she has your permission to participate in any activity options scheduled on the monthly activity calendar. You are responsible to notify the CBGC if you do not want your child to participate in a specific scheduled activity. Activity descriptions will be provided in our monthly newsletter and will accompany our monthly activity calendar. Our monthly newsletter is your primary source of current club information and may include details that will help maximize your child's experience and success in the program (changes to operational schedule, bus schedule, or programming changes, special or limited opportunities, activity specific requirements for participation, location of off-site activities, special events, etc.). It is your responsibility to keep yourself informed.
- Our Youth Mentorship Program offers Youth Mentors opportunities to:
 - work alongside our staff and volunteer team
 - be a positive role model for younger members
 - plan and participate in fun activities with younger members
 - plan and participate in special activities, special events, outings and celebrations with like-minded peers
 - give back to community and participate in fundraising activities
 - learn more about self and increase self esteem, communication and leadership skills
 - receive training and certification on related topics (mentorship, safety, etc.)
 - further develop your employability skills and enhance your resume
 - attend a regional leadership camp
- Our Mentorship Advisor will work closely with our Youth Mentors to:
 - plan and schedule training and group activity
 - identify, monitor and support individual goals relating to the mentorship program and personal growth
 - gain a commitment and hold mentors accountable to Youth Mentor Expectations
 - supervise, advise, support, encourage and promote success in youth mentorship role with Kid Way members
 - support mentors to identify their strengths and interests and work to nurture and strengthen natural mentorship connections
 - evaluate individual mentor progress
 - support mentors to plan and participate in healthy and fun celebratory activities with their mentor peers
 - promote and encourage healthy lifestyle choices and be a positive role model for youth
 - promote safe environments and safe practices
 - have fun
- Youth Mentors are required to meet the expectations identified below in order to maintain their Youth Mentor status

Youth Mentor Expectations

- Attend all mandatory training sessions or participate in "make-up" sessions as needed.
- Attend the Kid Way program on a regular and consistent basis. Provide an attendance schedule upon registration (below). Contact the Mentor Advisor to discuss permanent or temporary changes to your attendance schedule.
- Work cooperatively with the staff and volunteer team in the Kid Way program
- Be an appropriate mentor / positive role model to the Kid Way members
- Participate in Youth Mentor celebrations as much as possible.
- Dress appropriately for scheduled activities and the weather.
- Adhere to and model Kid Way member Code of Conduct which includes:

<ul style="list-style-type: none"> ○ HAVE FUN!! ○ Play safe ○ Respect others ○ Respect yourself ○ Respect property, equipment & environments 	<ul style="list-style-type: none"> ○ Be honest and open ○ Be kind ○ No bullying (actions or words) ○ Tell staff if you or someone else has a problem ○ Help keep the club clean
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Youth Mentor Attendance Schedule:

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- We provided a complimentary (no charge) transportation service to the club for Charlie Killam and OLMP students. Transportation spaces are limited; therefore, Youth Mentors must sign up for this service in advance to secure a spot (first come - first served). See [Transportation Service Agreement](#) on page #3 for details. The parent/guardian is responsible to ensure their child is picked up from the club no later than 6:00 PM on the days they attend unless other arrangements have been made with the CBGC.

- We provide a complementary snack to Youth Mentors daily. Youth Mentors are encouraged to bring their own snacks if they do not want the snacks provided and/or if they have special dietary needs.
- The parent/guardian is responsible to notify the CBGC as soon as possible of any changes to the contact information provided and/or any changes to their child's health or medical status that may impact their ability to participate in mentorship activities.
- The CBGC will make every reasonable effort to safeguard your child's belongings; however, we are not responsible for lost, stolen or damaged items. Personal belongings that cause conflict or present a risk during mentorship activities may be confiscated and given to the parent/guardian when their child is picked up. Because we encourage social engagement between members, electronic games / devices are not permitted during the Kid Way Program (unless otherwise specified).
- Persistent and ongoing violations of Youth Mentor Expectations may result in temporary or permanent loss of Youth Mentor status.
- The Youth Mentor Advisor will make every reasonable effort to support the Youth Mentor to fulfill Youth Mentor Expectations; prior to loss of Youth Mentor status.
- Youth Mentor Expectation breaches that place Kid Way members at direct or indirect risk will result in immediate loss of Youth Mentor status.
- The parent/guardian may be held financially responsible for damages to property caused by their child.
- The parent/guardian will be kept informed and will be consulted as appropriate.

My signature below indicates that I have read, understand and agree to the Youth Mentor Program Conditions outlined above.

X _____ (parent / guardian signature) _____ (date)

YOUTH MENTOR TRANSPORTATION SERVICE AGREEMENT

The CBGC provides a complimentary (no charge) transportation service from school to the club for our Youth Mentors. We do not transport Youth Mentors from the club to their home. Transportation spaces are limited; therefore, Youth Mentors must sign up for this service in advance to secure a spot (first come - first served). Once the routes are full, a wait list is started.

This service operates much like the school bus transportation service. Once your child has signed up for this service, he/she may use it as much or little as you choose. Our bus makes one stop at each of the schools listed below. Our pick-up schedule is based on dismissal times and routes that accommodate all of the schools as quickly as possible. Our bus schedule is as follows:

SCHOOL	Regular Departure	VEHICLE	Early Dismissal Departure	VEHICLE
Ecole des Fondateurs	3:25 pm	CBGC Bus	No Early Dismissal	
Charlie Killam	3:35 PM	Battle River School Bus #362	2:35 PM	CBGC Bus
- Please Note: Charlie Killam Students will need to walk to the bus at Sifton				
OLMP	3:50 PM	CBGC Bus	2:50 PM	CBGC Bus

The bus will depart from each school at the departure times indicated in the schedule provided above. If your child has not boarded the bus by the departure time indicated, the driver will assume he/she is not attending that day. You are responsible to ensure your child is aware of when you want him/her to access this complimentary transportation service and attend the club.

The schools will be notified if there are any temporary changes to the schedule (i.e. significant delay in schedule or change of vehicle). You will be notified if there are permanent changes to the transportation schedule. Please notify the CBGC if your child no longer requires this service.

The Battle River School Division #31 and the Elk Island Separate School Division have no responsibility for your child once picked up by the CBGC. The CBGC takes no responsibility for your child until he/she boards the bus. The CBGC does not routinely contact parents/guardians to confirm whether or not their child has boarded the bus. You are responsible to ensure your child knows what to do if they miss the bus (i.e. go back in the school and notify a teacher, phone a parent, etc.). If you have transportation concerns, please discuss options with the CBGC.

I have read, understand and agree to the above conditions pertaining to the Youth Mentor Program complimentary transportation service, and give permission for my child _____ to be picked up from _____ by the Camrose Boys and Girls Club and be transported to the Camrose Boys and Girls Club to participate in the Youth Mentor program.

X _____ (parent / guardian signature) _____ (date)

----- **OR** -----

I do not require the complimentary transportation service for my child _____ (parent / guardian initial)

YOUTH MENTOR RELEASE OF INFORMATION AGREEMENT

I am aware that all staff and volunteers of the CBGC have sworn an oath of confidentiality agreeing not to disclose any personal or sensitive information without due authorization. I understand that any information that I provide in this application may be shared with CBGC staff and volunteers in order to aid them in providing effective supports to my child.

I am also aware that information or photo images of member involvement in club activities and events may be used for the purpose of promotion of CBGC programs and services (i.e. media photos, brochures, CBGC website, CBGC Facebook page, etc.), and that any special circumstances that would exempt my child should be discussed with the CBGC so that accommodations can be made.

X _____ (parent / guardian signature) _____ (date)

YOUTH MENTOR EMERGENCY MEDICAL TREATMENT AGREEMENT

I understand, agree and acknowledge that the CBGC and its staff cannot give consent for emergency medical treatment. I authorize the application of emergency medical treatment and undertake to be responsible for any hospitalization, medical and ambulance or other expenses incurred for my child. I understand that I will be informed of the treatment as soon as possible and my permission will be sought for any follow up or additional treatment.

X _____ (parent / guardian signature) _____ (date)

YOUTH MENTOR PARTICIPATION AGREEMENT

Every reasonable effort will be made to ensure your child's safety and wellbeing while participating in Youth Mentor Activities. Youth Mentor Activities are supervised by screened and trained staff and volunteers. First aid kits, cell phones, emergency contact and special needs info is on hand at all times.

Participation in recreational, leisure and sport activities *in general* involve inherent risks which expose participants to the possibility of injury that include, but are not limited to: skin abrasions, skin, nerve, bone, muscle, eye, spinal cord, skull and neck damage, pain, paralysis, brain injuries or even death.

Choosing to have your child participate in this program (and associated transportation) brings with it the assumption by you and your child, of all risks associated with regular activities including but not limited to the specific risks identified above. You are free to withdraw your child from this program at any time by notifying the CBGC.

I, _____, give consent for _____ to participate in the CBGC Youth Mentor Program.
(parent / guardian) (my child)

Your signature below indicates that you have read, understood, and agree to the Youth Mentor Participation Agreement outlined above, and you relieve the CBGC, its employees and its volunteers of any and all responsibility for injury, accident, or loss to your child during or by reason of participating in any CBGC Youth Mentor Program activities (including any and all transportation on the CBGC bus and/or the BRSD bus on behalf of the CBGC).

X _____ (parent / guardian signature) _____ (date)

OFFICE USE ONLY

Member Accepted Yes: No: Club Representative Signature: _____ Date: _____

Member On Wait List Yes: No: Club Representative Signature: _____ Date: _____

Rationale if not accepted: _____

Registration Copied to Parent / Guardian: