

**BGCA Tracking:**

Record ID:

Global ID:

Site ID:

Date Rec’d:

Rec’d by:

**Internal Use Only:**

Unit (please check one): \_\_\_ Region: \_\_\_

\_\_\_ Major Metro

\_X\_Native Services

\_\_\_ Emerging Markets

**EXTENSION APPLICATION FOR MEMBERSHIP**

# IN

**BOYS & GIRLS CLUBS OF AMERICA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section A: Extension Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Name of Boys & Girls Club | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | *Enter exactly as officially named by corporate board of directors* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. *Ext. Location* Address: *(No P. O. Boxes allowed)* | | | | *Street* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | *City, State Zip* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2a. *Ext. County Info.* | | | | *County* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. *Ext. Mailing* Address: *(If different from Location Address above)* | | | | *Street or P. O. Box:* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | *City, State Zip* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Ext. S*hipping* Address: *(Physical location for receipt of FedEx, UPS, etc.)* | | | | *Shipping Address* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | City, State Zip | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Phone: | | | | | | | | | |  | | | | | | | | | 6. FAX: | | | | | | | | |  | | | | | | | | | |
| 7. Website: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. What date did the Extension begin operations? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section B: Member Organization Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1**. Name of member organization operating the Extension:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. City and state of the member organization: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section C: Staff of the Qualifying Boys & Girls Club (attach copy of Extension Director’s resume) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Ext. Director: | | | | | Mr. Ms. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Phone Number | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Fax Number: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Cell Number: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.E-mail address: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Annual Salary: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Boys & Girls Club Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | | | | | | | | **Title** | | | | | | | | | | | **Annual Salary** | | | | | | | | **Full-time** | | | | | **Part-time** | | | |
|  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |  | | | | |  | | | |
| 2 | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |  | | | | |  | | | |
| 3 | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |  | | | | |  | | | |
| Section D: Building Facilities (attach photo of building, must include a good portion of the building, not just the front door - preferably 8”x10”) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1. Ownership** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is the building or Boys & Girls Club quarters owned by the corporation? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | No | |
| If not, who has the title? | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is the building or Boys & Girls Club quarters rented? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | No | |
| If yes, from whom? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **Please attach copy of Lease Agreement or Memorandum of Understanding (MOU)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **2. Use** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Does the Boys & Girls Club have exclusive use of the entire building? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | No | |
| If not, does the Boys & Girls Club have dedicated use of a portion of the building? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | No | |
| Does it have a separate entrance for Boys & Girls Club members? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | No | |
| What other activities, if any, are carried on in the building? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this Club located on Native American Lands? **(Please see attached guidelines for Definition)** | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | No | | |
| Please indicate if the Club is operating in any of the following Service Locations: **(Please see attached guidelines for Definitions)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City/Community Recreation Facility | | | College/University Building | | | | | | Detention Center | | | | | | | Faith-Based Building | | | | | | GIRLS, Inc Building | | | | | | | | Group Home | | | | | | | |
| Homeless Shelter | | | Police Athletic League Building | | | | | | Public Housing Building | | | | | | | Salvation Army Building | | | | | | Shopping Mall | | | | | | | | YMCA | | | | | | | |
| YWCA | | | Day Care Center | | | | | |  | | | | | | |  | | | | | |  | | | | | | | |  | | | | | | | |
| Is the Club licensed by the State? | | | | | | | Yes | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this Club located in a School? **(Please see attached guidelines for Definitions)** | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | No | | |
| Is the School a Charter, Private of Public School? (one answer only) | | | | | | | | | | | Charter School | | | | | | | Private School | | | | | | | | | | | | Public School | | | | | | | |
| If the Club is located in a school please specify: | | | | | | | | | | | Elementary School | | | | | | | Middle or Jr High School | | | | | | | | | | | | High School | | | | | | | |
| **If Club is located in a school, detention center or homeless shelter:**  Based on the interior space available for your use and your knowledge of the setting, what is the maximum number of youth that can be served at one time during the School Year? \_\_\_\_\_\_\_ (Please check one of the boxes below as the reason) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Budget | Club Policy | Facility Condition | Fire Code | Geographic Area | Licensing Regulation | | Local or State Government Ordinance | School Policy | Shared Facility | Staff / Youth Ratio |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this Club a separate, stand-alone teen center? | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | No | | | | |
| Does this Club operate a teen center within the facility? | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | No | | | | |
| Please indicate whether the Club is located in an Urban, Suburban or Rural Community: **(Please see attached guidelines for Definitions)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3. Building Construction and Size** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Construction (brick, concrete block, modular, wood frame, etc): | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Approximate size of building **(Total Square Footage):** | | | | | | | | | | | | | | |  | | Number of floors: | | | | | | | | | | |  | | | | | | | | | |
| If the building is shared, approximate area used by the Boys & Girls Club: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section E: Operating Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1. Operating Hours** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If the Club is operating within a school, what is the school year schedule (Aug.- May, Sept.- June)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| When is the Club open? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | Months (per year) | | | | | | Days (per week) | | | | | | | | | Hours (per day) | | | | | | | | | | | | | | |
| During the School Year: | | | | | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | | | |
| During Summer: | | | | | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | | | |
| **Attach a copy of one week’s typical activity schedule – per day / hour** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section F: Service to Youth | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Are boys and girls admitted into membership of the Club without discrimination as to age, nationality, class or creed? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No |
| *1a. Complete the grid below, regarding your registered members* **Double click on Grid**  **Attach Roster of Registered Members (including name, age & gender) to Application** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **2. What is the average amount of dues per Club member?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section G: Financials** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Attach copy of itemized budget for Extension – Revenue and Expense) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income | | $ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Projected Expenses | | $ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section H: Miscellaneous** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Does or will the Extension display on the building the official Boys & Girls Clubs Service Mark and adhere to BGCA’s graphic standards with the understanding that any previous rights to the name or mark are merged herein and use of the name or mark is contingent upon good standing?  Information concerning the service mark and the publicity materials that you will need is provided on the Boys & Girls Club Marketing Web site at [http://marketing.bgca.org](http://marketing.bgca.org/). | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | No | | | | | |
| **Section I: Contact Person for any Questions about this Application** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | ­­Phone: | | | | | | |  | | | | | | | | | | | | | | | | | |
| Title: |  | | | | | | | | | | | | ­­­Email Address: | | | | | | |  | | | | | | | | | | | | | | | | | |

###### ATTACHMENTS

The following attachments are required with this application. Check, if attached:

Extension director’s resume

Photograph (8”x10” preferred) of building, wide angle

Copy of Lease Agreement or MOU (if applicable)

Copy of one week activities schedule: per day, hour and room

Roster of Registered Members (listing name, age, and gender)

Copy of Extension present year itemized budget – Revenue and Expense

In accordance with the authority given by

(governing body) the undersigned applies for certification of the (extension name) as an Extension Club in Boys & Girls Clubs of America.

|  |
| --- |
|  |
| Board Chair Signature |
| Print Name Date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For BGCA Use Only | | | | | |
| Recommended Approval | | | | | |
|  | | |  |  |  |
| Director, Organizational Development |  | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vice President, Native Services |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| National Vice President, POLD |  | Date |
| Approved for Membership: |  | | | | |
|  | Senior Vice President, Field Services | | | | |
| Approved for Membership: |  | | | | |
|  | Chief Operations Officer | | | | |
| Effective Date of Membership: | |  | | | |
| Site ID: |  | | | | |



Weekly Program Schedule Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Time of Day** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| Before School Activities |  |  |  |  |  |  |
| During School Activities |  |  |  |  |  |  |
| 3:00 - 4:00 |  |  |  |  |  |  |
| 4:00 - 5:00 |  |  |  |  |  |  |
| 5:00 - 6:00 |  |  |  |  |  |  |
| 6:00 - 7:00 |  |  |  |  |  |  |