NATIVE SERVICES



Chartering a Boys & Girls Club in Indian Country

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Introduction

The future of our Tribal Nations lives in our youth as every young person carries the potential to become a leader, protector of culture, or changemaker for their community. Chartering a Boys & Girls Club (BGC) in Indian Country is an investment in that future, one that empowers Native youth to thrive while strengthening families, preserving culture, and building stronger Tribal Nations for generations to come.

Boys & Girls Clubs of America (BGCA) has a proven record of helping young people succeed. National research shows that every dollar invested in a BGC returns nearly $10 in long-term benefits through improved academic achievement, healthier lifestyles, higher earning potential, and reduced involvement in risky behaviors. Club youth are more likely to graduate from high school and contribute positively to their communities.

For Tribal communities, however, the value of a Club goes far beyond statistics. A Club can become a gathering place where culture, tradition, and opportunity come together. It's a place where young people can learn from others, celebrate their identity, strengthen connections to language and heritage, and develop pride in who they are and where they come from. When Native youth feel seen, supported, and connected to their culture, they gain the confidence to lead and the resilience to overcome challenges.

The hours after school are among the most important in a young person's day. A Club on Native lands ensures those hours are filled with purpose, mentorship and opportunity. Through academic support and leadership development through cultural programming, and positive relationships with caring adults, youth gain the tools they need to succeed both today and in the future.

Chartering a BGC in Indian Country is more than opening a youth center, it's creating a pathway for the next generation to dream bigger, achieve more, and remain deeply connected to their Tribal values. By investing in Native youth today, Tribal Nations are strengthening their future leaders, preserving their cultural legacy, and creating healthier, more vibrant communities for generations to come!

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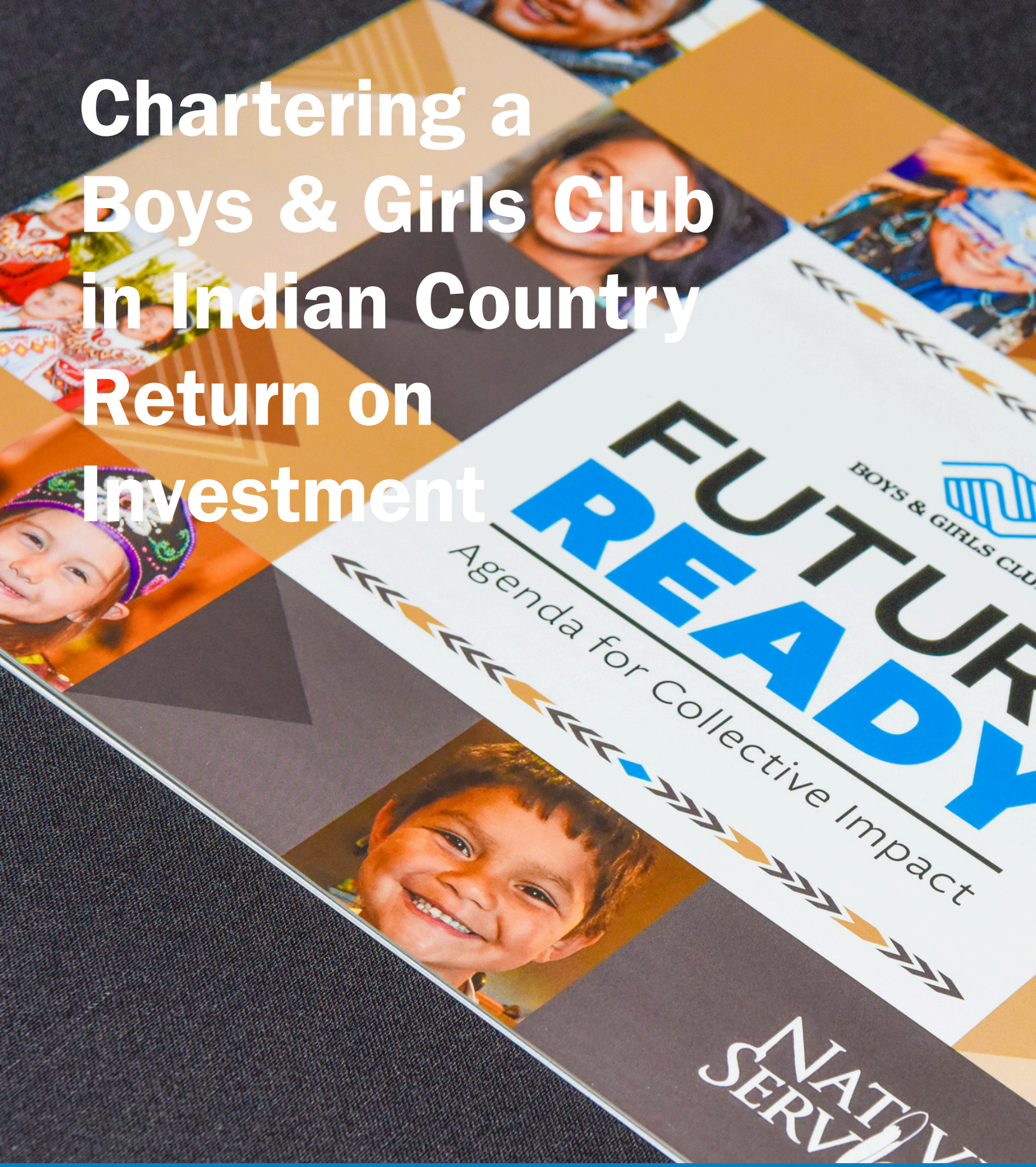


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BOYS & GIRLS CLUBS
OF AMERICA
NATIVE
SERVICES
35 YEARS
of Native Clubs

Chartering a Boys & Girls Club in Indian Country Return on Investment



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

100k+
Native youth served in Indian Country

255+
Clubs on Native lands across 29 states

175
Native American Tribal Nations represented

For over 35 years, Boys & Girls Clubs of America (BGCA) has worked alongside Tribal Nations to create greater opportunities for Native youth. In partnership with Tribal leaders and community partners, Boys & Girls Clubs have expanded their reach and impact on Native lands ensuring more young people have access to safe spaces, caring mentors and culturally relevant programs that help them grow and succeed.

BGCA remains deeply committed to supporting Native communities and expanding high-quality youth development opportunities. Native Services helps build the capacity of Club professionals and leaders while supporting programs that honor and strengthen the cultural identity of Native youth.

These efforts create environments where young Native people can develop socially, emotionally, intellectually and physically, preparing them to lead strong futures for their Tribal Nations and for our country.

Tribal Nations Need Club Kids. Club Kids Need You.

Across Native lands, Boys & Girls Clubs are helping young people grow into leaders, innovators and culture bearers who will shape the future of their communities. When Native youth have access to safe spaces, caring mentors, and opportunities to learn, their potential becomes a powerful force for Tribal Nations. But creating these opportunities doesn't happen alone. The success of Boys & Girls Clubs serving Native communities depends on strong partnerships with organizations that believe in the promise and resilience of Native youth. Thank you for your interest in partnering with us to invest in Native youth help prepare our young Indigenous leaders for a bright and successful future.



BGCA Native Services Unit Staff

BGCA Native Services staff is committed to addressing the challenges and issues unique to Native lands. Our team has very ambitious goals to aid in the sustainability and development of all Native Clubs. Each state has a designated Director of Organizational Development (DOD) that provides direct service to the organization's Chief Executive Officer (CEO), Chief Volunteer Officer (CVO), Program Staff, its board and/or Tribe. BGCA Native Services has a unique understanding of issues related to serving Native youth through working with Native communities and provides culturally relevant programs and services.

To learn more about the BGCA Native Services team members and the specific Native organizations team members serve, visit NAClubs.org/meet-the-team.

BGCA Programs with Native Adaptations

BGCA Native Services provides Native Clubs with access to culturally relevant BGCA programs adapted for Native Clubs online at NAClubs.org/club-programs. Various BGCA curriculums have been reviewed to provide an adaptation and collateral materials that are more reflective of Native culture. Local Clubs have the ability to create their own supplemental activities that reflect their culture and traditions.



Additional Resources

Access to National Training Initiative (NTI)
The National Trainers Initiative (NTI) is BGCA's FREE trainer certification program. The purpose of NTI is to strengthen program quality and youth outcomes by developing skilled, confident trainers within Clubs. By certifying trainers within your organization, you can provide high quality youth development training for staff without having to rely on outside organizations.

Indigenous Advisory Circle
The Indigenous Advisory Circle provides culturally grounded leadership, strategic insight, and collaborative guidance on the state of Native youth and the evolving needs of Native organizations. Their aim is to ensure that all support for Native communities and youth is impactful, respectful, and sustainable, driving meaningful outcomes and honoring Indigenous values.

Boys & Girls Clubs in Indian Country Board of Directors
The Board serves as an advocate for the advancement of Boys & Girls Club services to Native youth and all youth living on Tribal lands. This advocacy takes the form of solicitation and stewardship of funds for local Clubs and providing strategic vision to partnership and growth opportunities for Clubs.

Training Specific for Native Sites

NATIVE SUMMIT

Training for CEOs, Board Members and Tribal Leaders
The Native Summits include informational breakout sessions that are designed to advance the ability of both Native Clubs to deepen their impact and develop strong, sustainable organizations that will meet the needs of their communities. Recognizing that while Clubs have many similarities, they also have many differences, breakout sessions are designed to fit the needs of each and every Native organization and site served.

NATIVE ADVANCED LEADERSHIP PROGRAM (ALP)

Training for CEOs, Board Members and Tribal Leaders
The Advanced Leadership Program (ALP), provided by BGCA, is a learning experience that provides Club professionals with the necessary tools to teach and develop leadership capacity in their organization. ALP is designed to provide new concepts, benchmark best practices, and provide real time coaching.

NATIVE AP

Training for CEOs, RD Professionals, Board and Tribal Leaders

Advancing Philanthropy (AP) is designed to guide Clubs in building a sustainable development model centered on the creation of a culture of philanthropy. The AP program provides an opportunity for Clubs to increase resource development in a transformative way.

NATIONAL CONFERENCE NATIVE TRACK

Training for Club Professionals, Board and Tribal Leaders

At BGCA National Conference, BGCA Native Services offers a one day training for all Native Organizations and/or sites serving Native youth.

BOARD CHAIR ACADEMIES

Training for Board and Tribal Leaders

The Native Leaders Academy is designed for Board Members and/or Tribal leaders who serve as the governing body for Native Clubs.

TRAUMA-INFORMED SPECIALISTS

Training for Club Professionals

BGCA Native Services remains steadfast in its commitment to the development of trauma-informed practices within Native Clubs by equipping Club professionals with the training and tools necessary to become certified Trauma-Informed Specialists. Upon completion, these individuals return to their communities with renewed insight and expertise, enabling them to engage with youth more effectively, respond to their distinct lived experiences as Indigenous people with empathy and understanding, and share their knowledge with fellow staff through peer-led training.

Websites

- NAClubs.org
- BGCA.net
- BGCABoards.org
- MyClubHub.BGCA.net
- Spillett Leadership University

Funding & Grant Opportunities for Native Sites

- State Alliance
- BGCA Pass Through Funding (i.e. scholarships and awards)
- BGCA Program Funding Opportunities
- OJJDP Mentoring, Indian Health Service T.R.A.I.L. and AmeriCorps VISTA Funding Opportunities

Boys & Girls Club Brand

BGCA's brand reflects our deep commitment to young people and the communities we serve. Embedded in a trusted visual identity and strength-based messaging, our brand communicates reliability, care and purpose. The brand elements strengthen trust, reinforces our mission and clearly communicates the impact of Clubs on Native lands.

As Clubs work towards building a donor base to ensure the sustainability of their programs, the BGCA brand offers Clubs the leverage of nationally-recognized, high-quality programs that create a positive impact for youth and Native communities.

BGCA Affiliation Includes Access to:

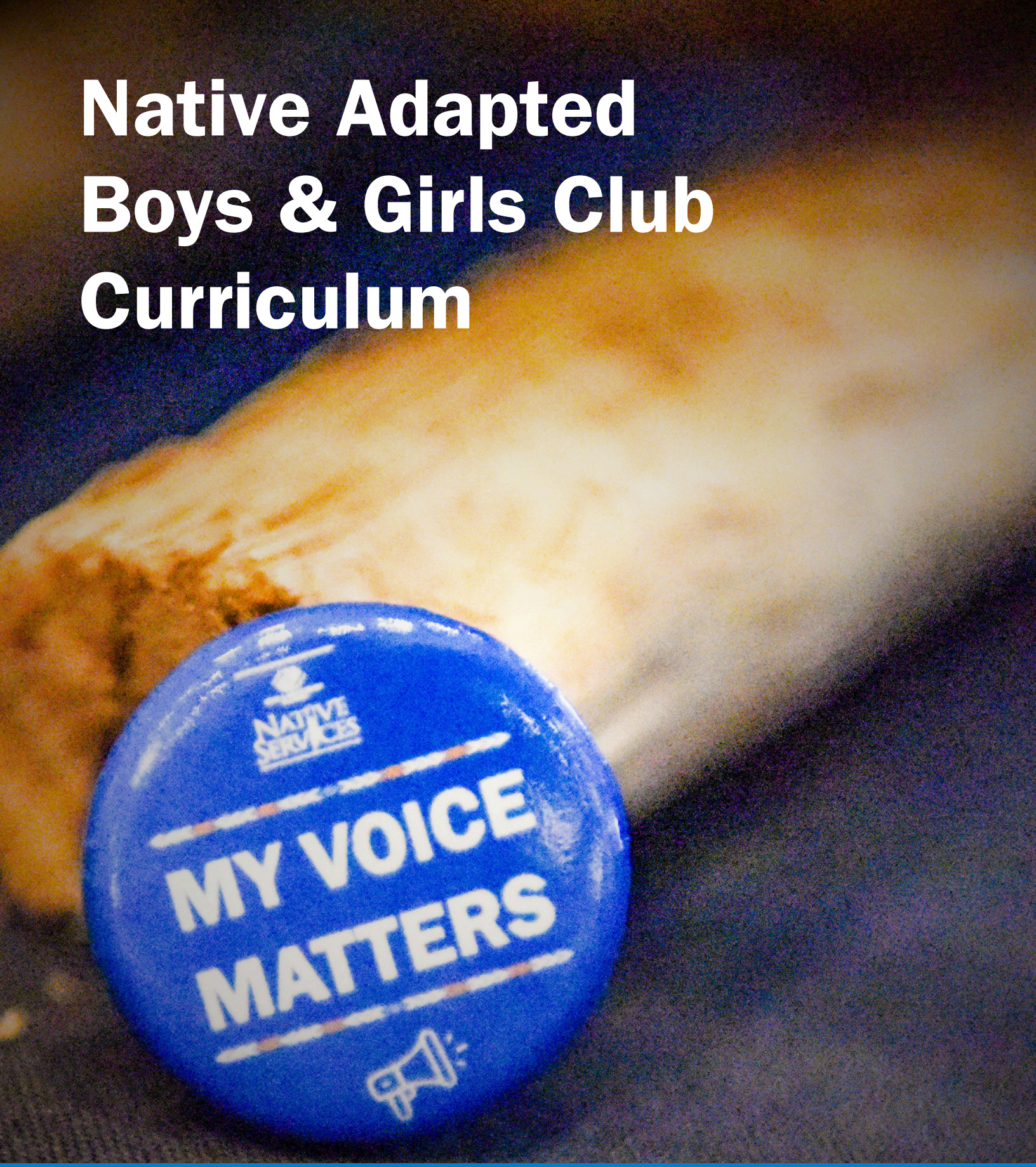
- BGCA National Conference
- Bi-annual Regional events
- Bi-annual Keystone Conference
- Youth of the Year
- National Days of Advocacy
- Area Council
- HR Hotline
- Safety Hotline
- The Professional Association
- Programs and Training based on the Core Program Areas (Health & Well Being, Character & Leadership, Academic Success, Life & Workforce Readiness, Cultural Enrichment)

The impact of Boys & Girls Clubs on Native lands is not defined only by the programs we offer, but by the people who believe in the promise and potential of Native youth. Your dedication and support help ensure that young people, especially those who need us most, have access to safe places, caring mentors and greater opportunities.

By investing in Native youth today, you help inspire confidence, nurture leadership, and open doors to brighter futures for young people, their families and their communities. We look forward to partnering with you to help shape the lives of Indigenous youth and prepare them for success.



Native Adapted Boys & Girls Club Curriculum



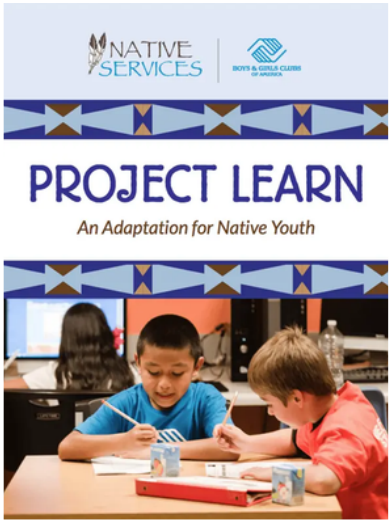
BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

Native Adapted BGCA Curriculum

To ensure that Native youth have access to programs and curricula that address their specific needs, BGCA Native Services has adapted many of BGCA's evidence-based programs and campaigns to incorporate Native culture and beliefs. Native adaptations guarantee that Native youth are being wholly immersed in programming that speaks to the unique aspects of their lives. The curriculum listed below are free resources available for download for your Club. Visit NAclubs.org/club-programs/ to stay up to date on the resources available for your organization.

PROJECT LEARN

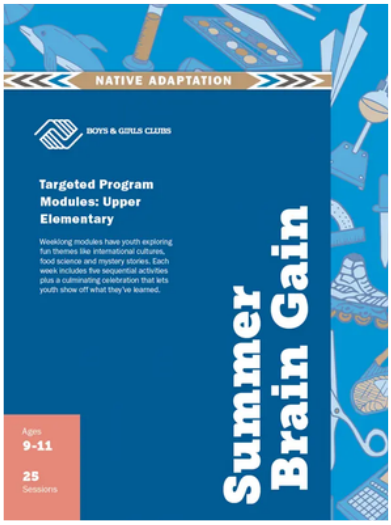


Project Learn reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at the Club. This comprehensive program strategy is based on research showing that students do much better in school when they spend their non-school hours engaged in fun, but academically beneficial, activities. BGCA Native Services worked to integrate certain components into the Project Learn curriculum that Native youth could relate to. Additions to the curriculum include:

- population specific statistics
- specific examples of high-yield learning activities that are
- culturally relevant
- importance of collaboration with elders and Tribal departments
- activity extensions and best practices

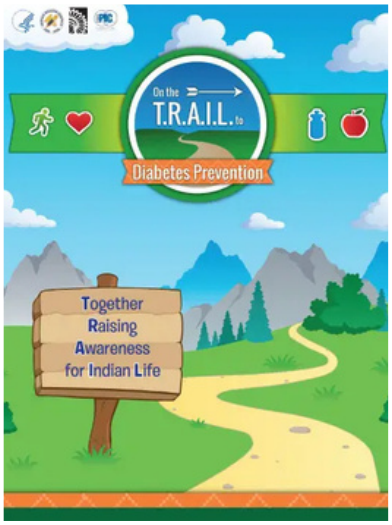
While the structure of Project Learn remains unchanged, the adaptation allows Native Clubs to make the program relevant to Native youth.

SUMMER BRAIN GAIN



Unless young people practice academic skills over the summer, they lose an average of two months' worth of math skills. Youth from low-income families also lose an average of two months' worth of reading skills. Summer learning loss stacks up from year to year, broadening the achievement gap between lower- and higher-income youth. Ensuring Native youth access to a curriculum that prepares them for workforce readiness is critical in creating a plan for their futures. Closing the achievement gap is of key importance to BGCA Native Services, and Summer Brain Gain has been adapted with Native youth specifically in mind to help them graduate on time, stay motivated to learn and build a plan to succeed in today's modern workforce. The Native adaptation of Summer Brain Gain keeps the integrity of the original program intact while ensuring Native youth see themselves reflected in every lesson, equipping them with the academic skills and pride in their cultural identity to succeed in school, a the workforce and their communities.

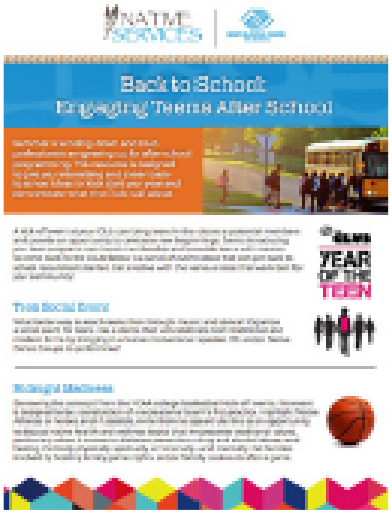
ON THE T.R.A.I.L. TO DIABETES PREVENTION



In 2003, BGCA, the National Congress of American Indians (NCAI), IHS, and Nike, Inc., initiated a prevention program aimed at reducing the onset of type 2 diabetes among Native youth. The program – On the T.R.A.I.L. (Together Raising Awareness for Indian Life) to Diabetes Prevention – is an innovative combination of physical, educational, and nutritional activities that align with many Native communities ideas of holistic wellness. T.R.A.I.L. is comprised of a 12 chapter curriculum program that provides Native youth with a comprehensive understanding of healthy lifestyles in order to prevent diabetes and attain emotional, mental, physical and spiritual balance. Woven throughout the program is the principle that BGCA has always centered in its approach to youth development; an evidence-based approach. Programs draw from Tribal traditions and history to learn about nutrition, food choices, media influences and the impact of diabetes.

YEAR OF THE TEEN

Back In 2016, BGCA launched the “Year of the Teen.” The campaign aims to bring awareness to teen membership, challenges, and needs. The effort to engage Native youth continued as an area of distinctive emphasis in 2017. Year of the Teen called for Clubs to focus on teen recruitment and retention so that more teens have a “safe haven” to go after school and engage with peers and adult staff. Recruitment and retention strategies were provided to Native Boys & Girls Clubs on how to attract but also retain teens while integrating their heritage. Strategies included hosting events at the Club, such as social outings and college and career fairs, as well as marketing the events in a multitude of mediums in order to be as accessible as possible.



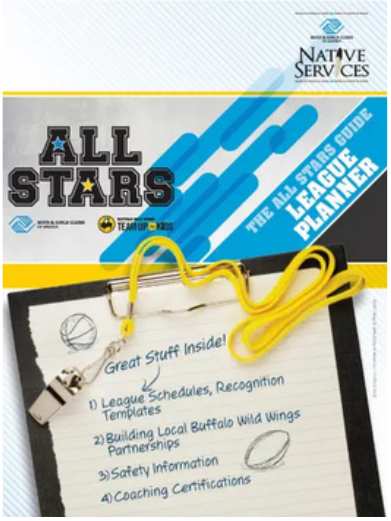
CULTURAL PROGRAM TOOLBOX

The Cultural Program Toolbox was designed to provide resources and additional opportunities for Clubs to run culturally specific programming. It includes a sample MOA, a sample Native Arts Grant template, a job description template for a potential Cultural Arts Coordinator, and ideas for culturally specific programs. The toolkit was developed by the BGCA Native Services in response to the large need for adapting activities and programming to the unique atmospheres of varied Native communities. Native Services recognizes the need for culturally relevant services to provide for Native youth, and the Cultural Program Toolbox is one of the many ways they are fulfilling that need.



ALL STARS

ALL STARS strives to get more youth, on more teams, for more playing time, while fostering a sense of belonging and building life skills and self-confidence.The ALL STARS curriculum adaptation for Native youth includes year round programming opportunities for youth ages 6-18 to join flag football teams, cheer teams, basketball leagues and participate in traditional dance groups. Thousands of volunteers and coaches have united to provide the ultimate sports experience for youth – a safe, nurturing environment that offers many active opportunities for fun, friendship and growth.



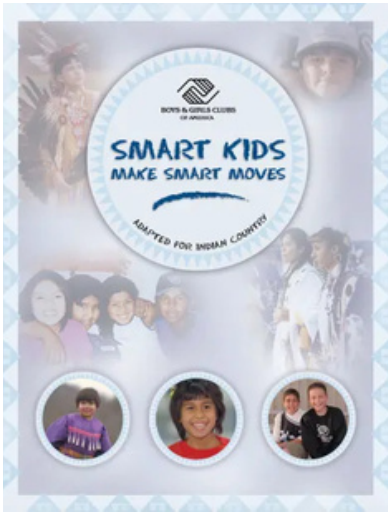
BE THERE

Be There is a comprehensive approach to help Clubs and BGCA-affiliated youth centers integrate best practices in supporting youth experiencing bereavement and other major life altering losses. We not only want to help youth process through their grief, but we also want to include resilience development as part of the long-term approach in preparing our youth to reach their full potential. The Be There Toolkit provides trainings, resources and strategies that help Clubs increase their capacity to support youth, staff and families who are grieving. Grief is an all too familiar experience for many of the young people we serve. And while the challenges that Native communities face are great, the resiliency is even greater. Be There is yet another way that Clubs are making a difference and helping to heal children and teens in Native communities.

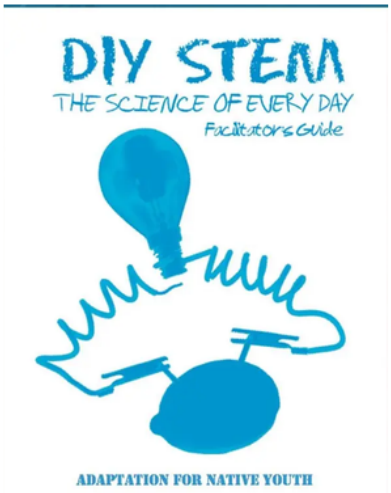


SMART MOVES

SMART (Skills Mastery and Resistance Training) Moves addresses problems such as drug and alcohol use and premature sexual activity. SMART Moves is a 17 session program that tackles topics such as self-awareness, interpersonal skills, and drug use for youth ages 6-9. SMART Kids Make Smart Moves was published in March 2003 through a partnership with the Center of Substance Abuse Prevention, U.S. Department of Housing and Urban Development, Office of Native American Programs and FirstPic, Inc.. An advisory group comprised of experts who understand SMART Moves and the target population reviewed the program and identified adaptations to make the curriculum more reflective of Native American culture. Due to the flexible nature of SMART Moves, local Native Clubs also have the ability to create their own supplemental materials that best reflect their local culture and traditions.

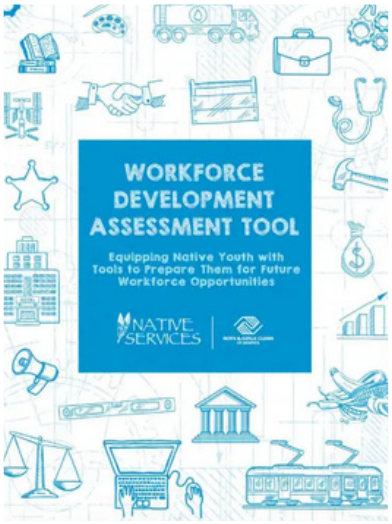


DIY STEM



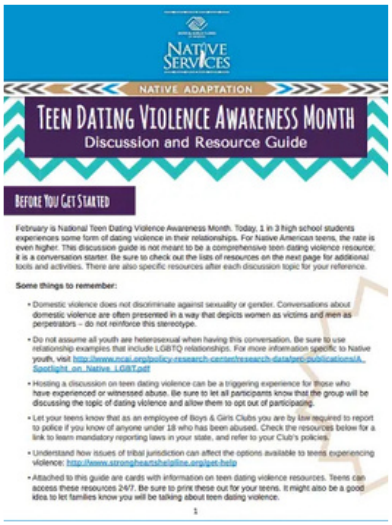
Do It Yourself (or DIY) STEM is an activity-based program that brings scientific principles to life. The program uses items commonly found in the Club, or can be easily procured, to introduce Science, Technology, Engineering, and Mathematical (STEM) concepts to youth. DIY STEM is a program that can be implemented in its entirety or as separate units depending on the needs and interests of various Club kids. The program and curriculum requires youth to think deeply so they can build skills to become the professionals, builders, researchers, educators, and leaders of the future. Club staff guide members to explore STEM related concepts to find an area that interests them most. DIY STEM's Native adapted curriculum integrates crucial anecdotes relating these curriculum units to the Club members' everyday lives. Emphasis is placed on the importance of STEM related concepts as they can help preserve culture while benefitting Native communities across the country. Activities such as Native drumming are used to show youth that science happens all around us.

WORKFORCE DEVELOPMENT INITIATIVE



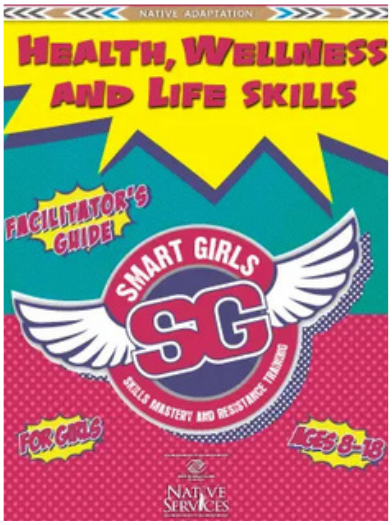
The Workforce Development Initiative capitalizes on existing job skills and career development programs to create and implement a robust local workforce development program for youth. The program prepares teens to enter the workforce while engaging local employers as they get ready for the next generation of employees. The initiative has been specifically adapted for Native youth and provides Clubs with resources and support necessary to facilitate programming. In concert with this effort, BGCA has provided an assessment tool to help Native Clubs assess their capacity to implement a workforce development program. The assessment provides steps that prepare staff and acknowledges opportunities for Native youth such as becoming Tribal department employees.

TEEN DATING VIOLENCE



The Native adaptation of BGCA's Teen Dating Violence Awareness Month Discussion and Resource Guide helps start important conversations about teen dating violence among Native youth. Native children are more likely to experience abuse and identifying unhealthy or abusive relationships can be challenging for Native teens. Abuse may be physical, emotional, sexual, or digital, and it can be difficult to recognize the warning signs. While not a comprehensive resource, this guide is designed to spark discussion and connect Native teens with support, information, and resources to help build safe, healthy and respectful relationships.

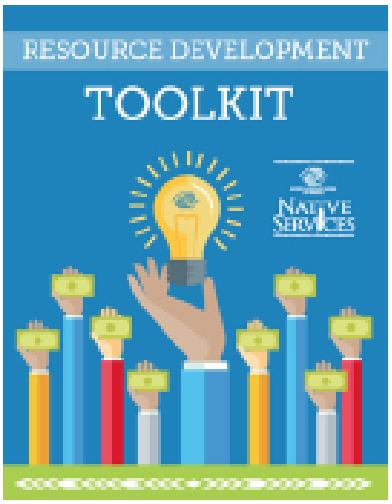
SMART GIRLS



The SMART Girls Native adaption aims to assist Club staff in tailoring the program to be culturally relevant and responsive to the unique strengths and needs of Native girls in their Club. Many Indigenous scholars have found that promoting positive youth development among Native youth demands a holistic approach to program design that incorporates each of the following four dimensions of wellbeing vital to their culture.

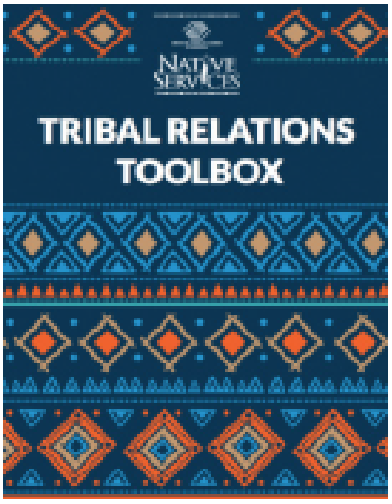
- Social – connections with peers, family, school, community
- Emotional – the ability to cope and deal with the effects of colonization, historical trauma, loss, discrimination and racism
- Cultural – the ability to live in two worlds, knowledge of culture and history, positive identity and connection to cultural community
- Psychological – positive sense of self, adjustment, knowledge of drug and alcohol abuse

RESOURCE DEVELOPMENT TOOLKIT



There are many compelling reasons why you should seriously consider developing, or even bolstering, your Resource Development program. Private support can be the added margin of excellence your Club needs to be elevated to the next level of success, even if you have the funding needed for daily operations. Fundraising is more than raising money to accomplish an agenda or pay staff. BGCA Native Services would like to recognize and thank our NAC Resource Development Committee Members for their time and commitment in creating culturally relevant tools for all Native organizations across the Nation to assure the greatest benefit to Native Clubs.

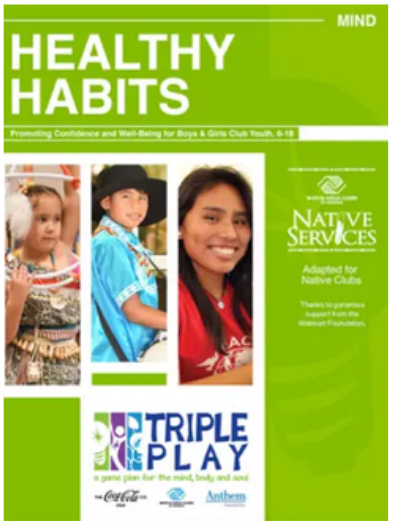
TRIBAL RELATIONS TOOLBOX



The Tribal Relations Toolbox provides best practices working with Tribal governments, sample Tribal resolutions, and many more resources that will prepare you for a council meeting and provides steps on how to create an Advisory Board. BGCA Native Services would like to recognize and thank our NAC Tribal Relations Committee Members for their time and commitment in creating culturally relevant tools for all Native organizations across the Nation to assure the greatest benefit to Native Clubs.

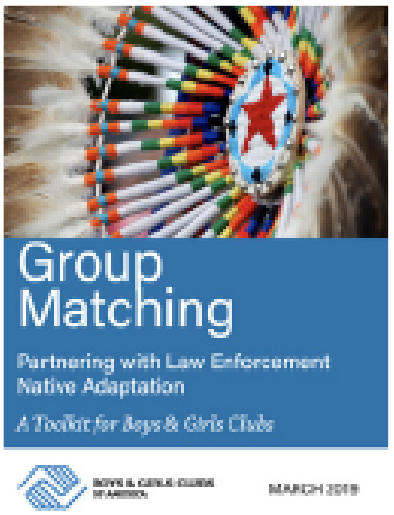
HEALTHY HABITS

Healthy Habits promotes confidence and well-being for Boys & Girls Club youth aged 6-18. Designed to incorporate healthy living and active learning in every part of the Club Experience, Healthy Habits emphasizes good nutrition, regular physical activity and improving overall well-being. The program is the Mind component of Triple Play: A Game Plan for the Mind, Body and Soul. This targeted curriculum ensures kids and teens have a game plan for healthy eating. Healthy Habits curriculum provides appropriate activities for several age groups and builds on each other throughout the year. BGCA's Native Services has reviewed the Healthy Habits curriculum to provide Native Clubs with an adaptation of the curriculum that is more reflective of Native culture.



GROUP MATCHING PARTNERING WITH LAW ENFORCEMENT TOOLKIT

The Group Matching Partnering with Law Enforcement Native Adaptation Toolkit provides Native Clubs with guidance for planning and hosting group mentor-matching events in collaboration with local law enforcement agencies. These events are designed to bring youth and potential mentors together through shared activities that encourage relationship building, trust and meaningful interaction. By participating in group settings, mentors and mentees can get to know one another and identify opportunities for future one-on-one or group mentoring relationships. These events serve as valuable starting points for creating positive, youth-centered mentoring connections, allowing Native youth to have a voice in selecting the law enforcement officers they feel most comfortable working with as mentors. As a supplement to existing BGCA mentoring resources, the toolkit supports Native Clubs in strengthening current law enforcement partnerships and using dialogue-based engagement strategies to develop impactful mentoring opportunities that benefit Native youth and their communities.



DIPLOMAS TO DEGREES

Diplomas to Degrees, a college readiness program, has been adapted to guide Native Club members as they work toward high school graduation and prepare for post-secondary education and career success. Diplomas to Degrees helps teens develop both short- and long-term goals, while familiarizing them with post-secondary education through experiences like college tours. The Native adaptation also assists youth in securing financial aid and fosters supportive relationships with adults who can provide support throughout the college experience.



Ways to Charter a Native Boys & Girls Club



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

For over three decades, Boys & Girls Clubs of America have proudly served American Indian, Alaska Native, Native Hawaiian and American Samoan youth partnering with several Tribal Nations. These Boys & Girls Clubs provide Native youth with ongoing relationships with caring adult professionals, life-enhancing programs, hope, opportunity and, most of all a safe nurturing place where Native youth build resilience and thrive as their true authentic self. In recognition and respect of Tribal sovereignty, BGCA supports the opportunity for sovereign Tribal Nations that seek to establish a BGC to select the way in which they desire to charter their Club, as long as they meet BGCA's membership requirements and have the ability to sustain their Native Club.

Through our commitment to Native youth, below you will find the various ways a Tribal government or Native/Tribal entity may charter:

CHARTERING A NATIVE BOYS & GIRLS CLUB		
ORGANIZATION STRUCTURE	**DEFINITION**	**CLASSIFIED**
Establish a 501(c)3 or Tribal Owned 501(c)3	**Standalone 501(c)3 in Indian Country** *A stand-alone youth non-profit that serves as the governance and fiscal agency located within the Tribal Nation Boundaries/within their own recognized jurisdictions or serves as an Urban Indian Center. Could be owned/operated by the Tribal Government or not owned.*	**Native Organization**
Partner with nearest local 501(c)3 Native Boys & Girls Club Organization	**Native Site (Unit/Extension/Community Impact Program)** *Chartered under a Native Boys & Girls Club Organization. Local BGC Board of Directors serves as the governing body, all financial activity flows through the Native Organization.*	**Native Site of Native Organization**
Partner with nearest local 501(c)3 Non-Native Boys & Girls Club Organization	**Native Site (Unit/Extension/Community Impact Program)** *Chartered under a Non-Native BGC Organization. Local BGC Board of Directors serves as the governing body, all financial activity flows through the Non-Native Organization.*	**Native Site of Non-Native Organization**

CHARTERING A NATIVE BOYS & GIRLS CLUB		
ORGANIZATION STRUCTURE	**DEFINITION**	**CLASSIFIED**
Tribal Governed or Native/Tribal Entity • Federally Recognized Tribe • State Recognized Tribe • Tribal Consortium • Urban Indian Organization • Bureau of Indian Education School and Residential Dormitory • Tribal School/Charter School • Federally Qualified Indian Health Service Clinic • Indian Health Center • Tribal Housing Authority	**Tribal Governed or Native/Tribal Entity Owned and Operated** *The Tribe or Native/Tribal Entity is the governing body and all financial activity flows through the Tribe or the Tribal/Native Entity and serves as the fiscal agency.*	**Native Organization**

Key Governance Documents



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

CONGRESSIONAL CHARTER

BOYS & GIRLS CLUBS OF AMERICA – INCORPORATION

(Public Law 84-988, S. 4184, approved August 6, 1956, as amended by Public Law 102-199, H.R. 525, approved December 10, 1991)

AN ACT TO INCORPORATE THE BOYS & GIRLS CLUBS OF AMERICA

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That: The following persons: Herbert Hoover, New York, New York; William E. Hall, New York, New York; Albert L. Cole, Pleasantville, New York; James A. Farley, New York, New York; Albert C. Wedemeyer, New York, New York; Matthew Woll, New York, New York; Jeremiah Milbank, New York, New York; Stanley Resor, New York, New York; James B. Carey, Washington, District of Columbia; J. Edgar Hoover, Washington, District of Columbia; Lewis L. Strauss, Washington, District of Columbia; General Robert E. Wood, Chicago, Illinois; Frederic Cameron Church, Boston, Massachusetts; H. Bruce Palmer; Newark, New Jersey; Edgar A. Guest, Detroit, Michigan; Nicholas H. Noyes, Indianapolis, Indiana; George A. Scott, San Diego, California; E. E. Fogelson, Dallas, Texas; Ernest Ingold, San Francisco, California; Jessie Draper, Atlanta, Georgia; Julius Epstein, Chicago, Illinois; and their successors, and Gerald W. Blakeley, Jr., Boston, Massachusetts; Roscoe C. Brown, Jr., Bronx, New York; Cees Bruynes, Stamford, Connecticut; Honorable Arnold I. Burns, New York, New York; John L. Burns, Greenwich, Connecticut; Hays Clark, Hobe Sound, Florida; Mrs. Albert L. Cole, Hobe Sound, Florida; Honorable Michael Curb, Burbank, California; Robert W. Fowler, Atlantic Beach, Florida; Thomas G. Garth, New York, New York; Moore Gates, Jr., Princeton, New Jersey; Ronald J. Gidwitz, Chicago, Illinois; John S. Griswold, Greenwich, Connecticut; Claude H. Grizzard, Atlanta, Georgia; George V. Grune, Pleasantville, New York; Peter L. Haynes, New York, New York; James S. Kemper, Northbrook, Illinois; Plato Malozemoff, New York, New York; Edmund O. Martin, Oklahoma City, Oklahoma; Donald E. McNicol, Esq., New York, New York; Jeremiah Milbank, New York, New York; C. W. Murchison III, Dallas, Texas; W. Clement Stone, Lake Forest, Illinois, and their successors; and are hereby created and declared to be a body corporate of the District of Columbia, where its legal domicile shall be, by the name of the Boys & Girls Clubs of America (hereinafter referred to as the corporation) and by such name shall be known and have perpetual succession and the powers, limitations, and restrictions herein contained.

Completion of Organization

Section 1 A majority of the persons named in the first section of this Act are authorized to complete the organization of the corporation by the adoption of a constitution and bylaws, not inconsistent with this Act, and the doing of such other acts (including the selection of officers and employees in accordance with such constitution and bylaws) as may be necessary for such purpose.

Purposes of the Corporation

Section 2 The purposes of the corporation shall be to promote the health, social, educational, vocational and character development of youth throughout the United States of America; to receive, invest and disburse funds and to hold property for the purposes of the corporation.

Corporate Powers

Section 3 The corporation shall have the power:

1. to have succession by its corporate name;
2. to sue and be sued, complain and defend in any court of competent jurisdiction;
3. to adopt, use and alter a corporate seal;
4. to choose such officers, managers, agents, and employees as the business of the corporation may require;
5. to adopt, amend, and alter a constitution and bylaws, not inconsistent with the laws of the United States or any State in which the corporation is to operate, for the management of its property and the regulation of its affairs;
6. to contract and be contracted with;
7. to take by lease, gift, purchase, grant, devise, or bequest from any private corporation, association, partnership, firm or individual and to hold any property, real, personal or mixed, necessary or convenient for attaining the objects and carrying into effect the purposes of the corporation, subject, however, to applicable provisions of law of any State (A) governing the amount or kind of property which may be held by, or (B) otherwise limiting or controlling the ownership of property by a corporation operating in such State;
8. to transfer, convey, lease, sublease, encumber and otherwise alienate real, personal or mixed property; and
9. to borrow money for the purposes of the corporation, issue bonds therefore, and secure the same by mortgage, deed of trust, pledge, or otherwise, subject in every case to all applicable provisions of Federal and State laws.

Principal Office: Scope of Activities: District of Columbia Agent

Section 4 **(a)** The principal office of the corporation shall be located in New York City, New York, or in such other place as may be later determined by the Board of Directors, but the activities of the corporation shall not be confined to that place, but may be conducted throughout the various states, territories, and possessions of the United States.

(b) The corporation shall have in the District of Columbia at all times a designated agent authorized to accept service of process for the corporation; and notice to or service upon such agent, or mailed to the business address of such agent, shall be deemed notice to or service upon the corporation.

Membership

Section 5 **(a)** Eligibility for membership in the corporation and the rights, privileges, and designation of classes of members shall, except as provided in this Act, be determined as the constitution and bylaws of the corporation may provide. Each member of the corporation shall have the right to one vote on each matter submitted to a vote at all meetings of the members of the corporation.

(b) Each organization which is a member of the corporation as provided in the constitution thereof shall be entitled to all the benefits of incorporation under this Act, but such benefits shall cease immediately either upon its resignation from the corporation or in the event that its membership in the corporation is canceled or otherwise terminated by the board of directors, as provided in the constitution of the corporation.

Board of Directors: Composition, Responsibilities

Section 6

(a) Upon the enactment of this Act the membership of the initial board of directors of the corporation shall consist of the present members of the board of directors of the Boys Clubs of America, the corporation described in Sec. 16 of this Act, or such of them as may then be living and are qualified members of said board of directors, to wit: Hoyt Ammidon, New York, New York; Wendell W. Anderson, Detroit, Michigan; Sewell L. Avery, Chicago, Illinois; Richard E. Berlin, New York, New York; Arthur T. Burger, Boston, Massachusetts; Hendry S.M. Burns, New York, New York; John L. Burns, New York, New York; Peter Capra, New York, New York; James B. Carey, Washington, District of Columbia; Colby M. Chester, New York, New York; Frederic C. Church, Boston, Massachusetts; Albert L. Cole, Pleasantville, New York; Carle C. Conway, New York, New York; Donald K. David, New York, New York; Morse G. Dial, New York, New York; Robert W. Dowling, New York, New York; Kempton Dunn, New York, New York; Gilbert D. Eaton, Oakland, California; Julius Epstein, Chicago, Illinois; James A. Farley, New York, New York; Horace C. Flanigan, New York, New York; E.E. Fogelson, Dallas, Texas; Phillip G. Geiger, Pawtucket, Rhode Island; M. Preston Goodfellow, Washington, District of Columbia; J. Peter Grace, Jr., New York, New York; John S. Griswold, New York, New York; Powell C. Groner, Kansas City, Missouri; Edgar A. Guest, Detroit, Michigan; William Edwin Hall, New York, New York; Robert B. Heppenstall, Pittsburgh, Pennsylvania; William Edwin Hill, New York, New York; Allan Hoover, New York, New York; Herbert Hoover, New York, New York; J. Edgar Hoover, Washington, District of Columbia; Arthur Huck, New York, New York; Austin S. Iglehart, New York, New York; Ernest Ingold, San Francisco, California; Edward Ingraham, Bristol, Connecticut; Gordon Jeffrey, Toledo, Ohio; Frank R. Jelleff, Washington, District of Columbia; Grant Keehn, New York, New York; James S. Kemper, Chicago, Illinois; Major William G. Kiefer, Louisville, Kentucky; Philip Le Boutillier, New York, New York; Philip Le Boutillier, Jr., Toledo, Ohio; James A. Linen, New York, New York; John D. Lockton, New York, New York; Fred Loock, Milwaukee, Wisconsin, David I. McCahill, Pittsburgh, Pennsylvania; Charles P. McCormick, Baltimore, Maryland; Everett McCullough, Wichita Falls, Texas; Ira McGuire, Muncie, Indiana; Charles R. Messier, Newark, New Jersey; Jeremiah Milbank, New York, New York; Theodore G. Montague, New York, New York; W. R. Nicholson, Jr., Philadelphia, Pennsylvania; Nicholas H. Noyes, Indianapolis, Indiana; Harry L. Olden, Cincinnati, Ohio; Frank Pace, Jr., New York, New York; August K. Paeschke, Milwaukee, Wisconsin; H. Bruce Palmer, Newark, New Jersey; Richard S. Perkins, New York, New York; Samuel F. Pryor, New York, New York; Stanley Resor, New York, New York; Captain E.V. Rickenbacker, New York, New York; Victor F. Ridder, New York, New York; Frederic E. Schluter, Trenton, New Jersey; George A. Scott, San Diego, California; Irving J. Seher, Milwaukee, Wisconsin; Grant G. Simmons, New York, New York; P.C. Spencer, New York, New York; Clifford L. Strang, Tonawanda, New York; Edward K. Straus, New York, New York; Lewis L. Strauss, Washington, District of Columbia; Kenneth C. Towe, New York, New York; Maxwell M. Upson, New York, New York; Virgil P. Warren, Atlanta, Georgia; Albert C. Wedemeyer, New York, New York; Morgan D. Wheelock, New York, New York; J. Dugald White, New York, New York; Myron A. Wick, Jr., Stamford, Connecticut; Alfred G. Wilson, Detroit, Michigan; William S. Wilson, New York, New York; Matthew Woll, New York, New York; General Robert E. Wood, Chicago, Illinois; Gordon G. Wormal, Santa Barbara, California; E.A. Wright, Detroit, Michigan; Paul S. Young, Schenectady, New York; William Zeigler, Jr., New York, New York.

(b) Thereafter the board of directors of the corporation shall consist of such number as may be prescribed in the constitution of the corporation, and the members of such board shall be selected in such manner (including the filling of vacancies), and shall serve for such terms, as may be prescribed in the constitution and bylaws of the corporation.

(c) The board of directors shall be the managing body of the corporation and shall have powers, duties and responsibilities as may be prescribed in the constitution and bylaws of the corporation.

Officers: Election and Duties of Officers

Section 7

(a) The officers of the corporation shall be a chairman of the board of directors, a President, one or more Vice Presidents (as may be prescribed in the constitution and bylaws of the corporation), a Secretary and a Treasurer, and one or more Assistant Secretaries and Assistant Treasurers as may be provided in the constitution and bylaws.

(b) The officers of the corporation shall be elected in such manner and for such terms and with such duties as may be prescribed in the constitution and bylaws of the corporation.

Use of Income: Loans to Officers, Directors or Employees

Section 8

(a) No part of the income or assets of the corporation shall inure to any of its members, directors or officers as such, or be distributed to any of them during the life of the corporation or upon its dissolution or final liquidation. Nothing in this subsection, however, shall be construed to prevent the payment of compensation to officers of the corporation in amounts approved by the board of directors of the corporation.

(b) The corporation shall not make loans to its officers, directors or employees. Any director who votes for or assents to the making of a loan or advance to an officer, director or employee of the corporation, and any officer who participates in the making of such a loan or advance, shall be jointly and severally liable to the corporation for the amount of such loan until the repayment thereof.

Nonpolitical Nature of Corporation

Section 9

The corporation, and its officers and directors as such, shall not contribute to or otherwise support or assist any political party or candidate for public office.

Liability for Acts of Officers and Agents

Section 10

The corporation shall be liable for the acts of its officers and agents when acting within the scope of their authority.

Prohibition against Issuance of Stock or Payment of Dividends

Section 11

The corporation shall have no power to issue any shares of stock or to declare or pay any dividends.

Books and Records: Inspection

Section 12

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its members, board of directors, and committees having any authority under the board of directors; and it shall also keep at its principal office a record of the names and addresses of its members entitled to vote. All books and records of the corporation may be inspected by any member entitled to vote, or his agent or attorney, for any proper purpose, at any reasonable time.

Use of Assets on Dissolution or Liquidation Audit of Financial Transactions

Section 13

(a) The financial transactions shall be audited annually by an independent certified public accountant in accordance with the principles and procedures applicable to commercial corporation transactions. The audit shall be conducted at the place or places where the accounts of the corporation are normally kept. All books, accounts, financial records, reports, files, and all other papers, things or property belonging to or in use by the corporation and necessary to facilitate the audit shall be made available to the person or persons conducting the audit; and full facilities for verifying transactions with the balances or securities held by depositories, fiscal agents, and custodians shall be afforded to such person or persons.

(b) A report of such audit shall be made by the corporation to the Congress no later than March 1 of each year. The report shall set forth the scope of the audit and shall include a verification by the person or persons conducting the audit of statements of (1) assets or liabilities, (2) capital and surplus or deficit, (3) surplus or deficit analysis, (4) income and expense, and (5) sources and application of funds. Such report shall not be printed as a public document.

Use of Assets on Dissolution or Liquidation

Section 14 Upon dissolution or final liquidation of the corporation, after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets, if any, of the corporation shall be distributed in accordance with the determination of the board of directors of the corporation and in compliance with the constitution and bylaws of the corporation and all Federal and State laws applicable thereto.

Transfer of Assets

Section 15 The corporation may acquire the assets of the Boys' Clubs of America, a corporation organized under the laws of the Commonwealth of Massachusetts, upon discharging or satisfactorily providing for the payment and discharge of all of the liability of such corporation and upon complying with all laws of the Commonwealth of Massachusetts applicable thereto.

Reservation of Right to Amend or Repeal Charter

Section 16 The right to alter, amend or repeal this Act is expressly reserved.

BOYS & GIRLS CLUBS OF AMERICA CONSTITUTION

Successor to Boys' Clubs of America, Inc.
(As Amended and Restated through November 18, 2013)

PREAMBLE

The Boys & Girls Club Movement is a nationwide affiliation of local, autonomous Member Organizations and Boys & Girls Clubs of America working to help youth of all backgrounds.

Boys & Girls Clubs are recognized as leading advocates for youth who provide girls and boys with effective diverse programs and services; and demonstrate that caring adults can truly help young people grow into contributing human beings with the necessary skills for living.

Boys & Girls Clubs are united by a common mission to inspire and enable all youth, especially those who need us most, to become responsible, productive and caring citizens.

Boys & Girls Clubs believe that the following principles developed by our founders are important and viable: a mission of providing hope and opportunity for youth; a focus on youth from disadvantaged circumstances; a system of informal guidance; opportunities for youth to develop ongoing relationships with caring adults; a unique youth development philosophy; and a commitment to character development that also provides fun, diverse and interesting experiences for youth.

We therefore, reaffirm these beliefs and principles and adopt this Constitution.

Article I – Name

The name of the Corporation shall be BOYS & GIRLS CLUBS OF AMERICA.

Article II – Purposes

Section 1 The purposes of this nonprofit, charitable, educational Corporation shall be to promote the health, social, educational, vocational and character development of all youth throughout the United States of America; to receive, invest and disburse funds and to hold property for the purposes of the Corporation.

Section 2 These purposes shall be achieved by providing national leadership in the development of the Boys & Girls Clubs of America Movement; developing activities which will enable Member Organizations to render better service to their members; and providing assistance to communities in the establishment of new Clubs.

Article III – Board of Governors

Section 1 The business, property and affairs of the Corporation shall be managed by a board of directors who shall be known as the Board of Governors which shall have the power to establish policies not inconsistent with those established by the National Council; to initiate, approve and carry out plans and programs of service to Member Organizations; to elect Member Organizations; to charter new Clubs; to adopt the annual budget of the Corporation; to borrow money; to raise and disburse funds; to invest and reinvest funds of the Corporation; to sell, buy and exchange properties and securities of the Corporation; to make contracts; to appoint, or delegate the power to appoint, employees of the Corporation and fix their compensation; to appoint or delegate the power to appoint certain standing committees (in addition to the Executive Committee and the Board Governance Committee) at least a majority of the members of each of which shall be members of the Board of Governors; and to perform such other duties and exercise such other powers as may be necessary to carry out the purposes of the Corporation.

Section 2 The Board of Governors of the Corporation shall consist of at least twenty-one (21) members. The members of the Board of Governors shall be elected by the National Council, by a plurality vote at the annual meeting of the National Council and each shall serve a term of three years or until a successor is elected and qualified.

Section 3 The Board of Governors shall have power to fill vacancies in its own membership caused by any reason whatsoever until a successor or successors are elected by the National Council.

Section 4 The Board of Governors may establish Trustee groups of the Corporation to further the mission, goals and objectives of the Boys & Girls Club Movement. The Board of Governors shall elect a Chairman for each Trustee group.

Section 5 The Board of Governors shall have no control over the affairs of the Member Organizations, including, but not limited to, safety; compliance with federal, state, and local laws; physical facilities; finances; policies and programs; and personnel policies and decisions. The Board of Governors shall have no authority to hire, terminate, discipline, fix the compensation of, prescribe the duties of, or establish the terms of employment of the officers and employees of Member Organizations.

Article IV – Membership

Section 1 The membership of the Corporation shall consist of Member Organizations which operate one or more Clubs in accordance with requirements for membership and operating standards established by the National Council of the Corporation and which have been elected to membership by the Board of Governors of the Corporation.

Section 2 Any Member Organization may resign from the Corporation upon written notice addressed to the Secretary of the Corporation.

Section 3 If any Member Organization does not meet the established requirements for membership or operating standards, upon written notice, the membership of such Member Organization or any Club within such Member Organization may be terminated, put on provisional status or otherwise conditioned. Decisions to terminate membership will be in the judgment of the Board of Governors of the Corporation, who can authorize the President to take such action on their behalf. Decisions to put on provisional status or otherwise condition membership will be in the judgment of the President of the Corporation.

Section 4 Member Organizations shall have control of their own affairs, including but not limited to safety; compliance with federal, state and local laws; physical facilities; finances; policies and programs, and personnel policies and decisions. Member Organizations shall have sole authority to hire, to terminate, to discipline, to fix the compensation of, to prescribe the duties of and to establish the terms of employment of its employees and officers. Neither the Board of Governors of the Corporation nor the Corporation itself shall have authority with respect to employment policies or decisions of Member Organizations.

Article V – The National Council

Section 1 The policies of the Corporation shall be determined by a National Council which shall also, as provided in this Constitution, establish requirements for membership in the Corporation; establish operating standards; elect members of the Board of Governors; determine annual membership dues to be paid by Member Organizations and act on all matters which may properly come before it.

Section 2 The National Council shall consist of one (1) delegate or one (1) alternate designated annually by each Member Organization and the individuals provided for in Article V, Section 4 below, all of whom shall be deemed Members of the National Council.

Section 3 Each Member Organization shall have the right to one vote either by its delegate or alternate, or by proxy on matters submitted to a vote at meetings of the National Council.

Section 4 All members of the Board of Governors of the Corporation, Professional Officers, each professional member of the National Staff of the Corporation, and all Chairmen of Area Councils, as hereinafter established, shall be Members of the National Council during their respective terms of office and each shall be entitled to be present at any meeting of the National Council and to speak on any question but shall not be entitled to vote.

Section 5 The National Council shall have no authority to hire, terminate, discipline, fix the compensation of, prescribe the duties of, or establish the terms of employment of the officers and employees of Member Organizations, or to otherwise establish personnel policies for Member Organizations.

Article VI – Meetings of the National Council

Section 1 The annual meeting of the National Council shall be held at the time and place of the annual national conference of the Corporation, or at any other time and place as may be fixed by the Board of Governors of the Corporation. An itemized agenda of the business to come before the annual meeting shall be determined by the National Area Council Committee and the Chairman of National Council, as defined below in Section 5 and in Article X. At least sixty (60) days before the date of the annual meeting of the National Council, the Secretary of the Corporation shall send notice of the time and place of the meeting and submit an itemized agenda of the business to come before the meeting to each Member Organization and to the individual Members of the National Council. Items not on the agenda may be introduced for discussion at the annual meeting but will not be voted upon at such meeting.

Meetings of members may be held either in person, by teleconference or by any other electronic means of participation that enables all persons participating in the meeting to hear each other and vote during the meeting. Participation by such means shall constitute presence in person at a meeting.

Section 2 In case of failure by the Board of Governors to fix the time and place of the annual meeting of the National Council as herein provided, any twenty-five (25) Member Organizations may request that an annual meeting be called by the Board of Governors.

Section 3 Special meetings of the National Council shall be held at the call of the Board of Governors or at the request of the National Area Council Committee through the Chairman of the National Council; provided notice shall be given by the Secretary of the Corporation of the time, place and purposes of such meeting to the members of the National Council at least thirty (30) days before the date of such meeting. No action, however, shall be taken at such meeting upon any matters other than those stated in such notice.

Section 4 Twenty-five percent (25%) of the voting Members of the National Council present in person or by proxy shall constitute a quorum at any meeting of the National Council, but in the absence of a quorum, a majority of those voting Members present at the time and place set for a meeting may take an adjournment from time to time until a quorum is present. Proxy voting may be done prior to the meeting through submission by mail, facsimile, online voting or other electronic means.

Section 5 The Chairman of the Board of Governors shall be Chairman of the National Council and in the event of the Chairman's absence; the Chairman-elect of the Board of Governors shall act as Chairman thereof. In the absence of both the Chairman of the Board of Governors and the Chairman-elect of the Board of Governors, any Vice Chairman of the Board of Governors shall act as Chairman of the National Council.

Section 6 At all meetings of the National Council, all matters shall be determined by a majority vote of the Member Organizations present in person or by proxy, unless otherwise provided by this Constitution.



Article VII – Board Governance Committee

Section 1 At each annual meeting of the National Council the Members of the National Council shall elect, or authorize the Chairman of the Board of Governors to appoint the members of a Board Governance Committee comprised of at least three (3) Members of the National Council, whose duty shall be to present to the National Council at its next annual meeting following such election, nominations for members of the Board of Governors.

Section 2 Any Member of the National Council may nominate candidates for the Board of Governors of the Corporation. Such nominations shall be sent in writing to the Board Governance Committee at least one hundred and twenty (120) days prior to the annual meeting of the National Council.

Article VIII – Executive Committee

The Chairman of the Board of Governors may appoint an Executive Committee consisting of the officers of the Corporation and such members of the Board of Governors as the Chairman shall appoint. Said Committee shall have all the responsibility and powers and exercise all the authority of the Board of Governors in the management of the business of the Corporation during intervals between meetings of the Board of Governors. The members of the Executive Committee shall serve until their successors are elected or appointed, or until they are removed by the Board of Governors. The Chairman of the Board of Governors shall serve as Chairman of the Executive Committee.

Article IX – Officers

Section 1 The Board of Governors shall elect from among the volunteers in its membership, a Chairman of the Board, a Chairman-elect, one or more Vice Chairmen, a Treasurer, a Secretary, and other such officers as it shall determine from time to time each for a term of one (1) year, with the exception of the Chairman who shall serve for a term of two (2) years, or until his or her respective successor is elected and shall qualify (the "Volunteer Officers").

Section 2 The Board of Governors shall elect, a President of the Corporation, an Assistant Secretary of the Corporation and an Assistant Treasurer of the Corporation, each of whom will be, or upon such election become, a professional member of the National Staff of the Corporation, each for a term of one (1) year or until his or her respective successor is elected and shall qualify (collectively, the "Professional Officers").

Section 3 The Board of Governors shall have the authority to fill any vacancy in any office described in this Article IX occurring by any reason whatsoever.

Section 4 The Board of Governors shall fix the compensation of and prescribe the duties and terms of employment of the President of the Corporation and the President of the Corporation shall direct the compensation, duties and terms of the other Professional Officers and employees of the Corporation subject to, and in accordance with, the instructions of the Board of Governors.

Section 5 The National Council or the Board of Governors may elect life or honorary governors, who shall attend such meetings of the Board of Governors as the Board of Governors shall from time to time determine; but none of such honorary members of the Board of Governors shall have or exercise any of the powers of the members of the Board of Governors of the Corporation.

Article X – Area Councils

Section 1 The Board of Governors shall provide for the establishment of a National Area Council Committee which shall include at least three, but not more than six, representatives of Member Organizations acting as representatives from each of the regions of the Corporation, as well as up to four at-large representatives. The National Area Council Committee shall provide for the establishment of Area Councils and shall designate areas in which each Area Council shall function.

Section 2 The membership of each Area Council shall consist of at least one volunteer member of the governing body of each Member Organization in the area of such Area Council and the Chief Professional Officer [*] of each such Member Organization.
[*] [Also known as "Chief Executive Officer"]

Section 3 Area Councils shall be created to provide a liaison function between constituent Member Organizations and the Corporation, to provide a forum for constituent Member Organizations and for any purpose consistent with the purposes and policies of the Corporation; provided, however, that in promoting any of such purposes, no Area Council shall commit or subject the Corporation to any obligation without the Corporation's prior express written consent. Area Councils will receive information from Member Organizations for proposed agenda items at the National Council meeting. It will be the responsibility of each Area Council to discuss and decide whether the proposed agenda item should be submitted to the National Area Council Committee for consideration for the agenda of the National Council meeting. Each Member Organization shall appoint a member of its governing body to serve as a liaison for their Area Council; such member shall serve on the executive committee of their governing body, OR regularly update the executive committee of their governing body on the issues discussed at the Area Council.

Section 4 The Area Councils shall have no authority to hire, terminate, discipline, fix the compensation of, prescribe the duties of, or establish the terms of employment of the officers and employees of Member Organizations within each Area Council's area, or to otherwise establish personnel policies for those Member Organizations.

Article XI – Membership Dues

In return for the privileges of membership, Member Organizations shall pay annual membership dues to the Corporation in such amounts and on such terms and conditions as the National Council may from time to time determine.

Article XII – By-Laws

The Board of Governors of the Corporation shall have the power to adopt by-laws regulating the affairs and prescribing the duties of the officers of the Corporation, which by-laws shall not be inconsistent with this Constitution.

Article XIII – Use of Assets on Dissolution and Use of Income

Section 1 Upon the dissolution of the Corporation, the Board of Governors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) as the Board of Governors shall determine. Any of such assets not disposed of shall be disposed of by a court of competent jurisdiction, in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as the court shall determine which are organized and operated exclusively for such purposes.

Section 2 No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its charitable purposes.

Article XIV – Indemnification

In accordance with and subject to the policies and procedures established by the Board of Governors, the Corporation shall, to the fullest extent permitted by the District of Columbia Nonprofit Corporation Code, indemnify, defend and hold harmless each member of the Board of Governors, officer, employee, or agent of the Corporation from and against any and all liabilities, costs and expenses (including attorneys' fees and expenses) reasonably incurred by him or her or on his or her behalf in connection with any legal action or proceeding to which he or she may be a party by reason of his or her being or having been a member of the Board of Governors, officer, employee or agent of the Corporation, or by reason of any action alleged to have been taken or omitted by him or her in such capacity. The indemnification provided for herein shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any constitution, by-law, agreement, vote of disinterested member of the Board of Governors, or otherwise.

Article XV – Amendments

This Constitution may be amended upon the affirmative vote of two-thirds of the Member Organizations present in person or by proxy at any meeting of the National Council; provided, however, that a copy of each proposed amendment to be considered at any meeting of the National Council shall have been mailed to each Member Organization and each Member of the National Council at least sixty (60) days before the date of such meeting.



REQUIREMENTS FOR MEMBERSHIP

RIGHTS AND RESPONSIBILITIES

When an organization is accepted as a Member Organization of Boys & Girls Clubs of America, the following rights and privileges are conferred:

- The right to be identified with the Boys & Girls Club Movement
- The right to receive services from Boys & Girls Clubs of America
- The right to use the Boys & Girls Club name, logo and other intellectual property of Boys & Girls Clubs of America
- The right to participate in and vote at annual meetings of the National Council

Member Organizations assume the following obligations:

- To fully comply with all requirements adopted and approved by the National Council
- To act in accordance with the Constitution of Boys & Girls Clubs of America and any policies or procedures adopted by the National Council
- To maintain and advance public trust and reputation for their Member Organization

Boys & Girls Clubs of America, the national organization, assumes the following responsibilities to its Member Organizations:

- To uphold the articles and provisions of the Constitution, including membership requirements adopted and approved by the National Council
- To assist with the establishment of new Boys & Girls Clubs
- To provide services that further the purposes of the Boys & Girls Club Movement
- To maintain and advance public trust and the reputation of the Boys & Girls Club Movement

Any non-profit corporation or organization may be elected to membership by the Board of Governors of Boys & Girls Clubs of America (thereby becoming a "Member Organization") if it:

- Has as its purpose education, career development, character and leadership, health and wellness, the arts, andsports and recreation.
- Operates at least one Club Unit with all associated sites chartered (defined as a Unit, Extension or Community Impact Program) in compliance with the requirements set forth herein and the operating standards adopted and approved by the National Council; and
- Is led by a governing body whose members have been selected irrespective of race, ethnicity, gender, gender expression, sexual orientation, ability, religion, age or national origin.

Organizations may apply for an exemption from certain membership requirements. All Military-affiliated organizations must comply with the assigned branch of service rules and regulations.

1. SAFETY

1.0: Preamble

All Member Organizations must provide a safe environment for children, teens, staff, volunteers and any visitors in accordance with the requirements, as adopted and approved by the National Council.

1.1: Compliance with safety laws

Each Member Organization shall comply with applicable mandated reporting statutes and regulations and all applicable tribal, federal, state and local laws (including those pertaining to licensing, for licensed organizations) for the protection and safety of youth.

1.2: Performance of criminal background checks

Each Member Organization shall secure criminal background checks on all staff (including minors), board members and any individual serving on a board standing committee. In addition, all volunteers and third-party professionals who have direct, repetitive interaction with young people must have background checks. Such background checks shall be secured prior to employment, volunteer engagement or other affiliation and at least once every 12 months thereafter.

Name- or fingerprint-based record searches may be used in any combination but shall, at a minimum:

a. Verify the person's identity and legal aliases through verification of a social security number;
b. Provide a national Sex Offender Registry search;
c. Provide a comprehensive criminal search that includes a national search; and
d. Provide a comprehensive local criminal search that includes a statewide or county-level criminal search, depending on jurisdiction.

This membership requirement must also be shared with each Member Organization's background check provider.

1.3: Applying background check findings

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

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

1.4: Applying reference checks

Every Member Organization shall conduct reference checks on any candidate for employment or volunteer with direct, repetitive interaction with young people. Every Member Organization must inquire with any potential candidate for employment or a potential volunteer as to previous Boys & Girls Club experience. Should candidates for employment or volunteer service in a role that has direct, repetitive interaction with young people have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs the candidate worked at prior to extending an offer for employment or volunteer service.

Additionally, all Member Organizations shall provide an accurate assessment of a potential candidate's eligibility for rehire/volunteering when asked by other Member Organizations.

1.5: Policies for the protection of youth

Every Member Organization shall have in place and follow policies and standards to protect youth that incorporate policies approved by the National Council and include but are not limited to:

a. Child abuse prevention and response, including guidance on staff-to-child ratios and prohibition of private one-on-one interactions between youth and staff, volunteers and board members;
b. Drug-and alcohol-free workplace;
c. Facilities, including guidance on restroom usage;
d. Screening and onboarding;
e. Incident reporting and investigation;
f. Emergency operations;
g. Transportation; and
h. Technology acceptable use, including prohibition of inappropriate technology-based interactions between youth and staff, volunteers, board members and other youth during and after Club hours.

1.6: Reporting of critical incidents

Each Member Organization shall immediately report any known allegation of abuse or any potential criminal matter to law enforcement or the appropriate authorities. In addition, each Member Organization shall report the following known critical incidents to BGCA within 24 hours:

a. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
b. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury or death; or a mental health crisis with a child requiring outside care.
e. Any instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or exploitation (Club-related or not) alleged against any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or Club-related exploitation against a volunteer or visitor.
f. Failure of an inspection by a childcare licensing agency or organization.
g. Any instance or allegation of a felony-level criminal act committed at a Club site or during a Club-sponsored activity.
h. Any misappropriation of organizational funds in the amount of $10,000 or greater; or any amount of federal funds.
i. Any criminal or civil legal action involving the organization, its employees or volunteers, as well as any changes in the status of an open organization-related legal action.
j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Club brand.
k. Any other incident deemed critical by the Member Organization.

1.7: Safety Committee

The governing body of each Member Organization must establish and maintain a Safety Committee that is chaired by an active board member and leads the organization's Safety agenda.

The Committee shall:

- Meet at least three times each year
- Implement solutions to ensure the safety of all members, staff, volunteers and visitors
- Verify the organization's submission of an annual online safety assessment
- Review the results of all safety assessments to identify areas for improvement
- Review the organization's safety policies
- Submit Committee chair name and contact information annually to BGCA

1.8: Safety Committee annual assessment and review

The Safety Committee of each Member Organization's governing body shall conduct annual facility assessments, review safety policies and review the results of all safety assessments to identify safety needs and areas of improvement.

1.9: External organizational and site safety assessment

Each organization will undergo an annual organizational and site safety assessment, conducted by BGCA or its designee, with each Club site being assessed every 24 months against a defined set of child and Club safety standards.

This requirement will be reviewed in 2027 by a national committee, appointed by the President & CEO of Boys & Girls Clubs of America. Recommendations for revisions will be made to the National Area Council Committee and the Chair of the National Council for their review and any proposed changes will be presented to the National Council for consideration in 2028. This taskforce will be composed of local Club professionals, the Membership Governance & Compliance Advisory Committee, board members and external safety experts and supported by BGCA staff.

1.10: Safety training

Every Member Organization shall conduct and report through a BGCA-approved process the following training for all staff members and volunteers with direct, repetitive interaction with young people before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention,
2. BGCA-approved mandated reporting,
3. BGCA-approved grooming prevention,
4. The Member Organization's policies, including all safety policies.

1.11: CPR and first-aid training

Each Member Organization shall have at least one staff member or volunteer present at each site during all operating hours when youth are being served – or during any Club-sponsored offsite program activity/trip – who is either American Red Cross certified or fully trained through a qualifying comprehensive adult and infant/child CPR and first-aid training.

1.12: Display of safety collateral

Each Club site must prominently display BGCA-approved collateral that shares ethics hotline, crisis text-line and safety helpline information with members, staff, volunteers and families.

1.13: Sharing of safety policies with parents/guardians

Every Member Organization must make available its safety policies to parents and/or guardians upon receiving a minor youth membership application.

1.14: Club members and minors serving as Club employees or volunteers

Each Member Organization shall have in place and follow policies and procedures clearly defining the scope of how minors can serve as employees, volunteers or work-based learning participants in the Club and shall ensure that any such minors complete mandatory training before they begin working with other young people. Additionally, all Club staff who supervise minor employees, volunteers or work-based learning participants must complete mandatory training on such supervision.

1.15: Insurance

Every Member Organization shall maintain comprehensive General Liability and Sexual Misconduct insurance from a BGCA-reviewed carrier, each with a minimum policy limit of $1 million per occurrence/$3 million aggregate. Member Organizations agree Boys & Girls Clubs of America must be named as an additional insured with primary coverage under the General Liability and Sexual Misconduct policy and the certificate of insurance and declarations page must be filed with Boys & Girls Clubs of America annually. Organizations will have a third party review the sufficiency of coverage amounts every two years to reflect their size, location and range of services.

Every Member Organization shall maintain comprehensive Directors and Officers Liability insurance coverage and Employment Practices Liability insurance coverage, each with a minimum policy limit of $1 million.

2. PEOPLE

2.0: Preamble

Every Member Organization must employ qualified staff and engage qualified volunteers committed to providing for the safety, health, education, development (including social, vocational and character development) and guidance of the members of the Clubs it operates, in accordance with the requirements, as adopted and approved by the National Council.

2.1: Compliance with employment laws

Every Member Organization shall comply with all applicable regulations, tribal, federal, state and local laws, including those around employment practices, benefits and licensing. Such compliance shall be reviewed by the local organization's governing body at least annually.

2.2: Employment of a Chief Executive Officer (CEO)

Every Member Organization shall employ a paid, full-time Chief Executive Officer (CEO). The CEO shall:

a. Be responsible directly to the governing body of the Member Organization.
b. Be responsible for executive and administrative control of the finances, operations and personnel of the Member Organization, in accordance with policies and procedures established by said governing body.
c. Have the capability to effectively run the organization and demonstrate positive organizational performance, as established by said governing body.

All newly hired CEOs must begin active participation in and adherence to a comprehensive CEO onboarding process within the first seven days after the start date. The overall onboarding process will include a mandatory BGCA-facilitated New Executive Orientation program.

2.3: Staff-to-youth ratio for program operations

Every Member Organization shall establish supervision levels to not exceed a trained staff- or trained adult volunteer-to-youth ratio of 1:20 for program operations at each chartered site.

Staff may include trained minor employees, who must be under the direct supervision of an adult in the same program space.

Adult volunteers, who are to be counted as part of the ratio, shall be trained to the same level as staff, according to the organization's training policy.

2.4: Site supervision

Each chartered site shall provide for a designated supervisory position separate from the CEO that is responsible for site-level operations. This supervisor must complete a BGCA-facilitated training within the first six months of hire.

2.5: Written training and development plan for all employees

Every Member Organization shall have in place a documented training plan for all employees that includes orientation, onboarding and ongoing learning and development.

2.6: Orientation, onboarding & tracking volunteer participation

All volunteers who have direct, repetitive interaction with youth must complete a documented orientation/onboarding process. All volunteer participation must be tracked by Member Organizations (e.g., by tracking sign-in, program participation, sign-out, etc.).

2.7: Employee benefits

Each Member Organization shall provide the following plans to all eligible employees:

I. Retirement Plan – Provide an Internal Revenue Service (IRS)-qualified retirement plan to all eligible employees as defined by the plan and provide either:
   a. a nonelective employer contribution equal to at least 3% of eligible employee pay, or
   b. a minimum matching employer contribution equal to 100% of employee contributions up to at least 3% of employee pay.

II. Comprehensive Medical Insurance – Provide a comprehensive medical insurance plan available to all eligible employees and pay at least 50% of the cost for employee only coverage.

III. Group Term Life Insurance – Provide a group term life insurance plan available to all eligible employees and pay at least 50% of the cost for employee only coverage.

IV. Long Term Disability Insurance – Provide a long-term disability insurance plan available to all eligible employees and pay at least 50% of the cost for employee only coverage.

2.8: Employment policies for workplace behavior

Each Member Organization shall develop employment policies that provide the framework by which employees are expected to behave. The policies should include all areas of employment, including safety, training, recruitment, compensation, termination, benefits, employee relations and leaves of absence.

2.9: Employee compensation

Each Member Organization shall establish and maintain a comprehensive, non-discriminatory employee compensation program to pay wages and salaries that are competitive with other employers in the sector and within the relevant market.

3. GOVERNANCE

3.0: Preamble

All Member Organizations shall be governed by a constitution, by-laws and a Code of Ethics that are consistent with the requirements, as adopted and approved by the National Council.

3.1: Governing bodies

Every Member Organization shall operate one or more Clubs which meet the requirements for membership and operating standards and shall have a governing body (such as a Board of Directors, administrative committee, or otherwise-named entity) of no fewer than 7 members that provides for board-appointed committees as necessary to conduct organizational business. No more than two members of the Member Organization's governing body may be employees of the Member Organization or of the Club(s) it operates. The CEO of a Member Organization may serve as a voting member of the Member Organization's governing body but may not serve as the governing body's Chair. All members of a Member Organization's governing body shall participate in BGCA-provided or approved training on Board Roles and Responsibilities.

3.2: Fiduciary oversight of Member Organizations

The governing body of the Member Organization shall meet its fiduciary duty and responsibility to provide reasonable and effective oversight of the Member Organization's:

- Governance
- Hiring and performance management of the CEO
  - Operations
  - Personnel
- Fiscal management
- Adoption of policy and procedures
- Planning and strategy
- Ensuring public trust

Demonstrating positive organizational performance as established by said governing body.

3.3: Naming convention

All newly chartered Member Organizations must have as the first words in their organization name "Boys & Girls Club(s) of..."

Organizational name changes must be approved by BGCA.

3.4: Code of ethics

All members of a Member Organization's staff and governing body must annually sign, execute and/or acknowledge the Member Organization's Code of Ethics, which must address at a minimum: conflicts of interest, records retention, and whistleblower protection.

4. FINANCIAL SUSTAINABILTY

4.0: Preamble

Member Organizations shall ensure effective oversight and management of their funds, in accordance with the requirements as adopted and approved by the National Council.

4.1: Policies, procedures and controls

Each Member Organization shall adopt, implement, and adhere to board-approved financial and accounting policies, procedures and controls, including appropriate segregation of duties, that comply with Generally Accepted Accounting Principles (GAAP). Such policies shall address key financial areas, including, but not limited to:

a. Roles and responsibilities for both staff and board;
b. Receipt of cash, checks, and other methods of payment;
c. Credit card usage and oversight (including CEO);
d. Check signing processes and bank reconciliation;
e. Employee reimbursements;
f. Debt and use/repayment of line of credit;
g. Gift acceptance, including in-kind;
h. Accounting for restricted donations; and
i. Chart of accounts and general ledger.

These policies shall be reviewed annually with any recommended amendments or additions being approved by each Member Organization's board of directors.

4.2: Financial audit

Each Member Organization shall cause an audit to be made and reported on by an independent certified public accountant and cause a copy of such audit and SAS 115 letter, if issued, thereof to be sent to BGCA within nine months of the close of its fiscal year. A board-ratified plan of action must be submitted to BGCA in the event the organization is deemed, by their local auditor, to have a "Material Weakness" and/or a "Significant Deficiency" in any given fiscal year. Member Organizations with annual revenues totaling less than $250,000 may submit a review of financial statements by an independent certified public accountant in lieu of such audit. As well, a current IRS Form 990 and all related correspondence shall be submitted to BGCA within three months of completion and in accordance with IRS deadlines, inclusive of any applicable extensions.

4.3: Cash reserve policy

Each Member Organization shall have a board-adopted cash reserve policy in place.

4.4: State and federal debt

No Member Organization shall have unresolved state or federal debt without a formal and agreed-upon workout plan, in writing and provided to BGCA, with the appropriate government agency.

5. OPERATIONS

5.0: Preamble

Each Member Organization shall operate in a safe, appropriate and compliant manner. Additionally, the Member Organization shall be easily identified as a Boys & Girls Club (where allowed) in accordance with the requirements, as adopted and approved by the National Council.

5.1: Compliance with building codes, regulations and occupancy laws

Each Member Organization shall comply with all applicable tribal, federal, state and local laws, including those around building codes, local/state transportation requirements, regulations and occupancy requirements.

5.2: Logo usage

Each operating site of all Member Organizations must display the current Boys & Girls Club logo/service mark on the outside of buildings (where allowed) and on all appropriate printed matter and digital platforms, and must comply with approved graphic standards.

(Revision effective January 1, 2025)

5.3: Site operations

All Member Organizations and operating sites/branches (including Units, Extensions, and Community Impact Programs) shall have a Clubhouse or separate Club quarters that can be identified as a Club for its members. Use by any others shall not substantially limit the use of rooms, facilities and equipment by the members during Club hours or in designated areas.

Each of these sites must be registered and chartered through BGCA, and must meet the requirements below, as adopted and approved by the National Council. Additionally, each operating site must have a minimum of two adults, one of whom is a paid Club professional, present and involved with programs during operating hours.

All forms of youth outreach not requiring the use of a chartered site – including but not limited to Mobile Programs, Virtual Programming and Offsite Activities – must be operated in accordance with all applicable organizational policies and membership requirements. Each Member Organization shall report activities and attendance as part of the organization's annual reporting process.

Units shall be open and make activities available at least ten months per year, five days per week, and four hours per day. Each unit must maintain annual membership of at least 100 members.

Extensions shall be open and make activities available at least eight months per year, three days per week, and 3 hours per day. A waiver for minimum hours per day may be considered as part of a partnership with local school entities. Each extension must maintain annual membership of at least 50 members.

Each site operating at the Community Impact Program level must be open and make available activities to its members at a consistent location during the calendar year but does not have to meet the extent of operations of an extension. Programs must be conducted in accordance with all other organizational operating standards.

Each Military-Affiliated Outreach program shall be open and make available activities at least nine months per year and 3 hours per day for at least 3 days per week. Each Military-Affiliated Outreach program must maintain annual membership of at least 20 members. Programs must be conducted in compliance with the applicable branch of service operating policies and procedures.

Each site operating at the Residential Program or Camp level shall provide service in accordance with all state and federal regulations and, where applicable, Tribal regulations and laws regarding residential care and facility management. This includes all relevant certifications and licenses.

Sports Programs and Leagues are defined as those operated or governed by a chartered Boys & Girls Club organization and any operating sites that offer instructive or competitive sports programs, including those in partnership with other entities. Sports Programs and Leagues must be operated in accordance with all organizational requirements and policies, including:

- Sports Programs and Leagues must be supervised by a staff member of the local organization who shall have the responsibility for the management and operation for the league(s).

- All practices and games must be conducted with at least two adult volunteers in attendance at all times.

Mobile Programs are defined as self-contained program operations that repetitively move between planned locations to provide quality programs and services to various groups of youth.

Virtual Programming includes any live, synchronous program activities facilitated by the organization that exclusively interface with youth through technology. This includes but is not limited to virtual schools or academies and virtual Clubhouses.

Offsite Activities are defined as organizational activities that are conducted offsite for youth and are not operated by a chartered site.

5.4: Record keeping

All Member Organizations shall keep accurate records of the youth served by the Clubs it operates, their activities, programs and attendance. Annual membership information must be collected on all youth/teens participating in the program.

5.5: Commitment to quality programming

Each Member Organization shall execute all programs and activities with a high level of quality and shall demonstrate a commitment to Continuous Quality Improvement, demonstrated by completion of an annual, site-level program quality assessment.

5.6: Annual improvement planning

Each Member Organization shall conduct an organizational assessment utilizing a continuous quality improvement assessment process and, in conjunction with BGCA staff, shall develop a board-approved annual improvement plan.

5.7: Non-sectarian and non-political programming

Member Organizations shall not instruct on or promote any sectarian or partisan political belief.

5.8: Membership dues and fees

Any Member Organizations that collect Membership Dues and Fees from its members shall ensure all dues and fees are within the means of its members and shall not be so large as to exclude any individual from membership and participation.

5.9: Submission of annual report to BGCA

Each Member Organization shall submit to BGCA an annual report of its organization, membership, activities, attendance and finances. In such annual report, the Member Organization's CEO and governing body chair shall confirm compliance with the requirements for membership as adopted and approved by the National Council.

5.10: Electronic communications

Each Member Organization shall maintain the ability to communicate electronically with Boys & Girls Clubs of America.

Additionally, each Member Organization shall have in place a data management system(s) capable of electronic submission of Membership and Organizational data, excluding donor information and financial data, contained consistent with data found in the Boys & Girls Clubs of America Annual Report. Data will be sent from each Member Organization to Boys & Girls Clubs of America on a regular basis and will not contain personally identifiable information.

The data management system(s) chosen by each Member Organization must meet the Boys & Girls Clubs of America's system integration requirements for electronic data submission.

5.11: Payment of membership dues to BGCA

Each Member Organization shall pay membership dues annually to Boys & Girls Clubs of America based on its total operating expenses of the previous year, as determined and approved by the National Council. Dues are payable in full by October 1, and the amount of dues is determined by the formula listed below (see: Boys & Girls Club Dues Structure).

Member Organizations shall pay any fees for special services that are unusual and over and above those normally expected to result from the payment of dues, established by the President of Boys & Girls Clubs of America with the approval of the Board of Governors.

Membership Dues

Club Operating Expenses	Rate Of Dues Payable
$99,999 or less	1.25 percent of the total amount
$100,000-$199,999	$1,500 plus 1 percent of the excess over $100,000
$200,000-$499,999	$2,500 plus .5 percent of the excess over $200,000
$500,000-$999,999	$4,000 plus .25 percent of the excess over $500,000
$1,000,000 – $4,999,999	$6,000 plus .25 percent of the excess over $1,000,000
Over $5,000,000	$15,000 plus .25 percent of the excess over $5,000,000

5.12: Service areas

All Member Organizations shall adhere to clearly defined service areas and naming of organizations and sites. Agreed-upon boundaries are to be established collaboratively with other impacted Member Organizations, with final approval by BGCA.

Exemptions for Tribal Organizations	
1.5	Policies for the protection of youth
1.15	Insurance
2.7	Employee benefits
3.1	Governing bodies
3.2	Fiduciary oversite of Member Organizations
4.2	Financial audit
4.3	Cash reserve policy
4.4	State and federal debt

Exemptions for Military Organizations Military organizations are exempt from these requirements and will abide by regulations set forth by the Department of Defense or the assigned branch of service rules and regulations which meet or exceed Boys & Girls Clubs of America's Membership Requirements.	
1.0	Preamble
1.1	Compliance with safety laws
1.2	Performance of criminal background checks
1.3	Applying background check findings
1.4	Applying reference checks
1.5	Policies for the protection of youth
1.6	Reporting of critical incidents
1.7	Safety Committee
1.8	Safety Committee annual assessment and review
1.9	External organizational and site safety assessment
1.10	Safety Training
1.11	CPR and first-aid training
1.12	Display of safety collateral
1.14	Club members and minors serving as Club employees or volunteers
1.15	Insurance
2.2	Employment of a Chief Executive Officer (CEO)
2.3	Staff-to-youth ratio for program operations
2.4	Site supervision
2.5	Written training and development plan for all employees
2.6	Orientation, onboarding & tracking volunteer participation
2.7	Employee benefits
2.9	Employee compensation
3.1	Governing bodies
3.2	Fiduciary oversite of Member Organizations
4.0	Preamble
4.1	Policies, procedures and controls
4.2	Financial audit
4.3	Cash reserve policy
4.4	State and federal debt
5.3	Site operations
5.6	Annual improvement planning
5.8	Membership dues and fees
5.9	Submission of annual report to BGCA
5.11	Payment of membership dues to BGCA
5.12	Service Areas

Exemptions apply for certain partners (e.g., The Salvation Army, Tribal Nations, etc.	
5.7	Non-sectarian and non-political programming

Membership Dues



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

Each Member Organization shall pay dues annually to Boys & Girls Clubs of America based on its total operating expenses of the previous year. The amount of dues is determined by the following formula:

CLUB OPERATING EXPENSES	RATE OF DUES PAYABLE
$99,999 or less	1.25 percent of the total amount.
$100,000-$199,999	$1,500 plus 1 percent of the excess over $100,000
$200,000-$499,999	$2,500 plus .5 percent of the excess over $200,000
$500,000-$999,999	$4,000 plus .25 percent of the excess over $500,000
$1,000,000 – $4,999,999	$6,000 plus .25 percent of the excess over $1,000,000
Over $5,000,000	$15,000 plus .25 percent of the excess over $5,000,000

Dues are payable in full by October 1. Membership of a Member Organization may be terminated for nonpayment of dues.

A system of fees for special services, which are unusual and over and above those normally expected to result from the payment of dues, shall be established by the President of Boys & Girls Clubs of America with the approval of the Board of Governors.



Sample 501 c3 Constitution

BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

BOYS & GIRLS CLUBS OF AMERICA

NATIVE SERVICES

SAMPLE CONSTITUTION & BYLAWS
BOYS & GIRLS CLUB OF ANYTOWN

We, the undersigned, being natural persons of the age of nineteen (19) years or more and citizens of the United States, for the purpose of forming a non-profit Corporation, under and pursuant to the laws of the State of _____, do hereby adopt the following Articles of Incorporation:

ARTICLE I - NAME

The name of the corporation shall be Boys & Girls Club of _____.

ARTICLE II - PURPOSE

Section 1 – The purposes for which the corporation is organized are exclusively charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States law.

Section 2 – Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 3 – In accordance with Section 1 and Section 2, the mission of the corporation shall be to help youth of all backgrounds, with special concern for those from disadvantaged circumstances, develop the qualities needed to become responsible citizens and leaders, irrespective of race, color, creed or national origin; to receive, invest and disburse funds and to hold property for the purpose of the corporation.

Section 4 – No part of the income or assets of this corporation shall inure to the benefit of any private individual or member.

Section 5 – This corporation shall have no capital stock, its object and purpose being solely of a benevolent character, and not for individual pecuniary gain or profit to its members.

Section 6 – Any member may be removed from membership on recommendation of the board of directors by a two-thirds vote of the members present and voting at any special or annual meeting.

ARTICLE IV – MEETINGS

Section 1 – The first meeting of the members of the corporation shall be held at a time and place to be fixed by those who have associated themselves together to form the corporation.

Section 2 – The annual meeting of the members of the corporation shall be held in January of each year, at a time and place to be fixed by the board of directors, for the purpose of receiving reports of officers, committees and the executive director; to elect members of the board of directors and members of the corporation and to act on any other matters that may properly come before the annual meeting. Notices of such meeting shall be mailed by the secretary to the members of the corporation at least thirty (30) days before the date of the meeting.

Section 3 – Special meetings of the corporation may be held at the call of the board secretary shall mail notices of such meetings to all the members at least ten (10) days before the date of the meeting, and these notices shall contain the purpose of the meeting.

Section 4 – 51 percent of the members of the corporation present in person shall constitute a quorum at any meeting of the corporation but in the absence of a quorum, a majority of those present at the time and place set for a meeting may take an adjournment from time to time until a quorum shall be present.

ARTICLE V - NOMINATING COMMITTEE

Section 1 – At each annual meeting of the members of the corporation, they shall elect, or authorize the appointment by the president of, a nominating committee of at least three (3) members and not more than five (5) members, whose duty shall be to Sample present at the next annual meeting of the members of the corporation nominations for membership in the corporation and nominations for members of the board of directors. If the appointment of a nominating committee and adhering to the board development process approved by the corporate board of directors.

Section 2 – Any member of the corporation may, at any annual meeting, nominate candidates for members of the corporation and members of the board of directors.

ARTICLE VI - BOARD OF DIRECTORS

Section 1 – The business, property and affairs of the corporation shall be managed by a board of directors, which shall have the power to: initiate and approve plans and programs for the welfare of Boys & Girls Club members; have custody and management of the land, buildings, equipment, securities and all other properties of the corporation; adopt the annual budget of the corporation; borrow money; raise and disburse funds; invest and reinvest funds of the corporation; sell, buy and exchange properties and securities of the corporation; make contracts; appoint the executive director and appoint, or delegate the power to appoint, other employees of the corporation; perform all other duties and have such other powers as may be necessary to carry out the purpose of the corporation.

Section 2 – The number of members of the board of directors, who shall be members of the corporation, shall be fixed by the members of the corporation at their first meeting, and this number may be changed at any annual meeting, provided, however, there shall not be less than (5) members of the board of directors, exclusive of any officers of the corporation who may be ex-officio members of the board of directors.

Section 3 – At the first meeting of the members of the corporation, one-third of the members of the board of directors shall be elected for one year, one-third for two years and one third for three years, from among the members of the corporation. At each annual meeting thereafter, one-third the number of directors shall be elected for three-year terms. If the number of members of the board of directors is increased at any annual meeting, the additional members shall be elected in equal number for one, two and three-year terms, and if the number of members is reduced at any annual meeting, the terms of the remaining members shall be adjusted, as may be necessary to provide an equal number serving one, two- and three-year terms.

Section 4 – All officers of the corporation shall be ex-officio members of the board of directors during their respective terms of office.

Section 5 – The board of directors shall have the power to fill vacancies in its own membership. Such new members shall have the power to fill vacancies in its own membership. Such new members shall hold office until the next annual meeting of the members of the corporation.

Section 6 – A majority of the members of the board of directors shall constitute a quorum at any regular or special meeting of the board of directors.

Section 7 – At least thirty (30) days before the date of the annual meeting, the secretary shall furnish the nominating committee with the names of the members of the board of directors whose terms will expire at such annual meeting.

ARTICLE VII – OFFICERS

Section 1 – The officers of the corporation shall be a president, president-elect who will serve as one of the vice-presidents, three vice presidents, a treasurer and a secretary, who shall be elected annually by the board of directors. All officers shall serve for one year or until their successors are elected.

Section 2 – The board of directors shall have the power to fill vacancies among the officers at any time and officers so elected to fill such vacancies shall serve until the next annual meeting of the board of directors or until their successors are elected.

ARTICLE VIII - EXECUTIVE DIRECTOR

The board of directors shall appoint an executive director of the corporation, fix his/her compensation, prescribe his/her duties and the terms of his/her employment, and supervise and evaluate his/her job duties.

ARTICLE IX – BYLAWS

The board of directors shall have the power to adopt bylaws regulating the affairs and prescribing the duties of the officers and executive director of the corporation, which bylaws shall not be inconsistent with this constitution.

ARTICLE X – SEAL

The seal of the corporation shall be a circular impression of the word and figures: Incorporation – (date of incorporation), surrounded by the name of the Boys and Girls Club – (name of city and state).

ARTICLE XI - USE OF ASSETS ON DISSOLUTION AND USE OF INCOME

Section 1 – In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.

Section 2 – The corporation is one which does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes and no part of any of the net earnings thereof shall inure to the benefit of any member or other individual.

ARTICLE XIII - EFFECTIVE DATE

This constitution shall become effective immediately upon adoption by a two-thirds vote of the members of the corporation present and voting.

In witness whereof, the undersigned Incorporators have subscribed their names to the Articles of Incorporation on this the _____ day of _____, 20___.

Signatures

State of
County of
Sworn to and subscribed before me this the _____ day of _____ , 20___.

Notary Public

My commission expires:

BYLAWS

ARTICLE I - BOARD OF DIRECTORS

Section 1 – Regular meetings of the board of directors shall be held monthly at such places and times as the board of directors shall designate.

Section 2 – Special meetings may be held at the call of the president or of one-third of the members of the board of directors providing a notice of the time and purpose of the meeting is given to each member.

ARTICLE II – COMMITTEES

Section 1 – There shall be an executive committee, board development committee, financial development committee, human resources committee, program committee, property management committee, marketing committee, legal and insurance committee, planning committee and planned giving committee.

Section 2 – The executive committee shall consist of the officers of the corporation, the chairperson of various standing committees and other such members as may be deemed advisable. The committee meets on-call between regular meetings of the board of directors and assumes such duties and powers as are delegated to it by the board of directors.



Section 3 – The board development committee shall consist of at least three (3) members, exclusive of ex-officio members, of the corporation and board of directors. The chairperson shall be a member of the board of directors. It shall be the duty of the board development committee to report and make recommendations to the board of directors concerning all matters of board development, including: selection, recruitment, orientation, education, recognition, rotation and separation. The board development committee shall appoint a nominating committee that will recommend to the board of directors a slate of candidates to fill vacancies on the board and a slate of officers for election. The board development and nominating committees shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

Section 4 – The financial development committee shall consist of at least three (3) members, exclusive of ex-officio members, of the corporation and board of directors and shall include the treasurer.The chairperson shall be a member of the board of directors. It shall be the duty of the financial development committee to report and make recommendations to the board of directors concerning all the financial affairs of the corporation, including charging sub-committees to plan, direct and lead in the areas of resource development and budget & finance.The financial development committee shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

Section 5– The human resource committee shall consist of at least three (3) members, exclusive of ex-officio members, of the corporation and board of directors. The chairperson shall be a member of the board of directors. It shall be the duty of the human resource committee to report and make recommendations to the board of directors concerning all matters of human resources. The human resource committee shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

Section 6 – The program committee shall consist of at least three (3) members, exclusive of ex-officio members, of the corporation and board of directors. The chairperson shall be a member of the board of directors. It shall be the duty of the program committee to report and make recommendations to the board of directors concerning the programs of the corporation, their relative healthfulness, safety and adequacy of supervision. The program committee shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

Section 7 – The property management committee shall consist of at least three (3) members, exclusive of ex-officio members, of the corporation and board of directors. The chairperson shall be a member of the board of directors. It shall be the duty of the property management committee to report and make recommendations to the board of directors concerning the maintenance of the building and other properties of the corporation including the retention of adequate limits of property and casualty insurance and the provision of safety and loss prevention programs for the guidance of staff. The property management committee shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

Section 8 – The marketing committee shall consist of at least three (3) members, exclusive of ex-officio members, of the corporation and board of directors. The chairperson shall be a member of the board of directors. It shall be the duty of the marketing committee to report and make recommendations to the board of directors concerning all matters of the development and execution of an annual marketing plan. The marketing committee shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

Section 9 – The legal and insurance committee, including the services of a competent insurance broker, reviews the insurance portfolio of the Boys & Girls Club annually to determine that adequate limits of coverage are kept in force. It develops and gives board leadership to a loss-prevention program to assure the safe and healthful operation of the Boys & Girls Club. The legal and insurance committee shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

Section 10 – The planning committee shall consist of at least three (3) members, exclusive of ex-officio members, of the corporation and board of directors.The chairperson shall be a member of the board of directors. It shall be the duty of the planning committee to report and make recommendations to the board of directors concerning all matters of planning, including the implementation of a strategic planning process. The planning committee shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

Section 11 – The planned giving committee shall consist of at least three (3) members, exclusive of ex-officio members, of the corporation and board of directors. The committee shall include the services of competent legal and financial counsel. The chairperson shall be a member of the board of directors. It shall be the duty of the planned giving committee to report and make recommendations to the board of directors concerning all matters of the development and execution of a comprehensive planned giving program. The planned giving committee shall appoint a secretary from among its members who shall keep an accurate record of its meetings.

ARTICLE III – PRESIDENT

The president shall: preside at all meetings of the members of the corporation and the board of directors; appoint the members of all committees and be an ex-officio member of all such committees; sign such papers as may be required by his/her office or as may be directed by the board of directors; make such reports and recommendations to the board of directors and to the members of the corporation at any regular or special meetings concerning the work and affairs of the corporation, as his/her judgment may be necessary for their information and guidance; request from the treasurer, secretary and executive director such reports as in his/her judgment are necessary; and perform such other duties as may be incidental to the office.

ARTICLE IV - VICE-PRESIDENTS

The vice-presidents, in the order named by the board of directors, shall perform the duties of the president in case of his/her absence, resignation or inability to act.

There shall be three (3) vice presidents, each responsible for one of the following general areas: operations, financial and support services. Each general area will be assigned committees and sub-committees related to the work of that area. The vice president of operations will oversee and facilitate the functions of the human resource, program and property management committees. The vice president of support services will oversee and facilitate the board development, marketing, planning, and the legal and insurance committees. The vice president of financial development will oversee and facilitate the budget and finance, resource development and planned giving sub-committees.

ARTICLE V – SECRETARY

The secretary shall: issue in writing all notices of meetings of members of the corporation and board of directors; notify individuals elected to office or to membership of the corporation or to board of directors; keep complete records of the meetings of the members of the corporation and of the board of directors, including an accurate record of attendance of members; notify the nominating committee of persons dropped from membership in the corporation for nonattendance or other cause; furnish the nominating committee with a list of officers and members of the board of directors whose terms shall expire at the next annual meeting; mail such other notices as may be directed by the board of directors; be custodian of all records of the corporation, except such records and papers as shall be kept by the treasurer as herein provided; sign such papers as may be required by his/her office or as directed by the board of directors; and perform such other duties as may be incidental to the office.

ARTICLE VI – TREASURER

The treasurer shall: receive all monies of the corporation and have custody thereof; deposit the funds of the corporation in one or more banks selected by the board of directors, to be disbursed in accordance with the directions of, and upon the signatures of, persons designated by the board of directors; keep a full account of all monies received and paid out and make such reports thereof to the president and board of directors as they may require; receive and have custody of all deeds, securities, notes, contracts and other financial papers of the corporation and place them for safekeeping in the safe deposit vaults of a bank designated by the board of directors and under such rules of access as such board of directors shall determine; keep full account of all deeds, securities, notes and financial papers of the corporation and make such reports thereof to the president and board of directors as they may require; use the books of account of the corporation to be audited at least

conce annually by a public accountant approved by the board of directors; cause to be prepared and present at each annual meeting of the members of the corporation a comprehensive financial statement including the report of the accountant; sign such papers as may be required by his/her office or as may be directed by the board of directors; and perform such other duties as may be incidental to the office. He/she may be required by the board of directors to give such bonds as they shall determine for the faithful performance of his/her duties. The treasurer will serve as a member of the financial development committee.

ARTICLE VII - EXECUTIVE DIRECTOR

Section 1 – The executive director shall:manage the affairs and direct the work and employees of the corporation, subject to, and in accordance with, the directions of the board directors; prepare budgets of expense for the approval of the financial development committee; and be authorized to incur expenses in accordance with the approved budget or as directed by the board of directors.

Section 2 – The executive director shall attend all meetings of the board of directors unless otherwise directed by the board of directors and shall be an ex-officio member of all committees.

Section 3 – The executive director shall from time to time make reports of the work and affairs of the organization to the president, board of directors and members of the corporation at their annual, monthly and special meetings.

ARTICLE VIII - FISCAL YEAR

The fiscal year of the corporation shall be the calendar year.

ARTICLE IX – AMENDMENTS

These bylaws may be amended by a majority vote of the members of the entire board of directors at any regular or special meeting called for that purpose, provided notice of the proposed change is given in the notice of the meeting at least ten (10) days prior to the meeting.

ARTICLE X - SPECIAL AGENT

The registered agent shall be and the registered office of said corporation shall be.

ARTICLE XI – INCORPORATORS

Name _____ Address _____

I**N WITNESS WHEREOF**, the undersigned Incorporators have subscribed their names to the Articles of Incorporation on this the _____ day of _____, 20__.

Signatures

State of
County of
Sworn to and subscribed before me this the _____day of _____, 20__.

Notary Public

My commission expires:

Sample Tribal Resolution



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

Insert Tribal Letterhead or Logo

RESOLUTION Number:_____
Of the Governing Body
The Tribal Council, of the (insert tribe)

WHEREAS, the (insert Tribe) is a federally recognized sovereign Indian Tribe with its seat of government located at (location of Tribe); and

WHEREAS, the Chief and Council is the duly authorized and elected governing body of the (insert Tribe); and

WHEREAS, the Boys and Girls Club of _____was created to provide a safe place to implement culturally relevant programs that are driven by outcomes while strengthening Native youth's cultural identity through programing that explicitly promotes positive youth growth and development along critical cultural, social, emotional, intellectual, and physical dimensions; and

WHEREAS, the (insert Tribe) recognizes that the Boys & Girls Club of is providing a valuable service to the community guiding Native youth on their path to great futures—succeeding in school, becoming community leaders, prepared for the workforce, and engaging in regular physical activity and good nutrition as a means to address complex social problems that challenge our youth; and

WHEREAS, the (insert Tribe) has an unprecedented opportunity to help Native youth to lead sustainable change, while embracing their culture and traditions; and

WHEREAS, the (insert Tribe) is committed to improving the capacity of Boys & Girls Club of _____ to serve more native youth, more often, and dramatically increasing our impact; and

NOW, THEREFORE, BE IT RESOLVED THAT the (insert tribe) Council approves the support and creation of Boys & Girls Club of_____.

BE IT FURTHER RESOLVED THAT, the Chief/Governor/President/Chairman of the (insert Tribe) fully supports the creation and sustainability of the Boys & Girls Club of _____.

CERTIFICATION

I, undersigned, as Chief/Governor/President/Chairman of the (insert Tribe), do hereby certify that the (insert Tribe) Council is composed of twelve (12) members, of whom _____were present at a Council Meeting held on the ___ day of _____, 20– and that the foregoing resolution was duly adopted by a vote of ___-favor, ___ opposed, ___ abstained.

_____ _____,
Tribal Clerk Chief/Governor/President/Chairman
(Inset Tribe) (Insert Tribe)

Sample Housing Authority MOU



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

Insert Tribal Letterhead or Logo

Between Bristol Bay Housing Authority,
Dillingham Boys & Girls Club Advisory Committee,
Boys & Girls Clubs of Southcentral Alaska, and City of Dillingham

This Agreement is entered into between Bristol Bay Housing Authority, an Indian housing authority established pursuant to AS 18.55.995, et seq., hereinafter "BBHA;" Dillingham Boys & Girls Club Steering Committee, an unincorporated nonprofit group organized for the purpose of establishing a Boys & Girls Club in Dillingham, hereinafter "Committee;" and Boys & Girls Clubs of Southcentral Alaska, an incorporated nonprofit youth development organization, hereinafter "Club;" and the City of Dillingham, an incorporated nonprofit organization, hereinafter "City."

I. Concept:
BBHA received a drug elimination grant for the Bristol Bay Region, a portion of which will beutilized in Dillingham and may be used for services, including salaries and expenses for staff of a drug elimination program. BBHA maintains 61 units of mutual help home ownership housing in Dillingham. The purpose of the drug elimination grant is to provide a safe and healthy environment for the youth in the Bristol Bay Region and to provide beneficial activities as an alternative to substance abuse. A brief overview of the respective obligations of the parties is as follows:

BBHA — Provides funding (from grant proceeds), general oversight, and a VISTA volunteer to assist all parties involved in the successful operation of the Club.

Club — Provides for program development, recruiting and training of staff, delivery of Club activities and programs, and maintenance of a safe and sanitary program space.

City — Provides rent free, a facility, including liability and fire insurance.

Committee — Assists the Boys & Girls Club in being responsive to the needs of Dillingham's youth. Therefore, the Bristol Bay Housing Authority, the Boys & Girls Clubs of Southcentral Alaska, the Dillingham Boys & Girls Club Advisory Committee, and the City of Dillingham agree to the following:

II. Bristol Bay Housing Authority (BBHA) will:

1. Provide overall management of this grant which includes:
   A. Executes the grant agreement with HUD;
   B. Submits the semiannual and final financial and performance reports to HUD; or
   C. Contracts with an independent auditor to perform the annual audit;
   D. Requests any changes or amendments to the grant agreement; memorandum of agreement;
   E. Requisitions all grant funds from HUD;
   F. Revises requests for program funds and financial transactions, maintains books and records with support documents;
   G. Ensures that all activities and transactions are in accordance with the specific terms of the grant agreement and special conditions or amendments of the grant;
   H. Provides travel costs, as allowed by the budget, from the grant funds through the Boys & Girls Clubs of Southcentral Alaska to the VISTA personnel for travel that pertains to the operation of the Dillingham Boys & Girls Club; travel costs may include, but may not be limited to, trips to Anchorage, as necessary, and per diem, to the extent allowed by the budget; and
I. Coordinates on-site visits with HUD.
2. Monitors Drug Elimination Grant activities of the Club through:
   A. Monthly financial reports;
   B. Quarterly progress reports;
   C. Semiannual financial and progress reports;
   D. Final financial and progress reports; and
   E. Scheduled on-site visits to the Boys & Girls Club site in Dillingham.
3. Provides technical assistance to the parties of this AGREEMENT by:
   A. Identifying technical assistance needs and assisting the parties in addressing these issues;
   B. Acting as a liaison in acquiring more information about other Federal grants, regulations, or other similar information relevant to the grant.
4. Coordinates the joint quarterly meetings between all the parties of this AGREEMENT by:
   A. Setting up a quarterly meeting schedule agreed upon by all parties;
   B. Notifying all parties of upcoming meetings.
5. Provides funds for the Club for the overall operation of the Dillingham Boys & Girls Club Unit in accordance with the approved budget as outlined in the grant submittal and as approved by the grant agreement and this AGREEMENT as follows:
   A. Disbursement of grant funds are contingent on satisfactory monthly financial and quarterly progress reports to BBHA;
   B. Financial Reports are due 10 days from month ending (dates to be determined); and
   C. Quarterly progress reports are due 10 days from the month ending (dates to be determined).



III. Dillingham Boys & Girls Club Advisory Committee will:

1. Meet with BBHA and Club on a quarterly basis;
2. Promote the program in the community;
3. Assist in developing the plans and activities of the program;
4. Participate in joint meetings with the parties of this AGREEMENT;
5. Assist the VISTA personnel and Unit Manager by providing guidance pertaining to the goals of the Committee with regard to the Dillingham Boys & Girls Club;
6. Support the VISTA personnel and Unit Manager's efforts in Dillingham.

IV. Boys & Girls Clubs of Southcentral Alaska will:

1. Maintain a high quality of services and professional standards in carrying out the goals and objectives of this grant.
2. Carry out its management responsibilities by:

A. Developing the job description for the Unit Manager and recruiting, hiring, and training for this position in a manner that is responsive to the needs of the Dillingham community;

B. Working with the Committee, youth, other community members, and organizations to develop a successful program that meets the needs of the community and its youth;

C. Providing monthly financial reports to BBHA, including all cash receipts and cash disbursement documents to BBHA on a monthly basis;

D. Providing quarterly progress reports to BBHA;

E. Providing semiannual financial and progress reports to BBHA;

F. Providing final financial and progress reports to BBHA;

G. Participating in on-site visits as scheduled;

H. Participating in joint meetings with the Committee and BBHA;

I. Assisting in the preparation of grants for the continuation of a similar program;

J. Providing BBHA with access to all records pertaining to the Drug Elimination Grant for the Dillingham Boys & Girls Club;

K. Providing training to the VISTA personnel in the concepts of the Boys & Girls Club;

L. Assisting the VISTA personnel by providing guidance for the operation of the Dillingham Boys & Girls Club;

M. Providing copies to BBHA of all insurance policies pertaining to the Dillingham Boys & Girls Club; and

N. Operating with the attached budget (not included with this sample document).

V. City of Dillingham will:

1. Provide free rent in a safe economical building for a 12-month period commencing on the start date of (to be determined) and ending 12 months from that date. The building must be adequate to house a drug prevention program and meet the criteria set out herein;
2. Provide liability and fire insurance for the building donated for use by the Dillingham Boys & Girls Club Unit. All parties to this AGREEMENT will be named insured;
3. Waive all responsibility from the Club and BBHA for any damages or destruction which may occur when the building is not in use by its program;



4. Provide overall maintenance of the building to ensure the safety and health of the program participants and staff; provide repairs as needed;
5. Work with all parties involved for the good of the community; and
6. The City of Dillingham will provide electricity and oil heat for the City-owned space designated for the Dillingham Boys & Girls Club.

VI. Term of Agreement

This AGREEMENT shall take effect upon the execution of the parties and will continue in force until it is amended or terminated in writing by mutual agreement, or until grant award, whichever is sooner.

This AGREEMENT may only be extended by a writing signed by all parties.
IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the _____ day of_____, 20____.

BRISTOL BAY HOUSING AUTHORITY
1244 Tower Road
P. O. Box 50
Dillingham, Alaska 9957
By: _____
Executive Director

DILLINGHAM BOYS & GIRLS CLUB STEERING COMMITTEE
c/o Dillingham City Hall
P. O. Box 889
Dillingham, Alaska 99576
By: _____
Chair

BOYS & GIRLS CLUBS OF SOUTHCENTRAL ALASKA
2300 W. 36th Avenue
Anchorage, Alaska 99517
By: _____
Executive Director

CITY OF DILLINGHAM
141 Main Street
P. O. Box 889
Dillingham, Alaska 99576

By: _____
Mayor

CEO Position Description



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

CEO Position Description

TITLE: Chief Executive Officer

PERFORMANCE PROFILE SOURCE: Executive Professional

DEPARTMENT: Executive

REPORTS TO: Board of Directors

FLSA STATUS: X Exempt Non-Exempt

PRIMARY FUNCTION:
The Chief Executive Officer is responsible for providing leadership and direction in overseeing strategic planning and operation of the organization, in support of organizational mission and goals. Provides leadership, direction and support to the board of directors in developing organizational goals, attaining/allocating and managing resources, and establishing policies. Provides leadership and direction to staff management and partnership development in carrying out the key roles.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Ensure the effective operation and delivery of programs within the Club and community:

- Support the organization's mission and principles;
- Maintain an environment that facilitates the achievement of youth development outcomes and uses outcome measures to demonstrate effectiveness;
- Establish and monitor adherence to policies and procedures; and
- Implement programs, services and activities that support youth development outcomes.

Strategic Planning

2. Implement a strategic planning process that results in the development and implementation of a quality strategic plan.

3. Identify and evaluate opportunities for improvement and implement plans to improve using KPIs and data analytics.

Board Development

1. Identify, recruit and develop effective board members.
2. Ensure active participation by board members and support effective board roles and functioning. Ensure Board committees are provided with the information and support necessary to fulfill their objectives.

Resource Development

3. Ensure the annual budget is funded and organization has adequate cash flow.
4. Develop strategic plans to generate revenue through a variety of fundraising techniques. Identify, cultivate, solicit donors. Oversee planning and implementation of special events.
5. Provide guidance to staff and volunteers performing resource development functions.

Resource Management

6. Develop, implement and monitor the Club's annual budget.
7. Implement administrative and operational systems to support effective operations.
8. Ensure productive and effective staff performance, with a focus on Club and child safety; provide guidance, feedback and opportunities for professional development.

Technology

9. Develop and implement plans for updating existing technology and resources:

- Acquire and/or allocate funds to implement and update existing technology and resources; and
- Ensure the maintenance of Club technology and information management systems.

Partnership Development

10. Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.

Marketing and Public Relations

11. Increase visibility of Club programs, services and activities and maintain public trust.

ADDITIONAL RESPONSIBILITIES:

May be assigned special projects periodically by the Board of Directors.

RELATIONSHIPS:

Internal: Maintain contact with Board of Directors, Club staff, volunteers and Club members.

External: Maintain contact with potential and current donors, external community groups, parents, school officials, parents and school officials, and others as required.



SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university preferred
- A minimum of three years experience in managing programs or operations in a non-profit agency or Boys & Girls Club; or an equivalent combination of education and experience
- Thorough knowledge of: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; the principles and practices of managing nonprofits; and resource development activities and sources of funding
- Demonstrated ability to plan and implement effective operations
- Leadership skills, including negotiation, problem solving and decision making
- Strong communication skills, both oral and written
- Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups and other related agencies
- Basic knowledge of asset management including financial resources and property

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ _____

Incumbent **Date**

Approved by: _____ _____

Chair, Board of Directors **Date**

Unit Director Position Description



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Unit Director Position Description

TITLE: Unit/Branch Director

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Administration

REPORTS TO: Chief Executive Officer, VP/Assistant Executive Director or Area Director

FLSA STATUS: X Exempt Non-Exempt

PRIMARY FUNCTION:
Directs and manages overall daily operations of a branch/unit under the control of the organization with the primary concern for a comprehensive, outcome-driven program and service delivery. Also supervises and trains staff (direct and indirect reports), handles personnel issues, manages facility, develops and manages a budget, actively engages and supports a Unit Advisory Council, and manages community relations, volunteers and membership administration.

Category A: typically manages 20 or more staff (direct and indirect) or a budget of $500,000 or more
Category B: typically manages 10-20 staff (direct and indirect) or a budget of $200,000 to $500,000
Category C: typically manages less than 10 staff (direct and indirect) or a budget less than $200,000

KEY ROLES (Essential Job Responsibilities):
Leadership
1. Establish Unit or Branch programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
2. Ensure a healthy, safe environment, with well-maintained facilities, equipment and supplies.

Strategic Planning

1. Plan, develop, implement and evaluate Unit or Branch overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.

Resource Management

2. Manage Unit or Branch financial resources, assisting in the development of annual budgets. Control expenditures against budget.
3. Ensure administrative and operational systems are in place to maintain the operation of the Club's physical properties and equipment, including use of facilities by outside groups. Ensure compliance with organization policies.
4. Recruit, manage and provide career development opportunities for branch staff and volunteers. Conduct regular staff meetings.

Partnership Development

5. Develop partnerships with parents, community leaders and organizations.

Marketing and Public Relations

6. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

ADDITIONAL RESPONSIBILITIES:

1. Purchase or approve purchase of supplies and equipment.
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintain contact with Branch boards. Regular contact with members as needed to discipline, advise, and counsel.
External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

SKILLS/KNOWLEDGE REQUIRED:

- Four-year degree from an accredited college or university, or equivalent experience
- A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Strong communication skills, both oral and written
- Ability to recruit, train, supervise and motivate staff

- Ability to recruit, train, supervise and motivate staff
- Ability to deal effectively with members including discipline problems
- Working knowledge of budget preparation, control and management
- Skilled at fundraising events
- Demonstrated ability in working with young people, parents and community leaders.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:
Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ _____
Incumbent **Date**

Approved by: _____ _____
Supervisor **Date**

Reviewed by: _____ _____
Chief Executive Officer **Date**

Sample Itemized Budget



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

(Insert Tribal Logo)

Sample Itemized Oganization Budget

October 1, 2018 - September 30, 2019

Revenue			
Membership Dues (no dues for Club membership)	$ -		
2019 Tribal Allocation	$ 393,800.00		
Total Revenue			**$ 393,800.00**
Expenses			
Wages and Salaries:			
Center Director - Site 1	$ 36,014.16		
Center Director - Site 2	$ 36,014.16		
Full Time Center Staff - Site 1	$ 22,058.40		
Full Time Center Staff - Site 2	$ 22,058.40		
Part Time Center Staff - Site 1	$ 11,029.20		
Part Time Center Staff - Site 2	$ 11,029.20		
Part Time Member Secretary - Site 1	$ 11,029.20		
Part Time Member Secretary - Site 2	$ 11,029.20		
Part Time Staff - Site 1 Custodial	$ 5,514.60		
Part Time Staff - Site 2 Custodial	$ 5,514.60		**$ 171,291.12**
Benefits/Fringe:			
FICA Payroll Taxes (6.200%)	$ 10,620.05		
MEDI 1.450%	$ 2,483.72		
SUTA 4.670%	$ 7,063.97		
WC 1.000%	$ 1,712.90		
Pension Match up to 5%	$ 8,564.56		
Health	$ 42,530.76		
Dental	$ 1,494.00		
Disability 0.630%	$ 592.75		
Life 0.019%	$ 429.04		**$ 75,491.75**
Travel:			
Conference/Meetings/Training:			
2 Center Directors travel expenses for conference/meetings/trainings (dates & locations to be determined)			
Mileage (currently set at $.0545/mi)	$ 1,244.02		
Hotels (@ $500 per Center Director)	$ 1,000.00		
Meals (@ $400 per Center Director)	$ 800.00		
Other (@ $100 per Center Director for incidentals	$ 200.00		**$ 3,244.02**
Equipment:	$ -		

Supplies:			
Computer	$ 600.00		
Custodial (both centers)	$ 4,400.00		
Food	$ 12,000.00		
Office	$ 1,000.00		
Program	$ 7,000.00	**$**	**25,000.00**
Constractual	$ -		
Other			
Activities	$ 3,000.00		
Background Checks	$ 400.00		
Insurance - Liability	$ 1,960.00		
Rent - Office Minor	$ 30,000.00		
Repairs & Maintenance Equipment	$ 400.00		
Training	$ 2,000.00		
Vehicle - Gas & Oil	$ 2,000.00		
Vehicle - Insurance	$ 800.00		
Vehicle - License	$ 200.00		
Vehicle - Maintenance	$ 5,000.00		
Vehicle - Repairs	$ 2,000.00	**$**	**47,760.00**
Indirect Costs (.022%)	$ 71,013.11	**$**	**71,013.11**
Total Expense		**$**	**393,800.00**
Net Surplus (Deficit)		**$**	**-**

Sample Certificate of Liability Insurance



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

[redacted]

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Brown & Brown - Empire State
[redacted]

CONTACT NAME: [redacted]
PHONE (A/C, No, Ext): [redacted] FAX (A/C, No): [redacted]
E-MAIL ADDRESS: [redacted]

INSURED
Boys and Girls Club of [redacted] BOYSA-1
[redacted]

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Harleysville Preferred Ins Co	35696
INSURER B : Harleysville Worcester Ins Co	26182
INSURER C : Federal Insurance Co.	20281
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1829090588 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER	Y	N	MPA25349L	8/1/2018	8/1/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000* $ 20,000* $ 1,000,000 $ 3,000,000 $ 3,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	BA25345L	8/1/2018	8/1/2019	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $ $
B	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000	N	N	CMB25347L	8/1/2018	8/1/2019	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A C	Human Services/Profess Liability Sexual/Physical Abuse/Molestation EPLI/D&O	N	N	MPA25349L 81279092	8/1/2018 8/1/2018	8/1/2019 8/1/2019	Each Occurance Aggregate EPLI/D&O	1,000,000 3,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
See Attached Acord 101

See Attached...

CERTIFICATE HOLDER

Boys & Girls Clubs of America
1275 Peachtree St., NE
Atlanta GA 30309-3506

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Item 5. Extended Reporting Period:

(A) Additional Period:	(B) Additional Premium:
365 day	100% of Annual Premium

Item 6. Termination of prior policies: 8127-9092 (Aug 1, 2017 - Aug 1, 2018)

In witness whereof, the Company issuing this Policy has caused this Policy to be signed by its authorized officers, but it shall not be valid unless also signed by a duly authorized representative of the Company.

FEDERAL INSURANCE COMPANY

Secretary

President

05/18/2018
Date

Authorized Representative

Received:
20180525

DECLARATIONS

FEDERAL INSURANCE COMPANY
A stock insurance company, incorporated
under the laws of Indiana, herein called the Company

Capital Center, 251 North Illinois, Suite 1100
Indianapolis, IN 46204-1927

Policy Number: 8127-9092

THE DIRECTORS AND OFFICERS LIABILITY AND ENTITY LIABILITY, FIDUCIARY LIABILITY AND EMPLOYMENT PRACTICES LIABILITY COVERAGE SECTIONS (WHICHEVER ARE PURCHASED) PROVIDE CLAIMS MADE COVERAGE, WHICH APPLIES ONLY TO "CLAIMS" FIRST MADE DURING THE "POLICY PERIOD", OR DURING AN APPLICABLE EXTENDED REPORTING PERIOD. THE LIMIT OF LIABILITY TO PAY DAMAGES OR SETTLEMENTS WILL BE REDUCED AND MAY BE EXHAUSTED UNLESS OTHERWISE PROVIDED HEREIN, BY "DEFENSE COSTS," AND "DEFENSE COSTS" WILL BE APPLIED AGAINST THE RETENTION. IN NO EVENT WILL THE COMPANY BE LIABLE FOR "DEFENSE COSTS" OR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT IN EXCESS OF THE APPLICABLE LIMIT OF LIABILITY. READ THE ENTIRE POLICY CAREFULLY.

Item 1. **Organization:** BOYS & GIRLS CLUB [redacted]

Principal Address: [redacted]

Item 2. **Policy Period:** (A) From: 12:01 A.M. on August 1, 2018
(B) To: 12:01 A.M. on August 1, 2019
Local time at the address shown in Item 1.

Item 3. **A Combined Maximum Aggregate Limit of Liability is applicable:**

☒ Yes ☐ No The Combined Maximum Aggregate Limit of Liability for all Claims under all Liability Coverage Sections each Policy Year shall be: $2,000,000.00

Item 4. **Coverage is available for the following only:**

☒ Yes ☐ No Directors & Officers Liability and Entity Liability Coverage Section

☒ Yes ☐ No Employment Practices Liability Coverage Section

☐ Yes ☒ No Fiduciary Liability Coverage Section

☐ Yes ☒ No Crime Non-Liability Coverage Section

☐ Yes ☒ No Kidnap/Ransom and Extortion Non-Liability Coverage Section

Received: 20180525

Sample Work Schedule



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

Sample Work Schedule

The Weekly Program Schedule supports BGCA's high-quality programming. Each program provided through Native Clubs incorporates elements of quality lessons within its content adapted for Native youth.

TIME OF DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Before School Activities	N/A	N/A	N/A	N/A	N/A
During School Activities	Meeting & Planning	Meeting & Planning	Meeting & Planning	Meeting & Planning	Meeting & Planning
School Dismissal					
2:00 – 4:00 PM	Homework/Snack	Homework/Snack	Homework/Snack	Homework/Snack	Tiwa/Art/Culture Outside Activities/Field trips
4:00 - 5:00 PM	Computers	Tutor/Reading/ Computers	Tutor/Reading/ Computers	Tutor/Reading/ Computers	Tiwa/Art/Culture Outside Activities/Field trips
5:00 - 6:00 PM	Physical Activities/Gym	Physical Activities/Gym	Physical Activities/Gym	Physical Activities/Gym	Tiwa/Art/Culture Outside Activities/Field trips

New Native Organization Charter Governance Structure



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

Boys & Girls Clubs of America's Native Vision: "For all American Indian, Alaska Native, Native Hawaiian, and American Samoan communities that seek to embrace Boys & Girls Clubs to be provided the opportunity to work in partnership with the entire Boys & Girls Club Movement in achieving our ambitious vision of great futures for all young people, while sustaining and respecting each community's unique cultural values, traditions and ways."

The Tribe recognizes that establishing a Boys & Girls Club is providing a valuable service to the community guiding Native youth on their path to great futures—succeeding in school, becoming community leaders, prepared for the workforce, and engaging in regular physical activity and good nutrition as a means to address complex social problems that challenge our youth.

1. The Tribe and Tribal Council approves the support and establishment of a Boys & Girls Club and fully supports the formation and sustainability of the Boys & Girls Club through one or more of the following.
PLEASE CHECK AND ATTACH ALL THAT APPLY

- Tribal Resolution
- Letter of Support from Tribal Office
- Tribal MOU

2. Recognizing the various structures of a Tribal Boys & Girls Club, Tribal Governance will identify the structure that will house the Boys & Girls Club.
PLEASE CHECK ALL THAT APPLY

- Tribal Government
- Tribal Housing Authority
- Indian Health Services
- Bureau of Indian Education or Tribal School

3. As part of Tribal Governance the Governing Board will be one of the following.
PLEASE CHECK ALL THAT APPLY

- Tribal Council
- Tribal Housing Commissioners
- Tribal Advisory Board
- BIE/Tribal School Board
- Board of Directors

4. As part of the Tribal Governance the Boys & Girls Club will use the following. PLEASE CHECK ALL THAT APPLY

- Tribal Finance Office
- Tribal TERO “Tribal Employee Rights Office”
- Tribal Human Resources
- Tribal Administration Office
- Tribal Grants and Contracts

Native Services Unit Website



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

BOYS & GIRLS CLUBS OF AMERICA

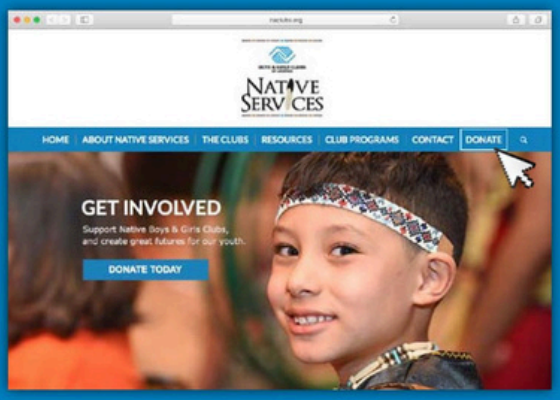
NATIVE SERVICES

VISIT US ONLINE AT NACLUBS.ORG

Boys & Girls Clubs of America (BGCA) Native Services is committed to providing Club professionals with the tools they need to serve Native youth. Over the past 25 years, Boys & Girls Clubs on Native Lands have worked to build a history of high excellence in services for Native youth. Our website is a celebration of the culturally relevant programming that Club professionals are doing across the nation. BGCA Native Services could not do our valuable work without the support of our trusted partners and donors, and our website offers ways of providing financial support to empower our most valuable resource: our Native youth.

NAClubs.org Website Features

- Publications for download including historical pieces, annual reports, resources, best practices, and newsletters
- Stories of the valuable work happening at Clubs
- Great Futures 2025 Strategy for Native Clubs
- Training Opportunities from BGCA
- Interactive Map for locating Native Clubs by zip code
- Detailed information on how to join the Boys & Girls Club Movement and start a brand new Native Club
- Access to Native Adaptations of BGCA Programs



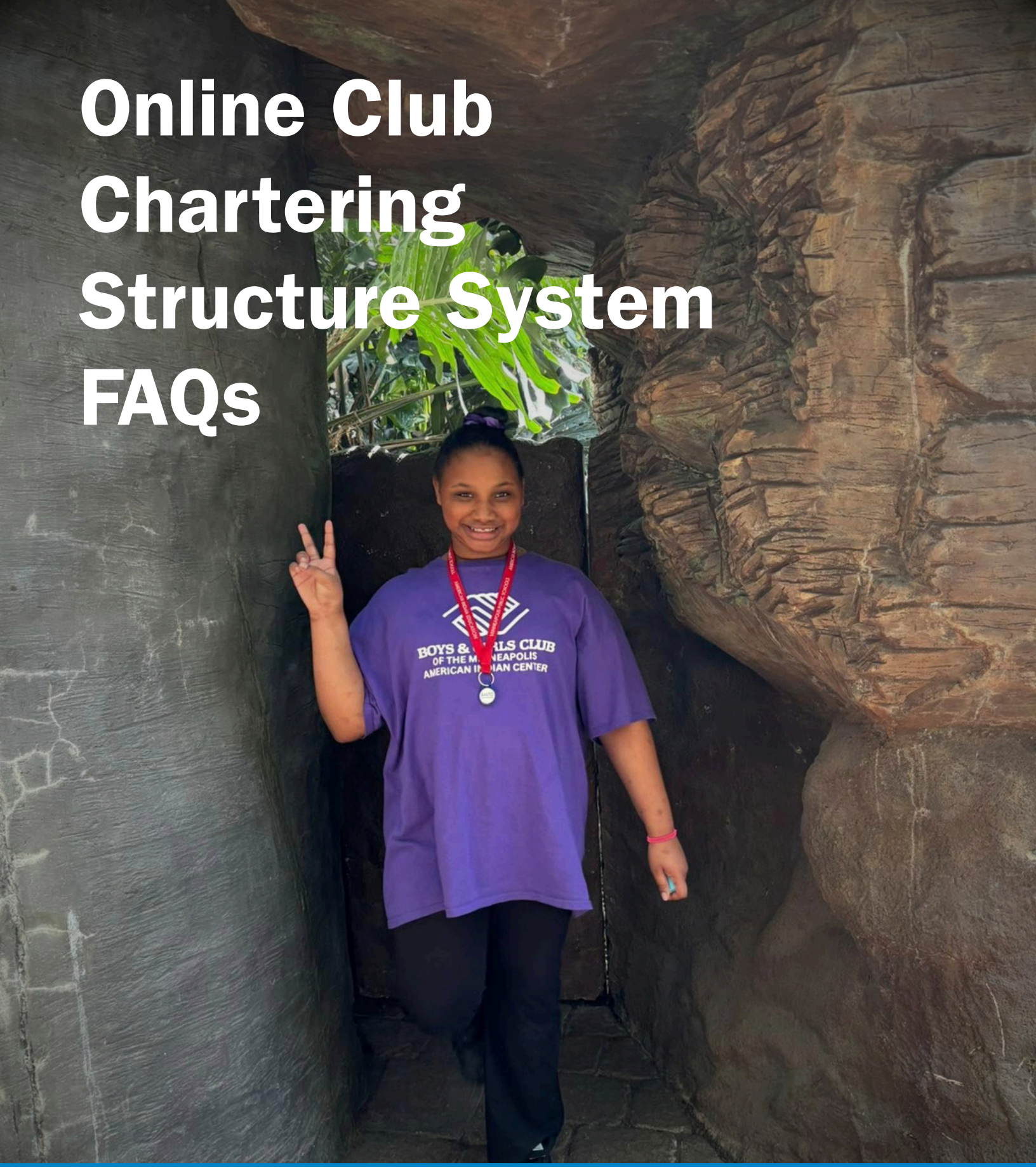


Share Your Stories With Us

Boys & Girls Clubs on Native Lands represent an incredibly diverse group of communities, all of which are creating impactful stories, programs, and events that touch the lives of Native youth. Help us share stories, events, news, and initiatives on our website to inspire and motivate others.

Impact stories, events, initiatives and news can be sent to BGCANS@BGCA.org.

Online Club Chartering Structure System FAQs



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

FREQUENTLY ASKED QUESTIONS
BGCA ONLINE CHARTERING SYSTEM

How do I create an account and/or log into the Online Chartering System?

NOTE: *If you've previously submitted an online nomination for a National Service Recognition award, you will use the same account to submit online charter applications or site status change forms. Use the link below and login (in the left column) with your email and password.*

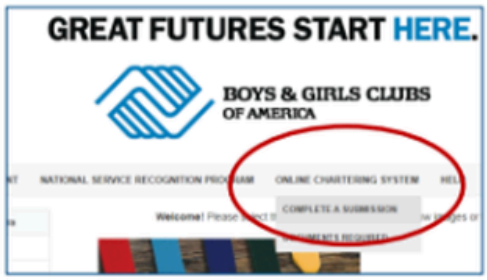
1. Go online to: https://bgcaawards.secure-platform.com/a/account/login
2. Enter the required information under the ***Create a New Account*** column, then click the ***Register*** button.
3. Follow any additional instructions provided by the system to access your new account.



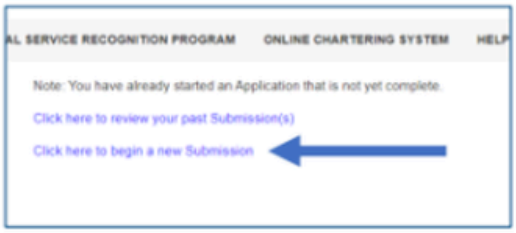


How to I start an online charter submission or current site update?

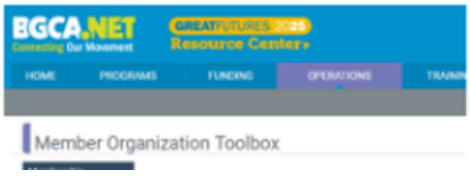
On the BGCA home page, click on the ***Online Chartering System*** and select ***Complete A Submission***.



On the next page, select ***begin a new Submission***.



We highly recommend that you download and review the ***Club Instruction Guide,*** posted on bgca.net, before you start a charter application or current site update submission. The instruction guide, links and a short "how-to" webinar are available here under the ***Operations*** tab under ***Member Organization Toolbox*** on bgca.net.



Can I still submit a paper version of the charter application or current site update?

For those Clubs that may have a paper version of this documentation in progress, we will accept paper versions until December 31, 2018. **All submissions after January 1, 2019 must be completed online.**

Who do I contact for help?

If you still have questions after reviewing the ***Club Instruction Guide***, please contact your Club's DOD or CSS as listed on bgca.net or contact any one of our three service centers for assistance:

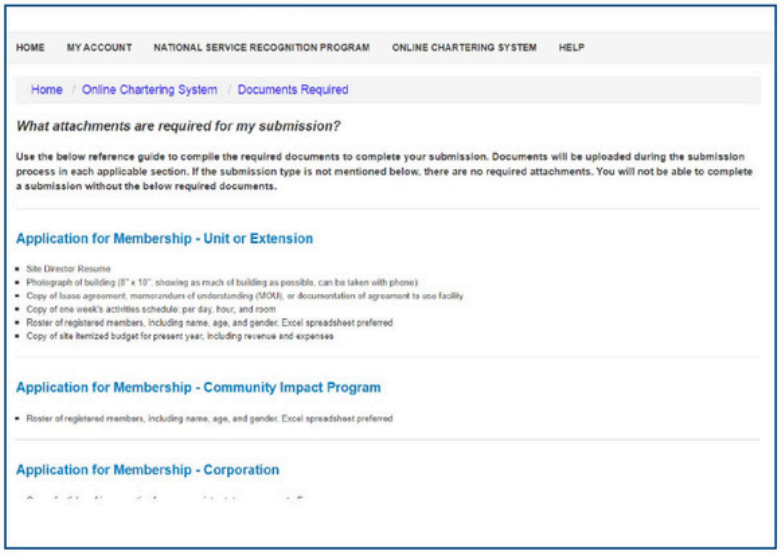
Atlanta Service Center (Eastern Time): 404-892-3317
Chicago Service Center (Central Time): 847-490-5220
Dallas Service Center (Central Time): 972-581-2360

There are also short "how-to" webinars available on bgca.net.

What attachments do I need?

On the BGCA home page, click on the ***Online Chartering System*** in the top ribbon and select ***Documents Required***.





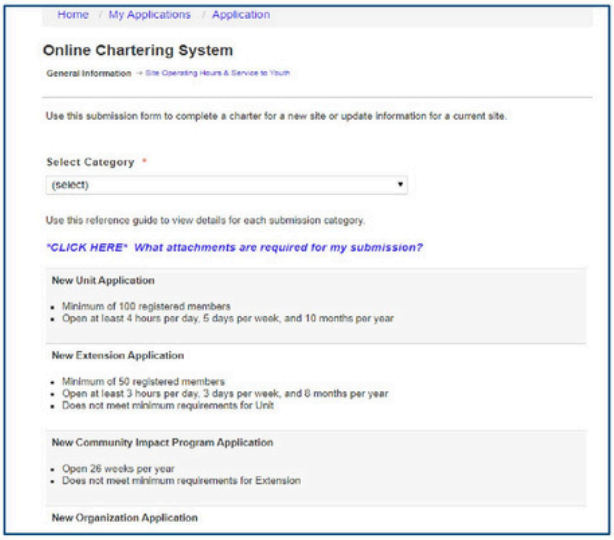
A new page will open with documents required for each type of submission category available.

How do I know which Category to select?

The application home page provides a reference guide to help you decide which type of charter or site update you should choose from the dropdown menu of the ***Select Category*** field.

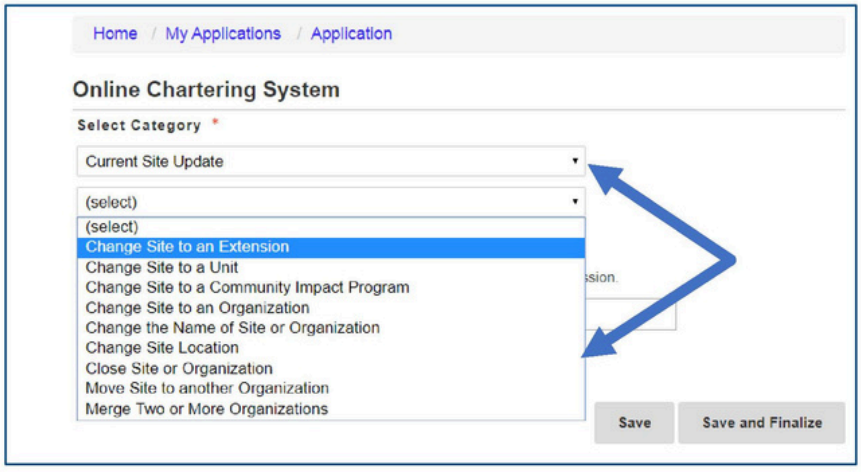
If you still have questions after reviewing this list, please contact your Club's DOD or CSS as listed on bgca.net or contact any one of our three service centers for assistance:

Atlanta Service Center: 404-892-3317
Chicago Service Center: 847-490-5220
Dallas Service Center: 972-581-2360



How do I submit a Site Status Update?

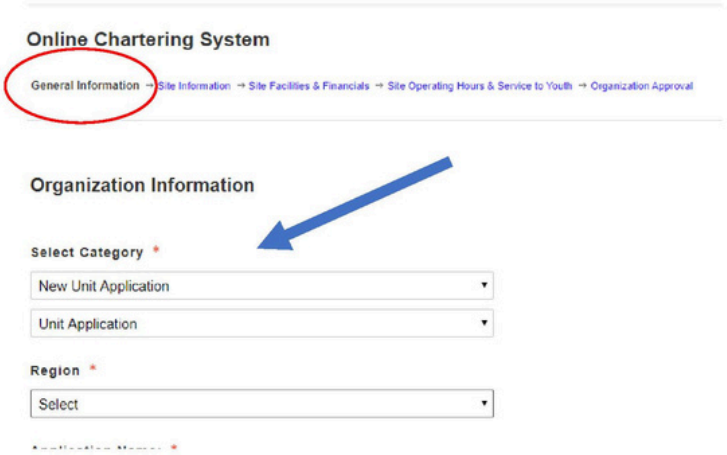
Click on the dropdown menu under ***Select Category*** and select ***Current Site Update*** and an additional dropdown menu will open. Select the status update type needed for your existing Club site.



I selected the wrong category … can I change it after I've started the application?

Yes. Just navigate back to the General Information page using the page hyperlinks at the top of screen and select the correct category. The system will verify that you want to change the category. Click ***OK***.

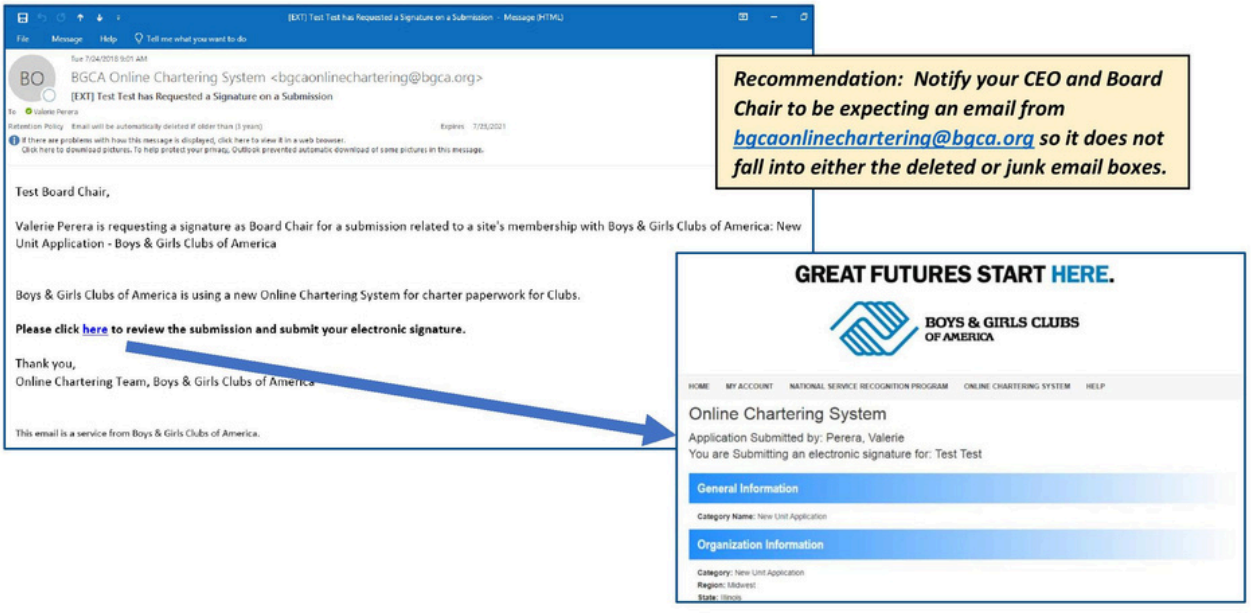
For those fields that share information between the different types of applications, the information you entered already should automatically populate in the new category selection. However, some fields – like the operating hours – would need to be updated as they are different between application types.



To be sure, verify by reviewing the entire application carefully once you've changed categories and answer any new questions that now may be appearing or contain empty fields.

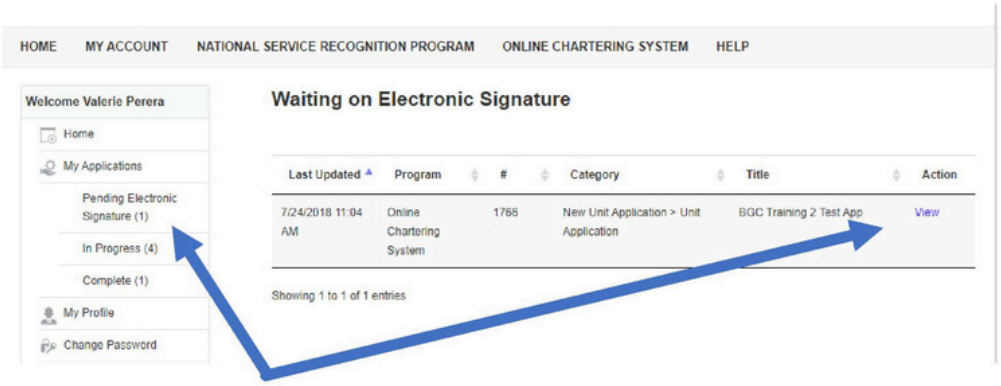
What does the approval email look like for a CEO or Board Chair?

The screen shot below provides a sample email that will be generated by the Online Chartering System to both the Board Chair and CEO. It provides a link to the online application for review and then submission of each of their electronic signatures for approval. The online application is not finalized and ready for review by BGCA until both signatures are received. (*Please also note the recommendation in the box below.*)

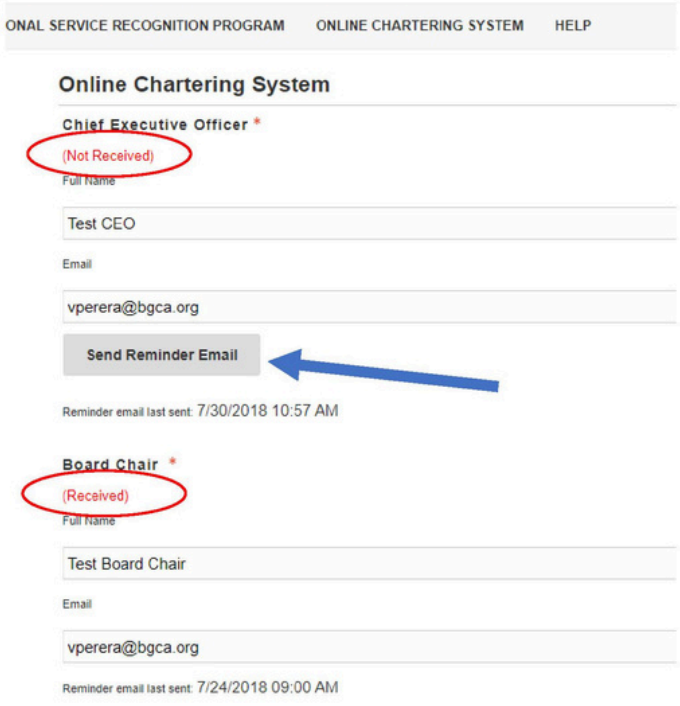


Our Board Chair (or CEO) still hasn't signed … how do I remind them?

On your dashboard (menu on left side), click on the option ***Pending Electronic Signature*** under the My Applications section. It will open a list of any applications that are awaiting electronic signatures. Find the application and click the ***View*** option in the far right column under ***Action***.



The system will take you into a summary page that will allow you to see who has submitted their signature and who has not (see red text under CEO and Board Chair in screen shot).

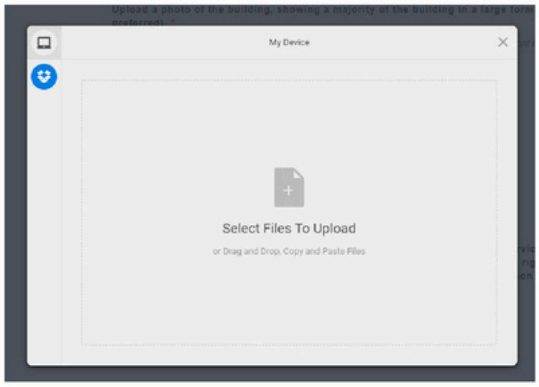


To send a reminder email: Just click on the ***Send Reminder Email*** button and the system will verify you want to send this email. Click ***OK*** and the system will resend the same email to the individual listed. The system will also record the date and time of the most recent reminder email that you sent.

How do I upload a document to an application?

Each section that requires an upload has a ***Choose File*** button. Click on this button.

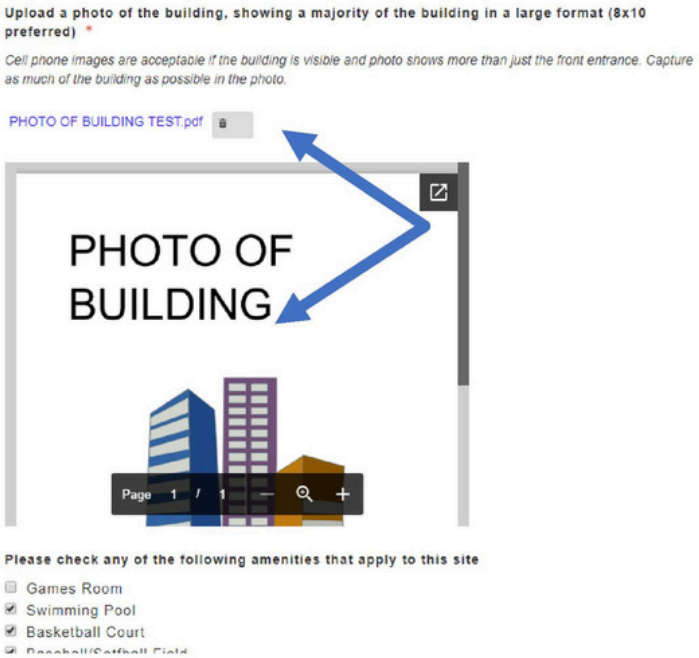




Another box will open to allow you to drag and drop the file into the system.

System Note: If you are using a file that is uploaded on a cloud-based system (such as SharePoint), you will need to download the document to your local computer in order to drag and drop the file into the system.

If the document uploaded is a PDF file or photo file, then you will see both a hyperlink to the file and a preview of the document as well. Excel and Word uploads will only show a hyperlink to the file.



Online Club Chartering System Instructions



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

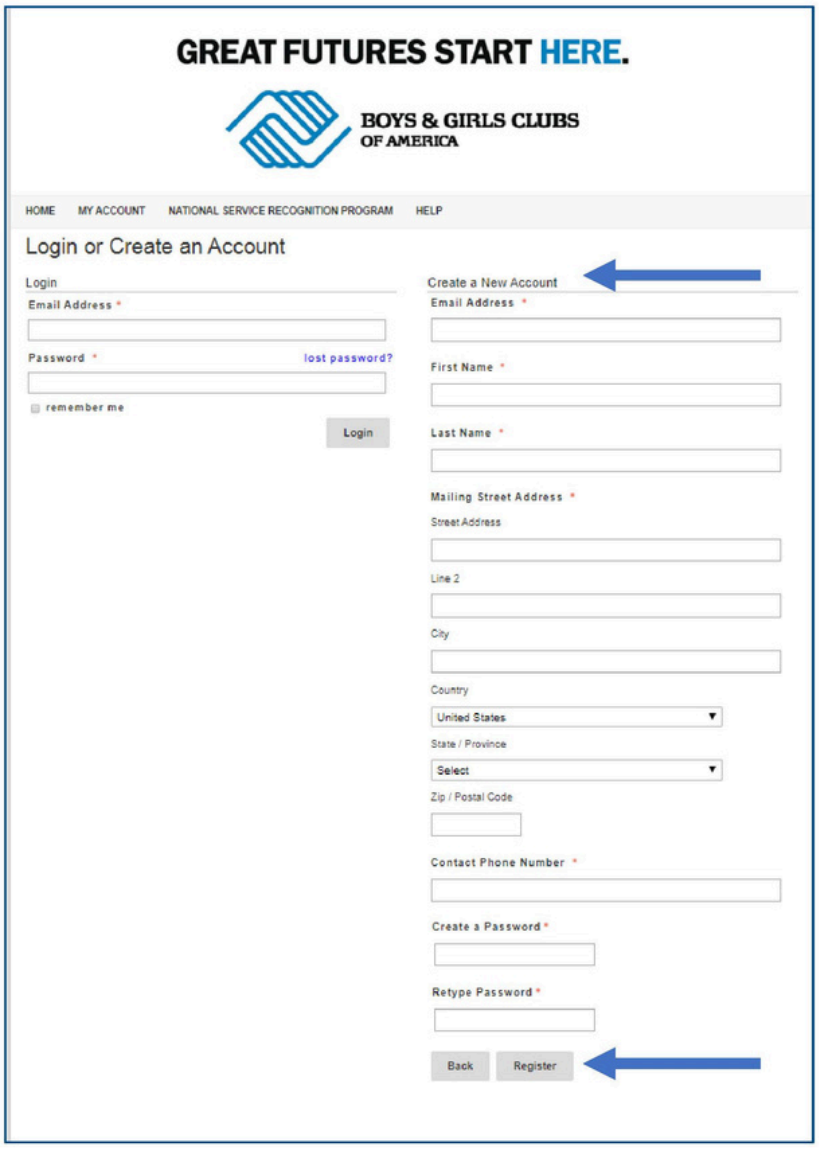
Chartering a Boys & Girls Club in Indian Country

CLUB INSTRUCTIONS: BGCA ONLINE CHARTERING SYSTEM

STEP ONE: Getting Started: How to Create an Account and/or Log into the System

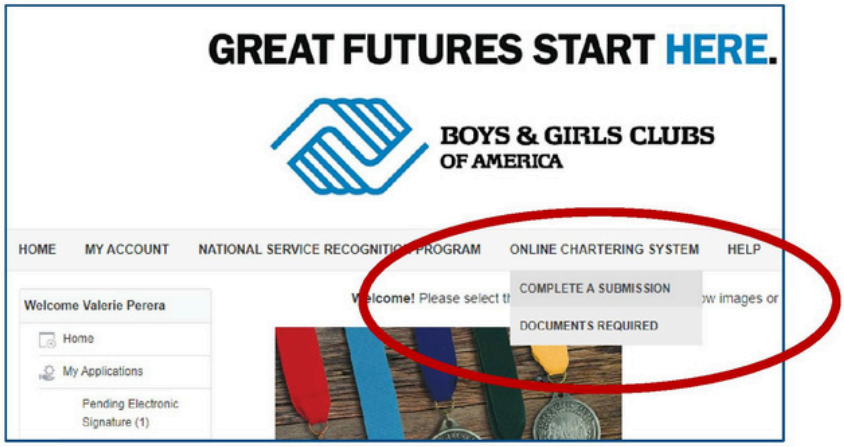
NOTE: *If you've previously submitted an online nomination for a National Service Recognition award, you will use the same account to submit online charter applications or site status change forms. Use the link below and login (in the left column) with your email and password.*

1. Go online to: https://bgcaawards.secure-platform.com/a/account/login
2. Enter the required information under the ***Create a New Account*** column, then click the ***Register*** button.
3. Follow any additional instructions provided by the system to access your new account.

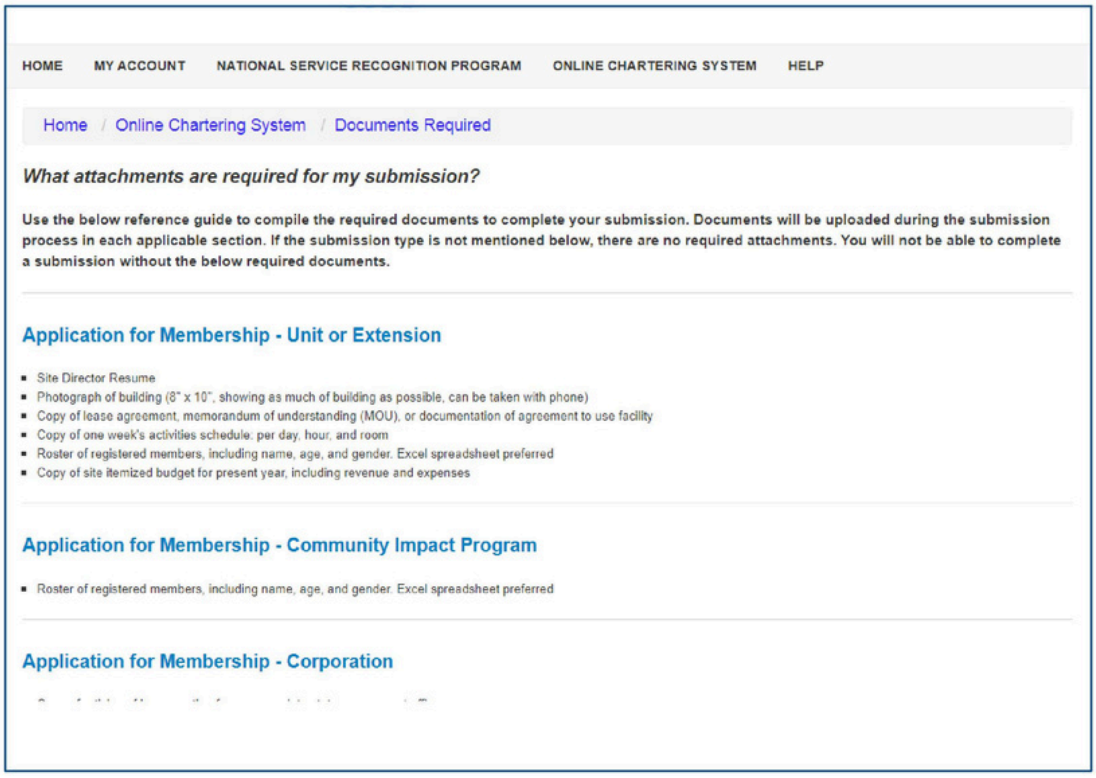


STEP TWO: Gather Documentation Needed for the Charter Application or Site Status Update

1. On the BGCA home page, click on the ***Online Chartering System*** in the top ribbon and two options will appear: ***Complete A Submission*** and ***Documents Required***.



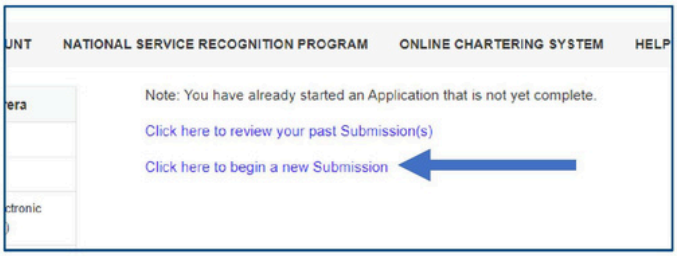
2. Click on the ***Documents Required*** option. It's recommended to have available all attachments and supporting documentation prior to beginning the online charter application. To assist you with this process, we have provided lists of the documentation needed for each application category.



STEP THREE: Determine the Category to Select

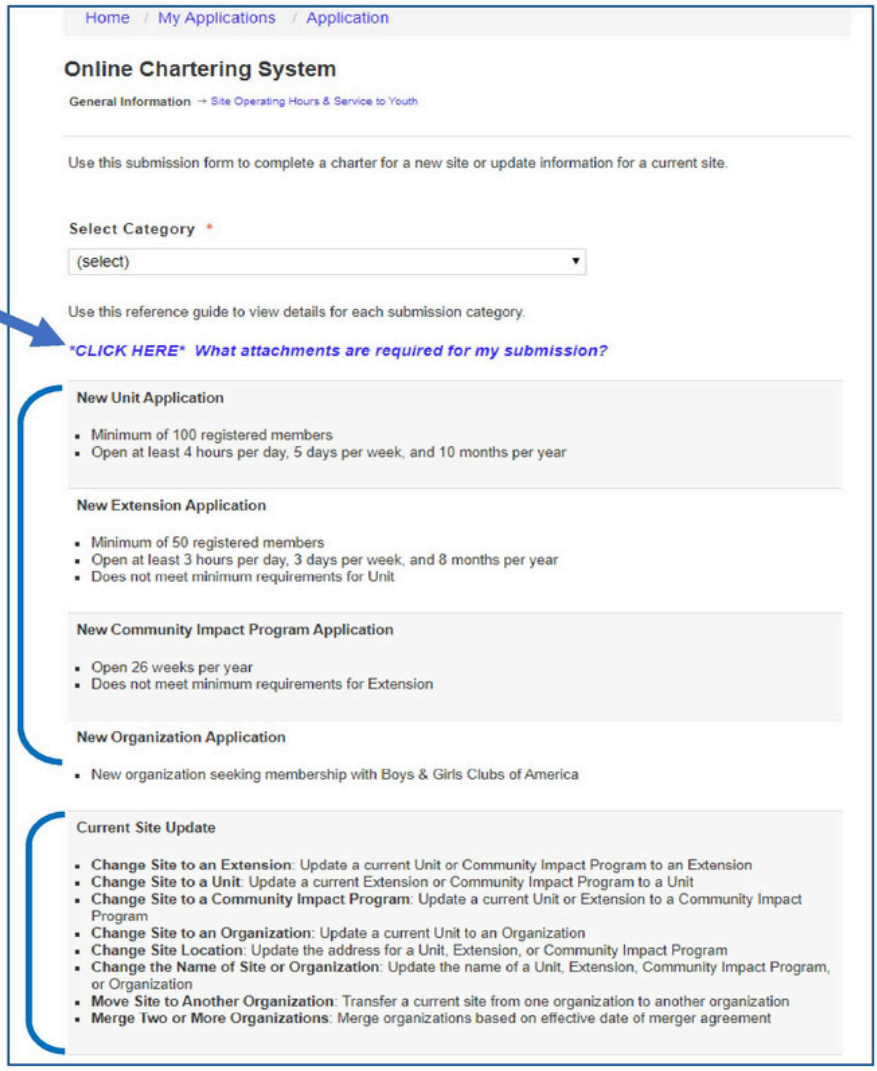
1. When you are ready to start the online submission, click on the ***Online Chartering System*** option in the top ribbon and choose ***Complete A Submission***.

2. New options appear. Select ***Click here to begin a new Submission***.



3. The application home page will open. This page provides a reference guide to help you decide which type of charter or site update you should choose from the dropdown menu of the ***Select Category*** field.

For your convenience, a link to the listing of attachments required for each submission is provided. Just open the link in a new tab and the ***Documents Required*** page will open.



New sites seeking membership

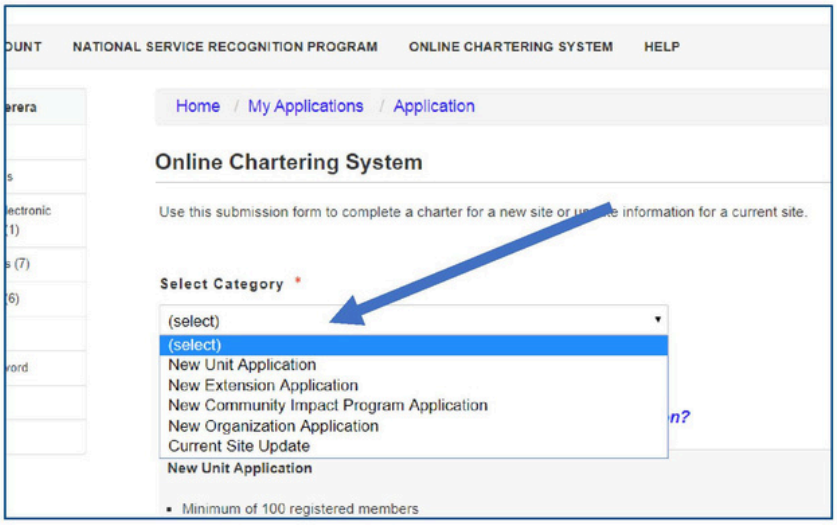
If you are still unsure about which option to choose, please contact your Club's DOD or CSS as listed in your BGCA.net profile or call one of our three service centers for assistance.

Changes to existing chartered sites

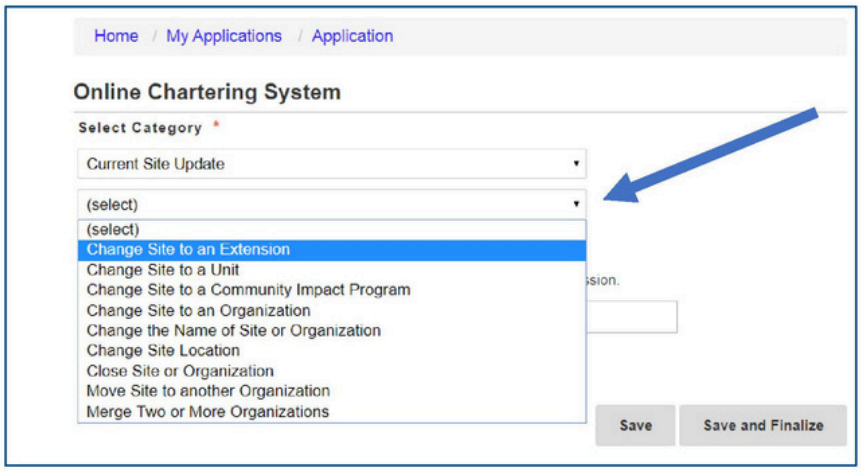
STEP FOUR: Complete the Online Charter Application or Site Status Update

1. **Select Category:** Click on the dropdown menu under ***Select Category*** and choose the application type.

   For a ***new site***, select the application type for which the site meets membership requirements.



   To ***update the status of a current site***, select ***Current Site Update*** and an additional dropdown menu will open. Select the status update needed for your Club site:

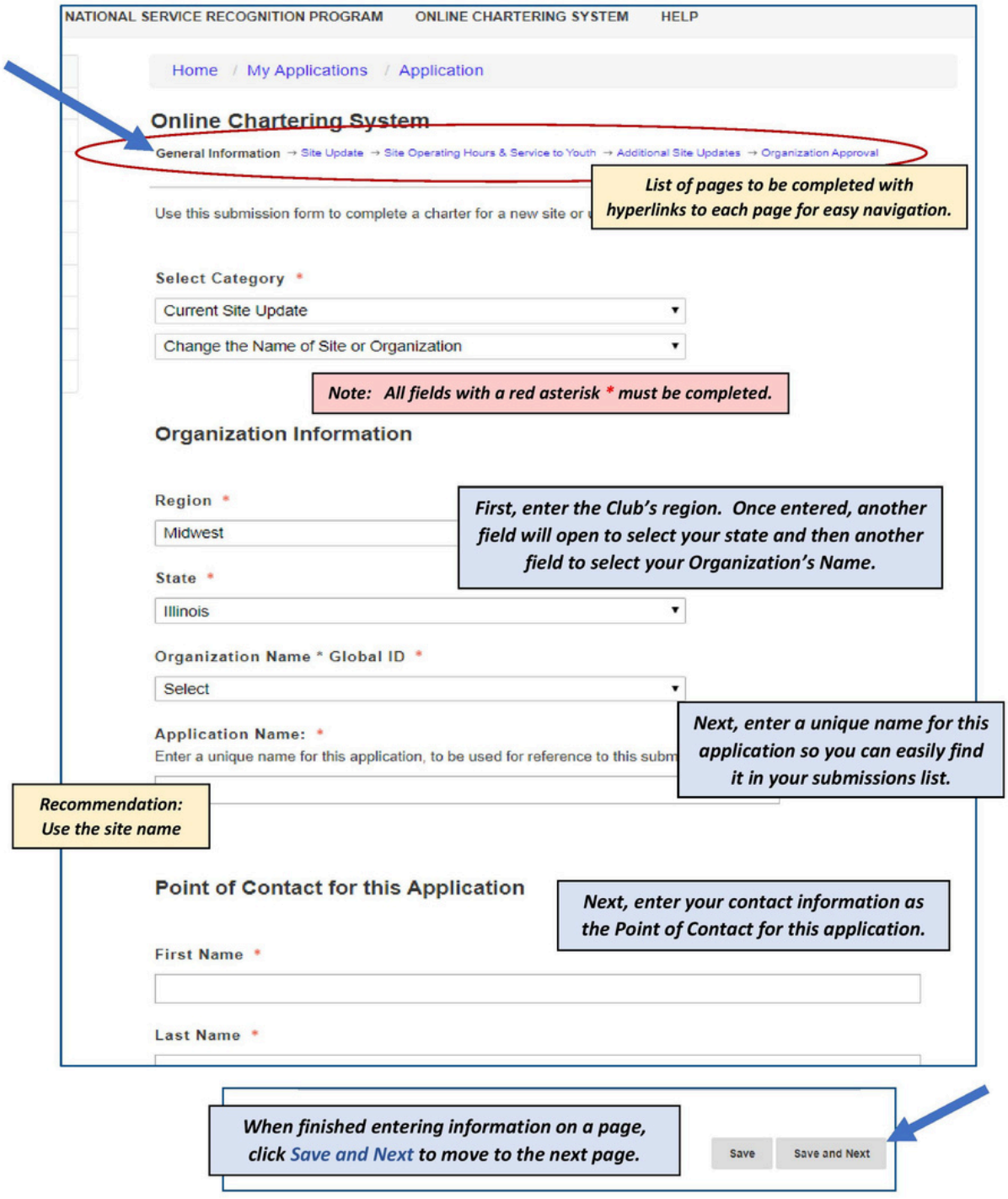


NOTE

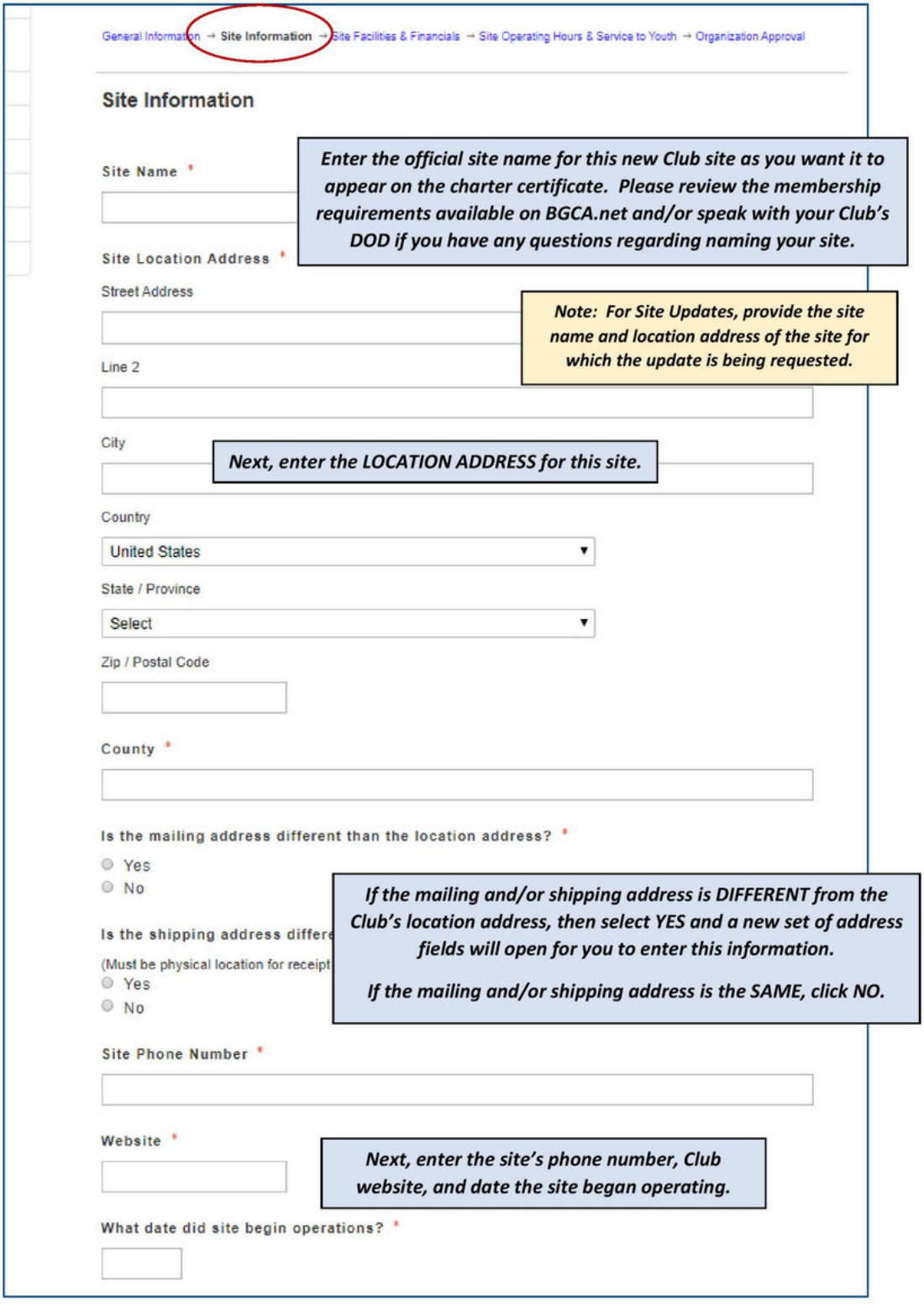
The following pages provide general instructions to guide you through an application for a New Unit. Each application or site status update is a little different, but the process of submitting online paperwork is the same. Please use the instruction boxes on the following pages to learn and understand how to complete the various sections and upload documents in the Online Chartering System.

2. **General Information Page:** Once a category selection is made, the page will open additional fields on the General Information page and a path of pages to complete the application will appear as hyperlinks at the top of the page.

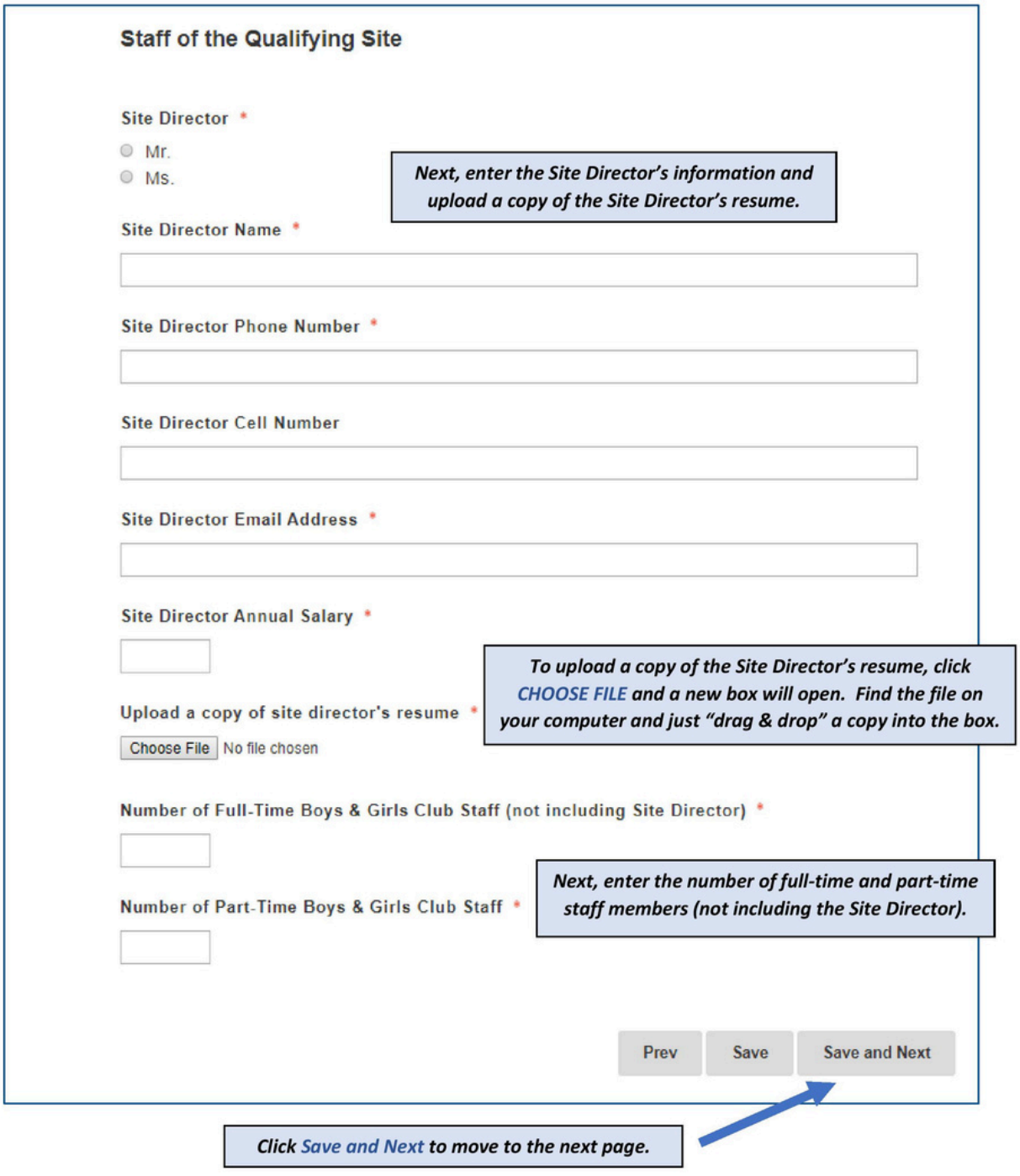
Please follow the screenshots with instruction boxes below and on the following pages to assist you in learning how to navigate the Online Chartering System:



3. **Site Information Page**

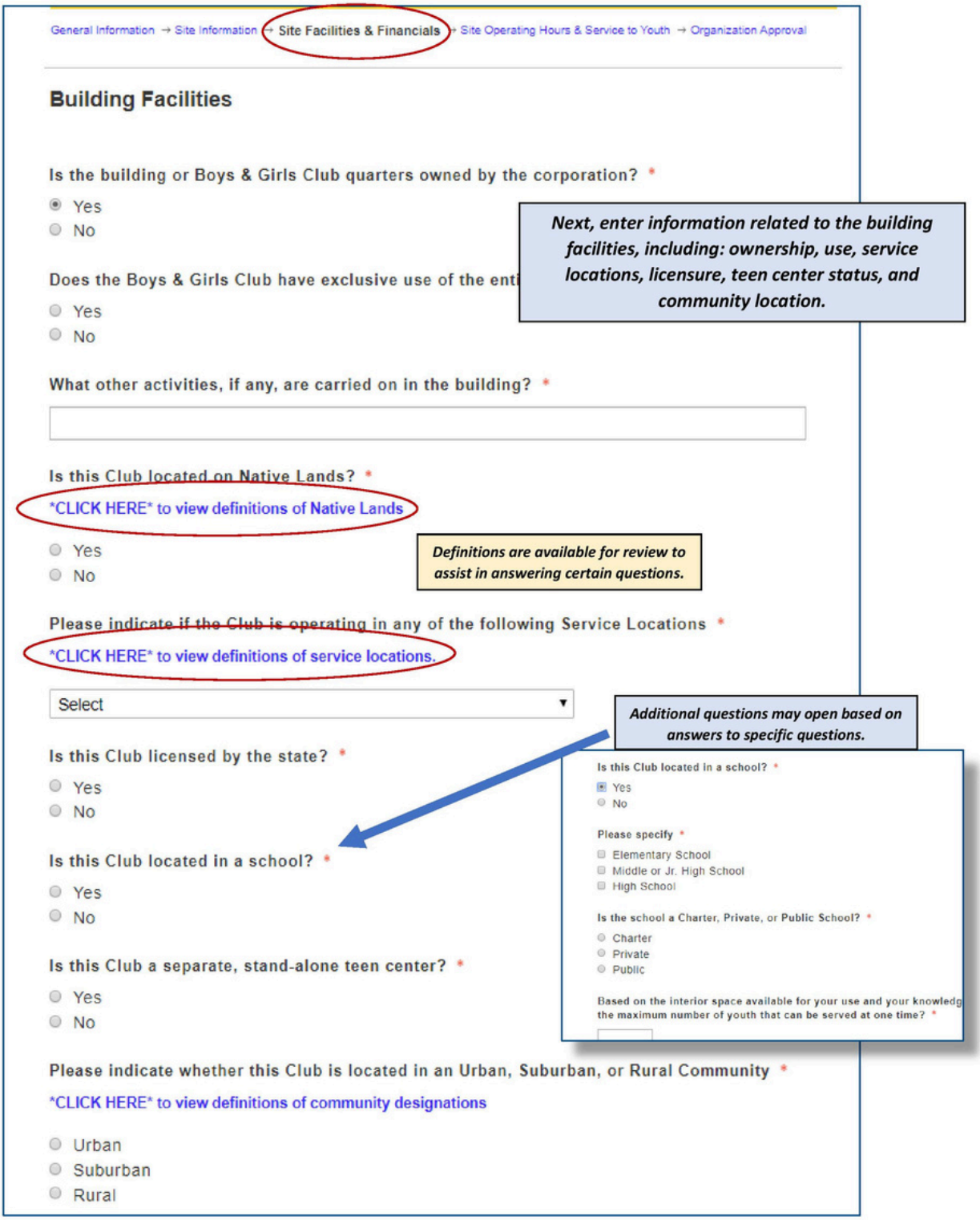


4. **Site Information Page (continued):** Staff of the Qualifying Site



Click Save and Next to move to the next page.

4. **Site Facilities & Financials Page:** Building Facilities



5. **Site Facilities & Financials Page (continued):** Building Construction and Size

Building Construction and Size

Type of construction (brick, concrete, wood frame, etc.) *

Approximate total square footage of building *

Number of Floors *

Next, provide additional details regarding building construction and size.

Approximate square footage used by this Boys & Girls Club *

Upload a photo of the building, showing a majority of the building in a large format (8x10 preferred) *

Cell phone images are acceptable if the building is visible and photo shows more than just the front entrance. Capture as much of the building as possible in the photo.

Choose File No file chosen

Upload a site photo that shows as much of the building as possible.

Please check any of the following amenities that apply to this site

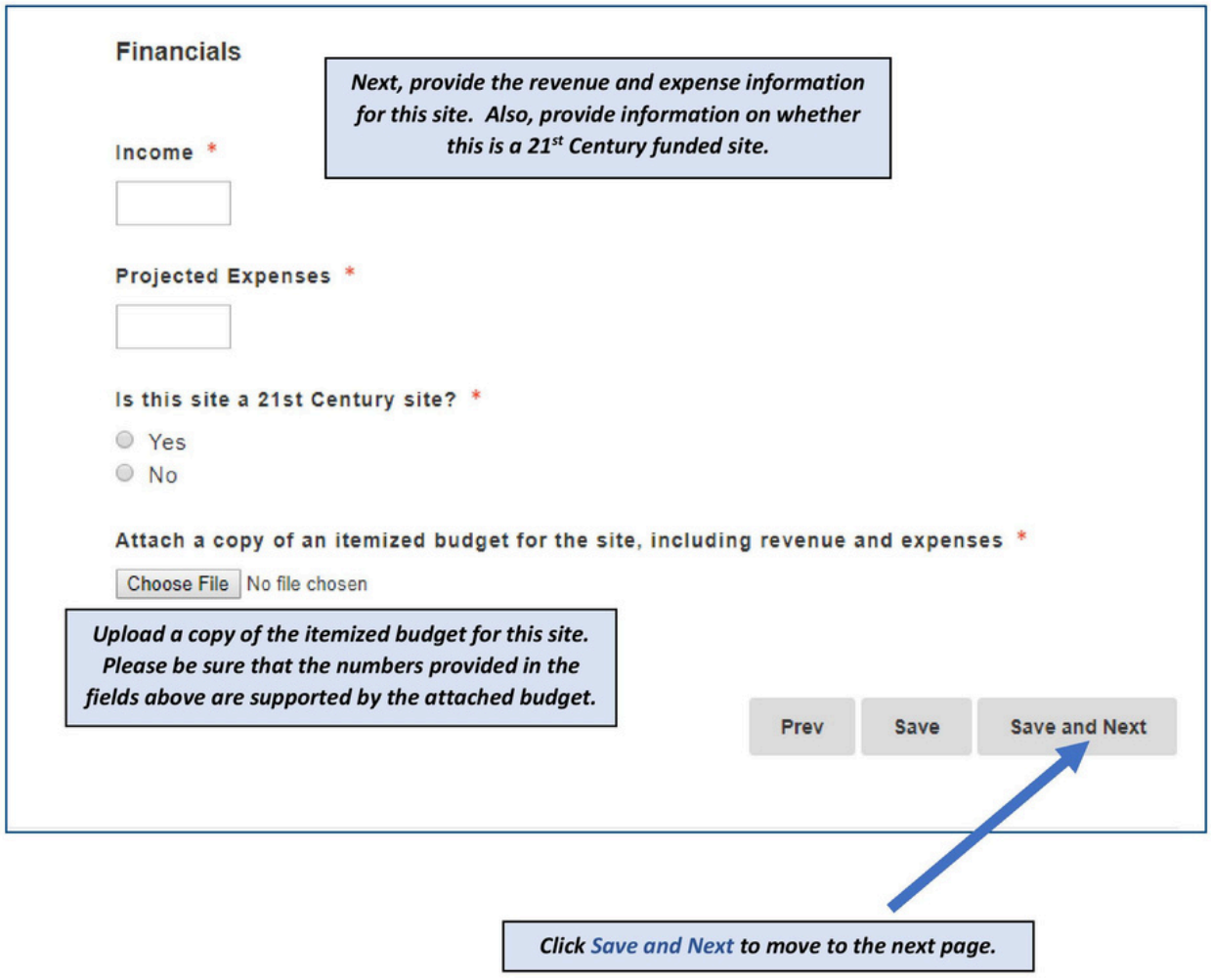
- ☐ Games Room
- ☐ Swimming Pool
- ☐ Basketball Court
- ☐ Baseball/Sotfball Field
- ☐ Playground
- ☐ Computer Lab
- ☐ Exercise Equipment (gym)
- ☐ Transportation from Local School(s)

Next, identify the amenities available at this Club site and use of the Boys & Girls Clubs Service Mark.

Does or will the site 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? *

- ○ Yes
- ○ No

5. **Site Facilities & Financials Page (continued):** Financials



6. **Site Operating Hours & Service to Youth:** Operating Hours

Online Chartering System

General Information → Site Information → Site Facilities & Financials → Site Operating Hours & Service to Youth → Organization Approval

Operating Hours

Next, enter information related to the operating hours and upload a program schedule for this site.

If this Club is operating within a school, what is the school year schedule? *

- August - May
- September - June
- Not operating in a school

REMINDER: Information provided for site operating hours must meet membership requirements. If not, you will receive an error message like this when you attempt to submit your charter application.

Number of months open per year during school year *

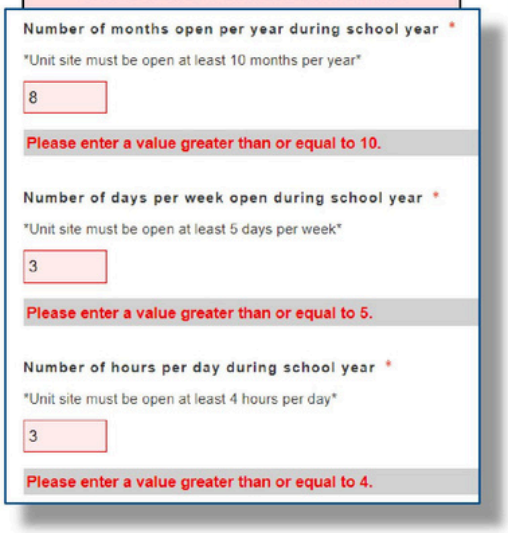
Unit site must be open at least 10 months per year

Number of days per week open during school year *

Unit site must be open at least 5 days per week

Number of hours per day during school year *

Unit site must be open at least 4 hours per day



Is the Club open during the summer? *

- Yes
- No

Upload a copy of one week's typical program schedule *

CLICK HERE to download a Program Schedule Template

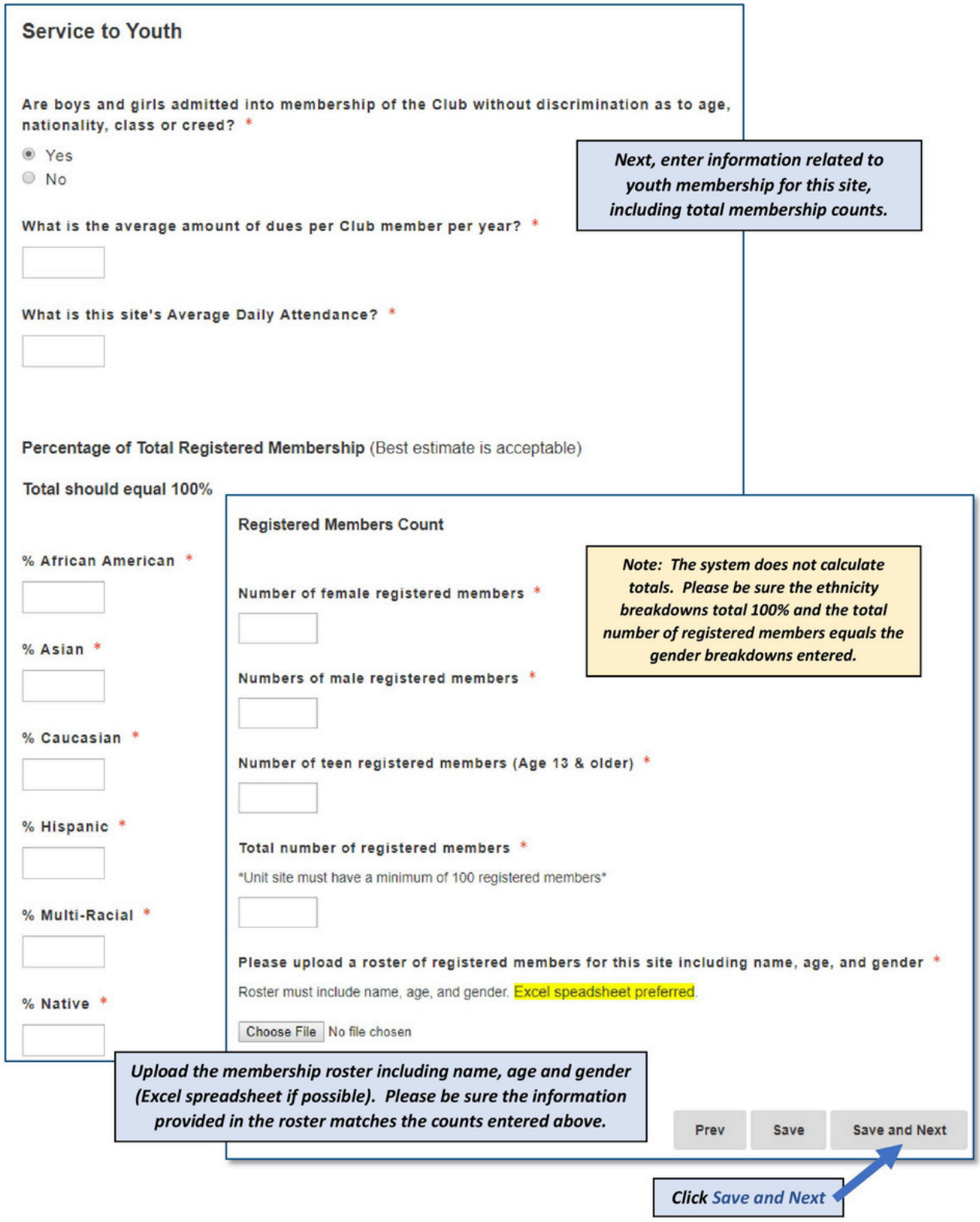
Program schedule must show activities per room, per hour, per day. Cleanup and staff planning do not count towards hours of operation.

Choose File No file chosen

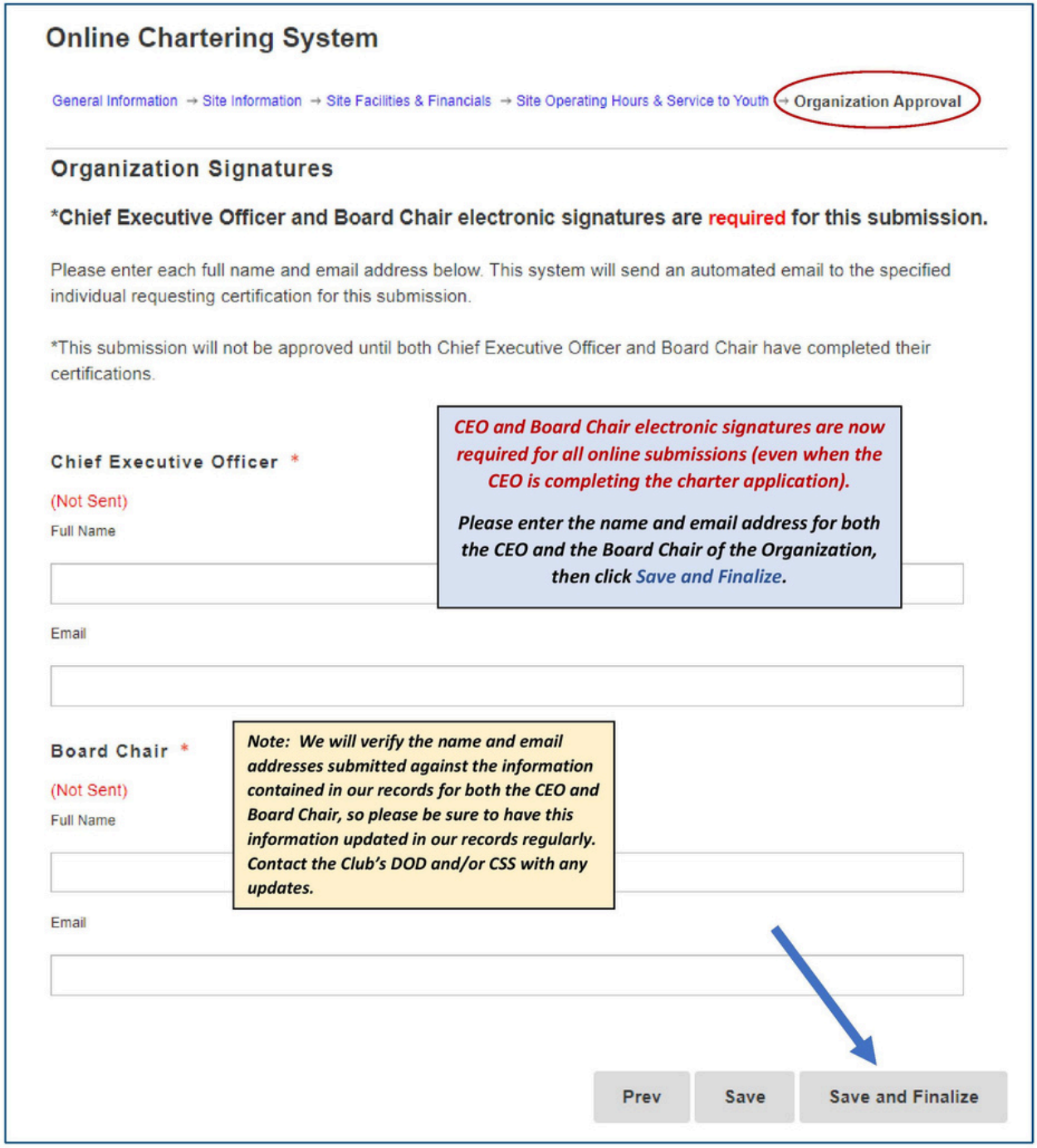
Upload a copy of the program schedule for this site. Please be sure that the information provided in the schedule matches the operating hours entered above.

A program schedule template is also available.

6. **Site Operating Hours & Service to Youth (continued):** Service to Youth



7. **Organization Approval:** Organization signatures required via electronic approvals.



STEP FIVE: Submitting the Online Charter Application or Site Status Update

1. **Error Checking:** The online system will check for errors or incomplete answers.

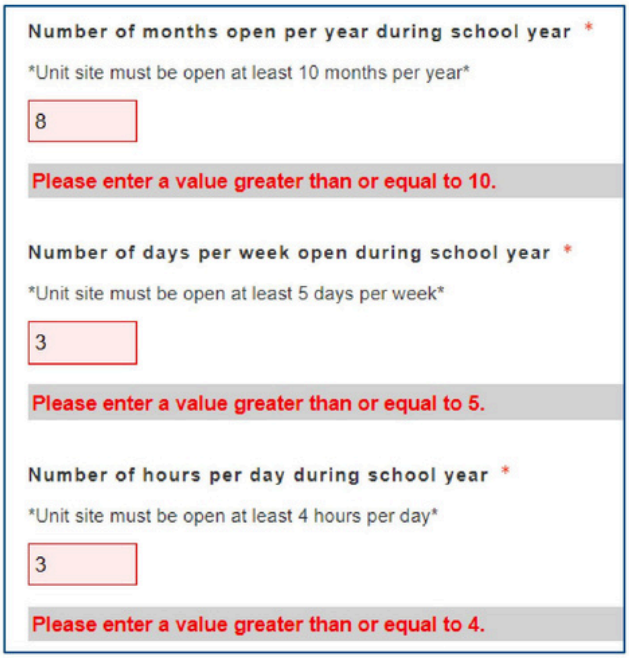
When you click Save and Finalize, the online system will review the application and identify any questions that were not completed or had data entered that was not consistent with membership requirements.



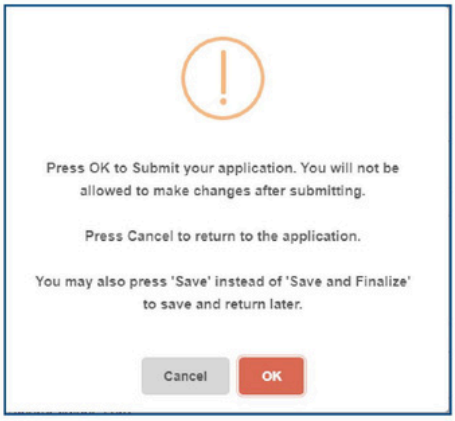
ERRORS OR INCOMPLETE ANSWERS

The online system will direct you to the pages where the questions still need to be completed. It will highlight the answer box in red and will occasionally provide instructions in red text.

When finished on that page, scroll to the bottom and click on Save and Finalize again. The system will either advance to the next page that needs to be corrected or it will advance to the final submission page (see below).



READY TO SUBMIT

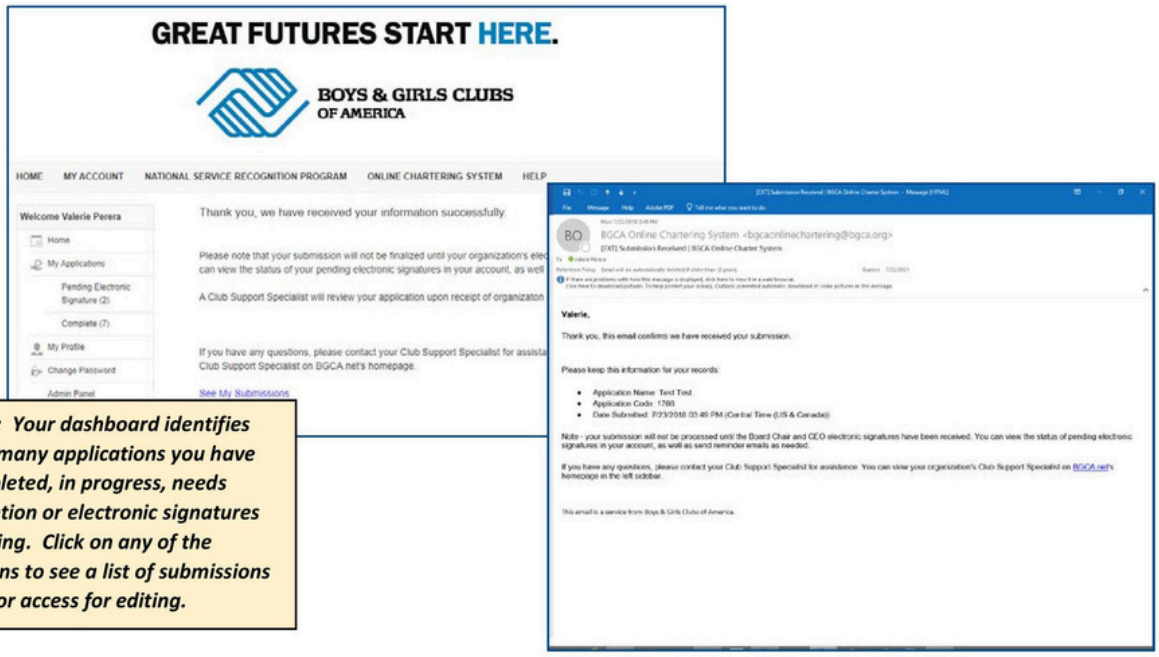


The online system will verify that you want to submit this application. No corrections can be made once you click OK.

If you still need to verify any information, click CANCEL and then click SAVE. You can return to the application at a later date when you have verified the information.

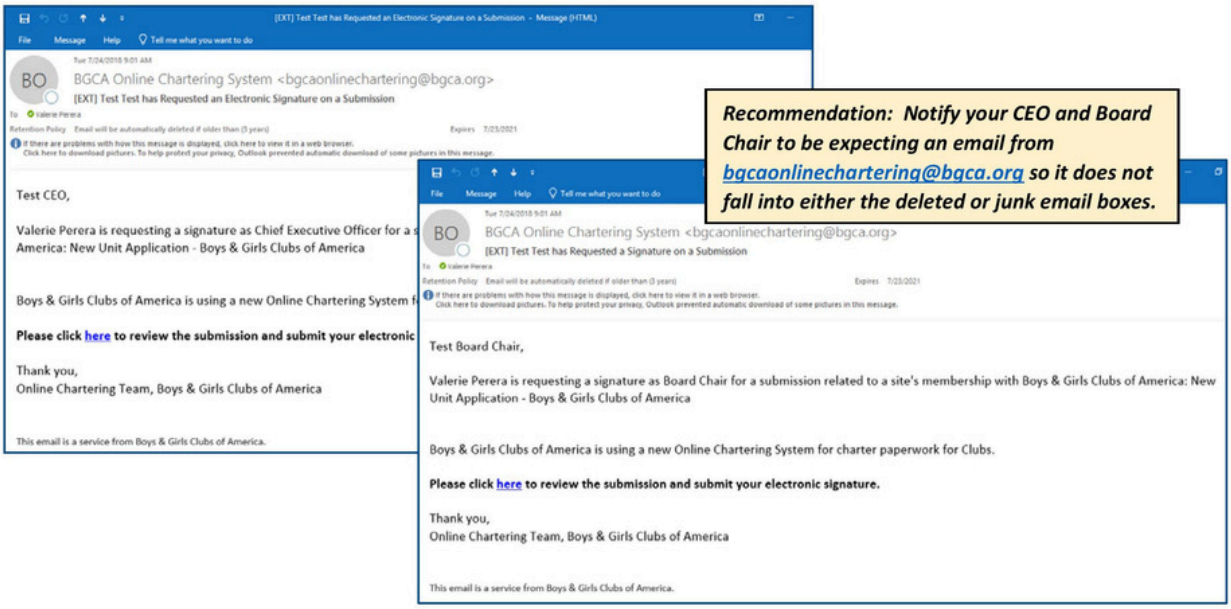
If you are finished with the application and ready to submit, click OK.

2. Confirmation: The online system verifies receipt of the application and explains next steps. You'll also receive an email from bgcaonlinechartering@bgca.org confirming receipt with the application code number assigned to your submission.



Note: Your dashboard identifies how many applications you have completed, in progress, needs attention or electronic signatures pending. Click on any of the options to see a list of submissions and/or access for editing.

3. Electronic Signatures Required: When the application is submitted, the online system automatically generates emails to the CEO and Board Chair based on the information entered on the last page of the application. The online submission is not finalized and ready for review until both the CEO and Board Chair electronic signatures are completed. You can view the status of the pending electronic signatures in your dashboard. Click on the option to resend the approval email or send reminder emails.

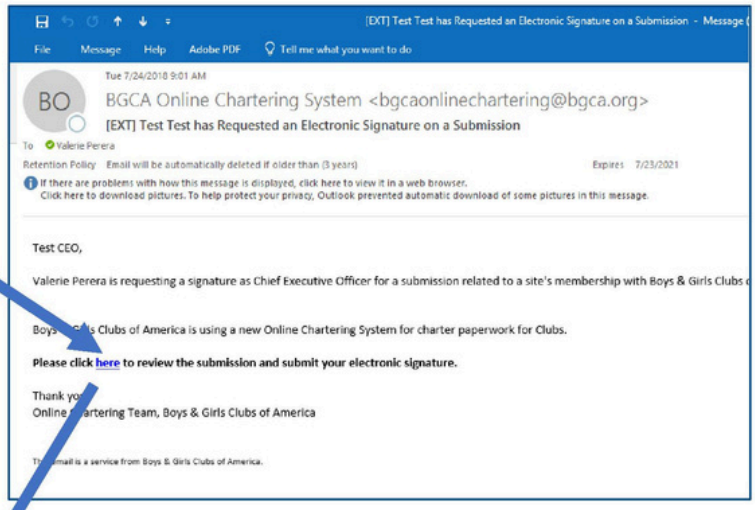


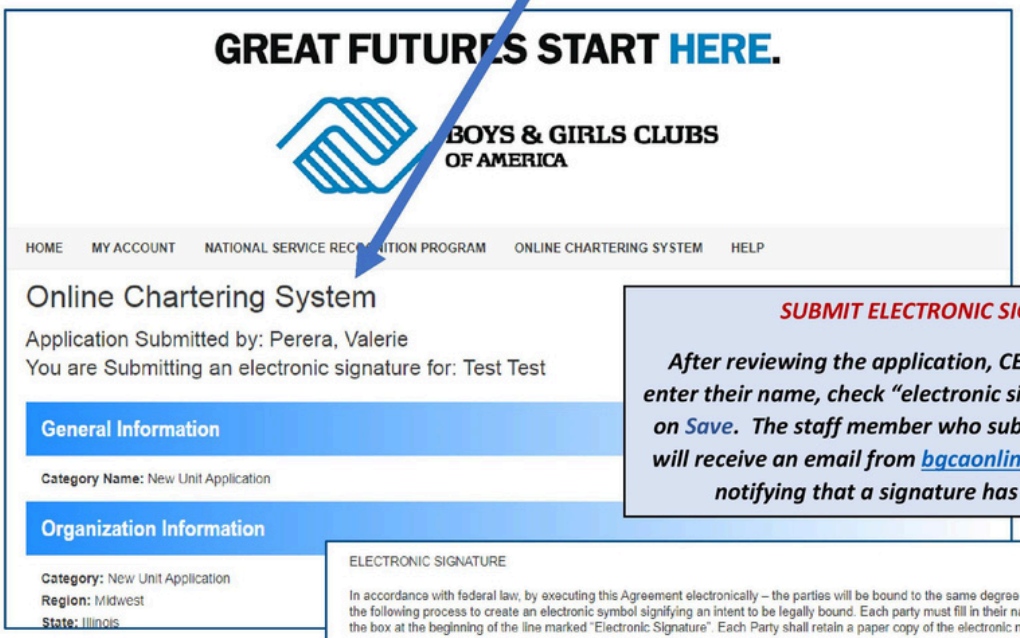
Recommendation: Notify your CEO and Board Chair to be expecting an email from bgcaonlinechartering@bgca.org so it does not fall into either the deleted or junk email boxes.

3. Electronic Signatures (continued):

CEO & BOARD CHAIR REVIEW:

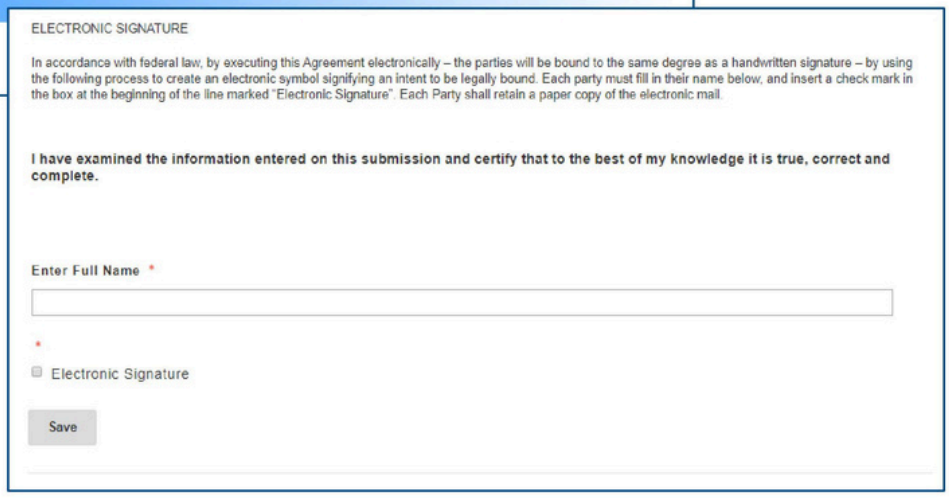
Click on the link provided in the email and the CEO or Board Chair will be directed to a web page to review the application and then submit an electronic signature.





SUBMIT ELECTRONIC SIGNATURE:

After reviewing the application, CEO or Board Chair will enter their name, check "electronic signature" and then click on Save. The staff member who submitted the application will receive an email from bgcaonlinechartering@bgca.org notifying that a signature has been submitted.

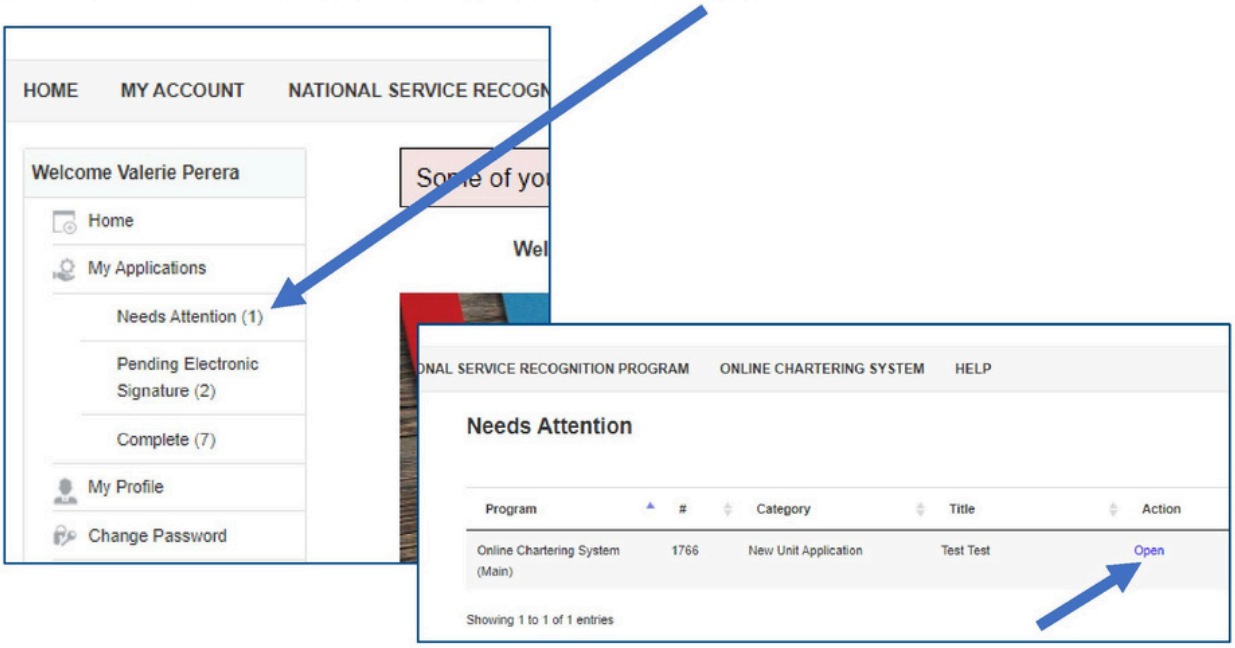


STEP SIX: BGCA Review and Approval

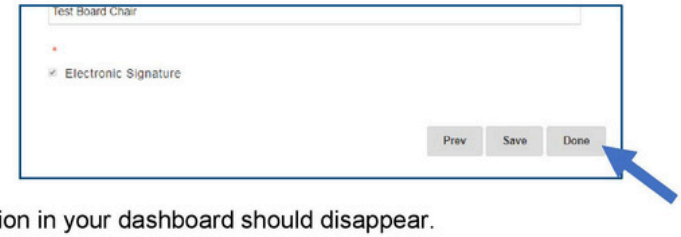
A member of the BGCA Club Support Services (CSS) staff will review the submission for completeness.

If a Submission is Complete: The CSS will submit the application for the required approvals. Once the approvals have been received, a confirmation email will be sent notifying that our records have been updated. In the case of new sites or site name changes, a charter certificate will be mailed to the organization's CEO.

If Additional Information is Needed: You may receive additional email communications from a member of our CSS staff or your Club's DOD to inform you of missing or incomplete information and what exactly is needed to finalize the submission. The CSS will re-open the submission so you can make edits and/or submit additional documentation. On your dashboard, you will see a new category under ***My Applications*** entitled ***Needs Attention***. Click on this option to open and access the application.



Open the submission and use the hyperlinks at the top of the page to navigate to the correct section/page that needs attention. When finished editing, click through to the final page and/or use the hyperlinks at the top of the page to navigate to the ***Organization Approval*** page. Scroll to the bottom and click ***Done***.



The ***Needs Attention*** section in your dashboard should disappear.

Additional Reviews: The CSS will conduct a second review and will either contact you for more information or will submit the application for approvals.

Native Club Site Open Verification Checklist



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Native Club Site Open & Serving Youth
Verification Checklist

1. Operational Status
□ Club location is physically open
□ Posted hours of operation are visible (on-site and/or online)
□ Hours align with approved application
□ Club is open during youth-appropriate times (after school, evenings, weekends as applicable)
□ Facility is clean, safe, and accessible

2. Youth Presence & Participation
□ Youth are present during operating hours
□ Youth participation matches stated age range
□ Average daily attendance is documented
□ Current youth roster or sign-in system in use
□ Consent/registration forms on file for active youth

3. Programming & Activities
□ Program schedule is available and current
□ Programs align with application (academic support, enrichment, recreation, leadership, etc.)
□ Evidence of active programming (lesson plans, activity logs, calendars)
□ Youth are engaged in structured activities (not just free time)
□ Program materials and supplies are present and in use

4. Staffing & Supervision
□ Approved Club Director/Coordinator is active
□ Staff are present during operating hours
□ Staff-to-youth ratios meet policy requirements
□ Staff schedules are documented
□ Volunteers are supervised and documented (if applicable)

5. Safety & Compliance

□ Required background checks completed and on file
□ Emergency procedures posted (fire, medical, lockdown, etc.)
□ First aid kit available and stocked
□ Incident reporting process in place
□ Facility meets basic safety standards (exits, lighting, cleanliness)

6. Documentation & Records

□ Approved application on file
□ Insurance and licenses (if required) are current
□ Attendance records maintained
□ Program reports or logs maintained
□ Policies (behavior management, discipline, supervision) available

7. Youth-Centered Environment

□ Youth feel welcomed and safe (observational check)
□ Positive youth–staff interactions observed
□ Rules and expectations are age-appropriate and posted
□ Space is designed for youth use (not primarily adult-focused)

8. Final Approval Decision

□ Club meets minimum requirements to be considered open and serving youth
□ Approval date recorded
□ Reviewer name and signature

_____	_____
CEO	Tribal Leader/Board Chair

Establishing Your Registered Club Members



BOYS & GIRLS CLUBS OF AMERICA
NATIVE SERVICES

Chartering a Boys & Girls Club in Indian Country

Sample Tribal Resolution

[Insert Tribal Letterhead or Logo]

TRIBAL RESOLUTION NO. _____

A RESOLUTION OF THE _____ TRIBAL COUNCIL RECOGNIZING ALL ENROLLED TRIBAL YOUTH AS HONORARY MEMBERS OF THE _____ BOYS & GIRLS CLUB

WHEREAS,

The _____ Tribe is a federally recognized sovereign Tribal Nation dedicated to promoting the health, education, safety, cultural identity, and overall well-being of its children and youth; and

WHEREAS,

The _____ Boys & Girls Club serves as a safe, positive place where young people can learn, grow, build leadership skills, strengthen academic success, engage in cultural activities, and develop healthy lifestyles; and

WHEREAS,

The Tribal Council recognizes that all enrolled Tribal youth are valued citizens of the Nation and that each young person deserves access to supportive opportunities that strengthen their connection to community, culture, and future success; and

WHEREAS,

The Tribe desires to strengthen collaboration between Tribal government, families, community partners, and the Boys & Girls Club to ensure all youth have access to quality youth development programs; and

WHEREAS,

Recognizing enrolled Tribal youth as Honorary Members of the Boys & Girls Club affirms the Tribe's commitment to supporting youth development and encourages participation in programs and services that benefit Tribal young people;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The _____ Tribal Council hereby recognizes all enrolled Tribal youth, ages _____ through _____, as Honorary Members of the _____ Boys & Girls Club.
2. Honorary Membership serves as a symbolic recognition of each enrolled Tribal youth's valued place within the Boys & Girls Club community and supports access to Club opportunities, programs, events, and youth development resources, consistent with Club policies and available resources.
3. The Tribal Council encourages Tribal families, departments, schools, and community partners to promote participation in Boys & Girls Club programs that contribute to positive youth outcomes.

4. Nothing in this Resolution shall diminish the sovereignty of the Tribe or the authority of the Boys & Girls Club to establish operational policies necessary to ensure the safety and well-being of all youth participants.
5. The Tribal Council encourages continued collaboration between the Tribe and the Boys & Girls Club to incorporate Tribal culture, language, traditions, and values into youth programming whenever possible.
6. The Tribal Council directs appropriate Tribal departments to work cooperatively with the Boys & Girls Club to identify opportunities that increase participation by Tribal youth and strengthen support for youth development initiatives.

BE IT FURTHER RESOLVED,

That the _____ Tribal Council affirms its commitment to investing in the future of Tribal children and youth and recognizes participation in positive youth development programs as an important pathway toward healthy, thriving communities and future Tribal leadership.

CERTIFICATION

We, the undersigned officers of the _____ Tribe, hereby certify that the foregoing Resolution was duly presented and adopted by the _____ Tribal Council at a duly called meeting held on the _____ day of _____, 20, at which a quorum was present.

Votes For: _____
Votes Against: _____

Sample Tribal Organization Club Members Letter

[Insert Tribal Letterhead or Logo]

Date

Dear Parents and Guardians,
At the **[Tribal Nation Name]**, we are committed to creating opportunities for our Native youth to learn, grow, connect with culture, and build lasting relationships with peers and mentors. We believe every young Native person deserves access to a safe, supportive, and welcoming environment where they can thrive.

To strengthen opportunities for our youth, our **Boys & Girls Club of [Name]** is pleased to recognize all eligible Native youth served by our community as Club members.

Beginning on **[Date]**, all youth ages **5-18 years old** who participate in programs through the our Tribe will be considered eligible members of the Boys & Girls Club and may participate in Club programming, activities, cultural events, leadership opportunities, academic support, and recreation offerings available through the Club.

Parent/Guardian Notification and Consent
If you **do not wish for your child to be included as a Boys & Girls Club member,** please notify us in writing by [Date] by contacting:

[Contact Name]
[Title]
[Phone Number]
[Email Address]

If we do not receive a written opt-out notification by that date, we will consider your child eligible to participate as a Boys & Girls Club member and may include them in membership records for program participation purposes.

Please note that separate parent or guardian authorization may still be required for specific activities such as:

- Field trips
- Transportation services
- Overnight events
- Medical treatment authorization
- Photography or media releases
- Other activities requiring additional permissions

Our goal is to reduce barriers to participation and ensure that every Native young person has the opportunity to benefit from the programs, supports, cultural connections, and positive relationships available through the Boys & Girls Club.

We are honored to serve your family and look forward to supporting the success and well-being of our youth.

With respect,

[Tribal Leaders Name]
[Tribal Naton Name]
[Club Director Name]
Boys & Girls Club Director

Sample Tribal Urban Indian Center Members Letter

[Insert Urban Indian Center Letterhead or Logo]

Date

Dear Parents and Guardians,
At the **[Urban Indian Center Name]**, we are committed to creating opportunities for Native youth to learn, grow, connect with culture, and build lasting relationships with peers and mentors. We believe every Native young person deserves access to a safe, supportive, and welcoming environment where they can thrive.

To strengthen opportunities for our youth, the **[Urban Indian Center Name] Boys & Girls Club** is pleased to recognize all eligible Native youth served by our community as Club members.

Beginning on **[Date]**, all youth ages **[Age Range]** who participate in programs through the Urban Indian Center will be considered eligible members of the Boys & Girls Club and may participate in Club programming, activities, cultural events, leadership opportunities, academic support, and recreation offerings available through the Club.

Parent/Guardian Notification and Consent
If you **do not wish for your child to be included as a Boys & Girls Club member**, please notify us in writing by [Date] by contacting:

[Contact Name]
[Title]
[Phone Number]
[Email Address]

If we do not receive a written opt-out notification by that date, we will consider your child eligible to participate as a Boys & Girls Club member and may include them in membership records for program participation purposes.

Please note that separate parent or guardian authorization may still be required for specific activities such as:

- Field trips
- Transportation services
- Overnight events
- Medical treatment authorization
- Photography or media releases
- Other activities requiring additional permissions

Our goal is to reduce barriers to participation and ensure that every Native young person has the opportunity to benefit from the programs, supports, cultural connections, and positive relationships available through the Boys & Girls Club.

We are honored to serve your family and look forward to supporting the success and well-being of our youth.

With respect,

[Executive Director Name]
[Urban Indian Center Name]
[Club Director Name]
Boys & Girls Club Director



Native Services
National Headquarters
1275 Peachtree Street NE
Atlanta, GA 30309
(404) 487-5496
naclubs.org