



ACES

Afterschool Extra-Curricular Enrichment Space

COC

Spring 2016 LEAP

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EXECUTIVE SUMMARY

Introduction

"The American Association of University Professors has long recognized the problems associated with combining academic careers and family responsibilities. Employers in and out of academia have found that the provision of on-site facilities has led to stronger and more contented families and increased productivity. The ability to reach parents easily in an emergency, the time and money they save in transportation,—these are just some of the benefits that accrue from child-care arrangements on campus."

The ACES Leap team recognized the need of faculty and staff to be able to attend meetings or teach after 2:30pm without childcare concerns. After considerable amount of research, it became evident the After School Extra-Curricular Enrichment Space (ACES) was needed on the COC (COC), Valencia campus.

The following business plan discusses the mission of ACES, market research, project objectives, program summary, and financial statements.

Mission

The After School Extra-Curricular Enrichment Spaces (ACES) is a unique, educational environment for children ages 8-13 of faculty and staff employed at COC. It is a collaborative venture with the Boys and Girls Club of Santa Clarita Valley. The space will be located on the COC, Valencia campus but operated by the Newhall branch Boys and Girls Club. It will be open during the after school hours of 2:30 - 6:00pm Monday - Thursday and be a place where children can complete homework with academic tutors standing by to assist. After the initial homework hour, children will choose a project to work on for the remaining time period. Each project will be designed by students in the ECE program at COC and geared towards further expanding the knowledge of children in particular areas of study (i.e. art/performance or science/technology). Special guest lectures by professors and campus area tours will be provided at least once a month on a scheduled basis.

ACES, will not only provide a safe environment for children, but also offer them an additional educational opportunity by studying on a college campus. In addition, it assists those faculty and staff employees who are attending early evening classes and meetings with childcare. Finally, ACES affords internship opportunities and/or service learning hours for those students moving towards a liberal arts or early childhood education right here on COC campus, and faculty and staff may receive up to two hours of FLEX time for working with the ACES children on homework assignments and/or projects.

Market Research

On April 22, the Institutional Research Department at COC sent out a ten-day district wide survey (See Appendix) created by the ACES LEAP team to determine the needs of an after-school program for children of faculty and staff. With 174 responses, 74% percent agree there was a "need for an after school program... to accommodate children of district employees between the ages of 8-13. 69% said they were interested in their own children "participating in ACES at the Valencia campus for a minimal fee." Currently, 35 district employees want to enroll a total of 58 children into the program during Monday-Thursday, with Wednesday being the most desired day. In addition, the survey results revealed the primary concern is for children to be tutored with homework, followed by interest in science projects, computer/technology based learning, campus field trips, arts and crafts, performance based activities and guest presenters/lecturers.

In order to fill this need, the team researched the different types of Boys and Girls Club programs needed to accomplish the goals of maintaining ACES on the COC, Valencia campus. After careful consideration, we concluded COC's Boys and Girls Club's site should operate as part of the COMMUNITY IMPACT PROGRAM level. The set criteria for this type of program are the center must be open and make available activities to its members at least 26 weeks in a calendar year, and the program must be conducted in accordance with all other organizational operating standards.

S.W.O.T. Analysis

The purpose of the S.W.O.T. Analysis is to identify possible internal factors (strengths and weaknesses) and external factors (opportunities and threats) that are related to the project proposal.

Strengths

- Cutting edge program not offered by many community colleges.
- Increases campus involvement for staff.
- Partnerships between academic departments.
- Collaborative project with local community organization (Boys and Girls Club of Santa Clarita Valley)
- Provides an opportunity for children ages 8-13 to be exposed to the college environment.
- Homework tutoring for children.

Weaknesses

- No dedicated facility to house the program.
- There may not be enough interest amongst faculty to volunteer time to actively participate in the program.
- Lack of transportation to the ACES facility.

Opportunities

- Community outreach with other local organizations.
- Opportunity for professional development for faculty and staff participants (FLEX credit)
- Provides practicum and student teaching opportunities for EDU and ECE students.
- Growth potential. Expansion of program and serviced age groups could expand in the future.
- Opportunity to expand the program to the children of students and the community.

Threats

- Cost-prohibitive. There would be no direct revenue generated from the program.
- Limited program demographic may upset some individuals.
- Possible licensing and staffing issues.

Program Objectives

First-Year Goals

- Strengthen positive relationships between COC faculty and staff, Boys and Girls Club of Santa Clarita Valley and ACES.
- Build district-wide support for ACES.
- Develop intellectual curiosity among young participants.

Second-Year Goals

- Increase participation in ACES by 10% over the first-year. It is anticipated as awareness of the ACES program grows so will the demand. Space limitations will prevent rapid growth in the first couple of years; however moderate growth is expected during the second year of the program.
- Present FLEX workshops to bring awareness of ACES and encourage faculty and staff participation in the program. ACES is committed to offering participants a variety of enrichment activities and homework help in an academic environment. Faculty and staff participation will be a focus during the second year to match the anticipated growth of the program.
- Increase or alter the number and types of activities offered based on feedback from children who participated in the first year of the program.
- Improve market strategy by sharing first year successes with all district employees. Growth of ACES will be dependent on campus awareness of the program. Feedback from first-year participants will help identify strengths of the program that can be used when advertising and promoting the ACES program.
- Develop marketing materials and advertise the ACES program to attract potential staff and faculty of the college. The ACES LEAP team identifies that the inclusion of an after-school extra curriculum space on the campus could be an appealing benefit to individuals seeking employment on the campus.

Third-Year Goals

- Dedicated space for ACES program. Remove program limitations due to space constraints by developing a space dedicated to the ACES program. Having a dedicated space will allow the program to grow and expand and will also provide for the opportunity to acquire materials and equipment to serve the unique needs of ACES and its participants.
- Expand the age group served from ages 8-13 to ages 7-14.
- Provide ACES programming five days a week and include summer programming. The ACES LEAP team anticipates an increase demand as the ACES program grows.
- Expand ACES to include the children of students, which could increase the number of FTEs.

PROGRAM SUMMARY

Start-up Summary

1. Get started.

COC will need to first find a location on the Valencia campus. The following steps describe the process of the Boys and Girls Club of Santa Clarita Valley to initiate a club on the COC, Valencia campus.

2. Organize a steering committee to begin preliminary organization work.

The ACES Leap team currently acts as the steering committee.

3. Conduct a Community Readiness Assessment.

This has already been completed through the campus wide survey sent out through COC's Institutional Research Department in April 2016.

4. Develop a Management Operating Agreement.

Official policies will be established between the Boys and Girls Club of Santa Clarita Valley and COC. A Management Operating Agreement will lie in conjunction with the Boys and Girls Club, Newhall Branch.

5. Organize a Unit Advisory Council.

Once policies are in place, a Unit Advisory Council will be formed with officials from both the Boys and Girls Club of Santa Clarita Valley and COC.

6. Secure a location.

Locations have already been discussed and are available to review in next section.

7. Determine costs.

Create a budget for the cost of building renovations, equipment and an operating budget for one year.

8. Raise the funds.

The budget analysis provokes the need to identify all community, educational and grant funding sources.

9. Recruit a Club director.

The Boys and Girls Club of Santa Clarita Valley will determine the club director.

10. Secure Licensing

According to April Graham, Director of Contract, Procurement and Risk Management, the Boys and Girls Club of Santa Clarita will be responsible for all comprehensive and liability insurance coverage. In addition, all appropriate guidelines on sexual harassment and misconduct should be addressed within the policy.

Management

ACES will be operated by employees from the Boys and Girls Club, Newhall Branch.

Locations

According to the Boys and Girls Club "Guidelines for Chartering New Units" a building on a college/university campus is already approved as a club site service location.

Considerations for the location for ACES:

- Private Restrooms
- Storage
- Furniture (tables, chairs, desks, white boards, couch)
- Equipment (toys, games, computers, telephone)
- Internet Access
- Fire Extinguisher
- First Aid

With these considerations and other requirements for a location to house the ACES program, four areas of the college were identified.

Academy of the Canyons - After a discussion with Principal Dr. Pete Getz, some rooms may become vacant after 3:00pm; however this becomes problematic as students are still leaving the campus after this time and after-school clubs may still be meeting on certain days of the week.

PDR 2 – This room is in the Student Center and is currently marked for Makers Space. Although this location is in the Student Center where the children are exposed to college students, it provides private restrooms, cafeteria services and easy drop-off. A drawback to this location would be the lack of storage space for equipment. Also, the space is small at approximately 580 square feet and would limit the amount of participants but could be used as a temporary location.

Bonelli Hall Staff Lounge – The rooms are located on the bottom level of Bonelli Hall. This location is currently used as a staff lounge. This is the most central location on campus which gives the children a great opportunity to experience campus life. This space will need major improvements to accommodate the program including knocking down a wall to open up the space. The square footage is 410 and is very small but could work as a temporary location.

Sheriff's Academy – This building is a modular building. The location is ideal since it is located away from the center of the campus and is in the same vicinity as the Early Childhood Education program. Although the location is not central it has its own parking lot and has easy access for parents to drop-off and pick-up. A drawback to this location is the restrooms; currently occupants of the building need to use the stadium restrooms which they access by entering the cougar den.

FINANCIALS

ACES Proposed Budget – Year 1

The proposed budget takes into consideration the current operating costs of a branch working under the Community Impact Program within the Boys and Girls Club of the Santa Clarita Valley. Although the costs listed below are funded mostly through the Boy and Girls Club, Newhall Branch, COC will help raise funds. The ACES solution team recommends that the first year be staffed at 50% for the Director and Asst. Director positions due to the size of the potential location, nearly 600 square feet. The current prospective locations would allow the ACES project to have a lower cost budget since the potential space is currently in existence and will not require new construction. The lower budget costs would allow for potential growth in the future, which may allow for a possible increase in the size of the facility and extend resources beyond the needs of college employees.

Year 1 Budget

G	
G	
Administrative Salaries	\$36,500.00
Program Director 50% 21.5k, Asst. Director 50% 15k	
Non-Instructional Hourly Salaries	\$65,600.00
Part-time support, 3 employees, 1560 hours @ \$10.00	
Benefits	\$6,865.00
Part-time @ 15%	

Office Equipment	\$3,950.00
Desk, chairs, filing cabinets, computer, etc.	
Office Supplies	\$6,200.00
Brochure Development, Printing	\$6,500.00
Website Development & Hosting	\$2,000.00
Telephone	\$350.00
Training	\$6,500.00
Volunteers and hourly staff	
Equipment	\$4,230.00
Tables, chairs, storage	
Facility Supplies	\$6,200.00
Other	\$2,000.00

Total \$77,845.m

ACES Proposed Budget – Year 3

As ACES matures, the following budget would accommodate the potential growth of the space which would allow for resources to be extended further into the community. The three year budget is based on a facility space of 1800-2000 square feet which calls for an increase in the equipment to furnish the space, as well as office equipment for employees. The budget costs would allow for the addition of a permanent staff member while retaining one hourly employee and transitioning to a higher volume of volunteer staff. The increase in volunteer staffing will reduce the budget costs and allow volunteers to complete the necessary service hours for their prospective careers or education in child development.

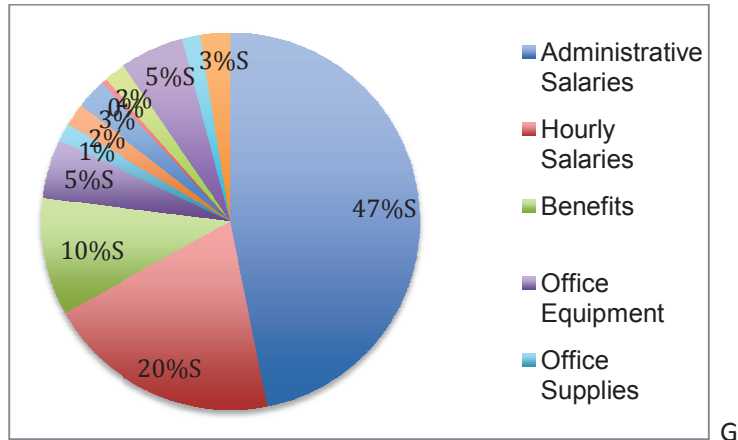
Year 3 Budget

Administrative Salaries	\$60,300.00
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Program Director 60%, Asst. Director 60%, Coordinator 60%	
Non-Instructional Hourly Salaries	\$5,460.00
Part-time support, 1 employee, 520 hours @ \$10.50	
Benefits	\$9,864.00
Part-time @ 15%	
Office Equipment	\$8,100.00
Desk, chairs, filing cabinets, computer, etc.	
Office Supplies	\$1,500.00
Brochure Development, Printing	\$1,000.00
Website Development & Hosting	\$500.00
Telephone	\$500.00
Training	\$1,500.00
Volunteers and hourly staff	
Equipment	\$21,500.00
Tables, chairs, storage	
Facility Supplies	\$2,200.00
Other (Discretionary funds)	\$3,000.00
<hr/>	
Total	\$115,424.00

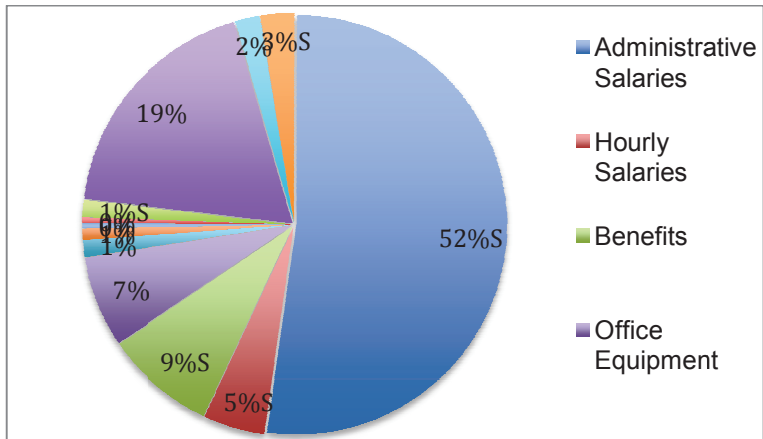
A majority of the budget for the first year will be dedicated to the staffing requirements necessary to accommodate and provide attention to the children of the ACES program. To clarify the cost allocation between the first year and future years, the chart below shows the progression of the budget information. G

First Year



G

Year Three



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There is an increase in the budget cost for permanent staff, by 5%, while reducing the hourly salaries by 15% with the transition to increased volunteer staff.

ACES Potential 5+ year goal

The following budget information is that of the Huntington Valley Boys and Girls club and their partnership with Golden West Community College. Huntington Valley BGC has constructed a school age club within the parameters of the college campus. The purpose of this facility is to reach more than 2500 additional youth each year.

Total Project Budget (

Description	Percentage	Cost
GENERAL REQUIREMENTS	17%	\$1,769,195.00

Architect, fees, temp. utilities		
SITE WORK	4%	\$414,375.00
Earth work, landscape		
CONCRETE	18%	\$1,840,319.00
Foundation, walls, sidewalk		
METALS	3%	\$299,383.00
Structural members		
WOOD	7%	\$690,075.00
Rough framing, finish work		
THERMAL	5%	\$491,560.00
Insulation, fire proofing, roofing, skylights		
DOORS AND WINDOWS	4%	\$363,169.00
Doors and windows		
FINISHES	5%	\$536,995.00
Stucco, flooring, paint		
SPECIALTIES	1%	\$78,073.00
Flagpole, partitions, shelving, bath acc.		
EQUIPMENT	1%	\$100,000.00
Audio visual, kitchen, athletics		
FURNISHINGS	1%	\$150,000.00
Window treatment, desks, chairs, rugs		
MECHANICAL	13%	\$1,353,680.00
Fire, plumbing, heating and AC		
ELECTRICAL	10%	\$1,083,050.00
Lights, communications		
TESTING AND INSPECTIONS	6%	\$660,000.00
Soils testing, state inspections		

CAMPAIGN COSTS	1%	\$100,000.00
<i>Special event fundraising, printing</i>		
CONTINGENCY	4%	\$400,000.00
Totals	100%	\$10,329,874.00

Phase I - Construction of the Robert Mayer Child Development Center, which was started in 2010 and opened January 2011, 10,000 square foot facility.

- Eight state-of-the-art preschool classrooms and playgrounds comprise the new Child Development Center, separated from the school-age facility.

Phase II – Harry and Jayne Boand Gymnasium, 4500-5000 square feet featuring:

- A gymnasium that is to be shared by the Boys & Girls Club and Golden West College with separate entrances.
- A school-age play area including playground equipment and outdoor eating areas.

Phase III – Kingston Tech School Age Club, 4000 square feet.

- A school-age facility with a kindergarten room, a teaching kitchen, arts center, game room, activity center, kids' café, teen room, education center with technology lab and library.

Operating Budget

	Child Development Center	School age Club
INCOME		
Registration/Membership	\$10,000	\$18,500
Grants	\$8,000	\$12,000
Tuition/Program Fees	\$1,051,051	\$700,000
Scholarships	\$42,000	\$125,000
Lunch Program/Field Trips	\$13,000	\$85,000
Annual Total	\$1,124,051	\$940,500
EXPENSE		
Salaries, administration and support	\$773,148	\$465,000

Payroll Taxes	\$60,300	\$32,300
Insurance & Benefits	\$62,015	\$27,091
Rent	\$40,000	\$40,000
Maintenance	\$29,300	\$31,405
Program Expenses	\$18,340	\$38,375
Office Supplies	\$4,110	\$7,250
Lunch Programs / Field Trips	\$10,100	\$63,750
Scholarships	\$42,000	\$125,000
Licenses/dues	\$880	\$9,000
Telephone	\$3,223	\$5,000
Training	\$6,500	\$4,500
Annual Total	\$1,049,916	\$848,671

APPENDIX

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BOYS & GIRLS CLUB
OF SANTA CLARITA VALLEY

ACES MEMBERSHIP APPLICATION

Newhall Branch, Boys & Girls Club of Santa Clarita Valley & ACES Date: _____

First Name: _____ Middle: _____ Last: _____

Nickname: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Birth Date: _____ Current Age: _____

Ethnicity: _____ Gender: ___ Male ___ Female

Member Cell Phone: _____ Parent/Guardian Email: _____

Birth Certificate on File (*Required for new members 7 or 8 years old*): ___ Yes ___ No

Current School: _____ Current Grade: _____ Current GPA: _____

Current Teacher: _____ Allergies: _____ Medical Conditions: _____

My child will attend the club: Year-Round ___ During School Year ___ Holidays or Summer Vacation ___

Reason(s) for joining: ___ Fun ___ Learning ___ Sports ___ Other: _____

Physical Description of Child:

Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____

PRIMARY CONTACT	SECONDARY CONTACT
Name: _____	Name: _____
Employer: _____	Employer: _____
Occupation: _____	Occupation: _____
Address H: _____	Address H: _____
DOB: _____ Relationship to Child: _____	DOB: _____ Relationship to Child: _____
Marital Status: _____	Marital Status: _____
Phone: _____ Type: _____	Phone: _____ Type: _____
Phone: _____ Type: _____	Phone: _____ Type: _____
Email: _____	Email: _____

EMERGENCY CONTACT	EMERGENCY CONTACT
Name: _____	Name: _____
Employer: _____	Employer: _____
Occupation: _____	Occupation: _____
Address H: _____	Address H: _____
DOB: _____ Relationship to Child: _____	DOB: _____ Relationship to Child: _____
Marital Status: _____	Marital Status: _____
Phone: _____ Type: _____	Phone: _____ Type: _____
Phone: _____ Type: _____	Phone: _____ Type: _____
Email: _____	Email: _____

**Hou
seh
old:**

Annual	\$0 - \$5000 _____	\$30,001 - \$35,000 _____	\$60,001 - \$65,000 _____
Gross	\$5001 - \$10,000 _____	\$35,001 - \$40,000 _____	\$65,001 - \$70,000 _____
Household	\$10,001 - \$15,000 _____	\$40,001 - \$45,000 _____	\$70,001 - \$75,000 _____
Income:	\$15,001 - \$20,000 _____	\$45,001 - \$50,000 _____	\$75,001 - \$80,000 _____
	\$20,001 - \$25,000 _____	\$50,001 - \$55,000 _____	\$80,001 - \$85,000 _____

\$25,001 - \$30,000 _____ \$55,001 - \$60,000 _____ \$85,001 - \$90,000+ _____

Child lives with: ___ Mom ___ Step Mom ___ Dad ___ Step Dad ___ Grandparent ___ Other: _____

Is there a Member of the Household 65 years old or Older: ___ Yes ___ No

Is there a Member of the Household Handicapped: ___ Yes ___ No

Current Head of Household: ___ Female ___ Male

Current Housing Area: _____

Current Single Parent: ___ Yes ___ No Current Number in Household: _____

Disclaimer:

I _____ do hereby give my son/daughter _____ permission to attend and participate in activities sponsored by the Boys and Girls Club of Santa Clarita Valley. I hereby release the Boys and Girls Club of Santa Clarita Valley, its employees, associates, and contributors from liability from any injury, loss or theft incurred by my son/daughter while participating. Furthermore, I hereby authorize medical examination and emergency treatment for my son/daughter by a qualified licensed physician in the event of an accident. I further understand that the Boys and Girls Club of Santa Clarita Valley has an "Open Door" policy, which means that my son/daughter may come and go at will. Further I give permission for my child's picture to be used in and Boys and Girls Club of Santa Clarita Valley publication. My signature indicates that I completely understand the above statement.

Parent's/Guardian's Signature: _____ Member's Signature: _____

FOR OFFICE USE ONLY

Membership#: _____ Locker#: _____

Entry Date: _____ Expiration Date: _____ Status: _____

Type: _____ New or Renewal Member: _____ Processed by: _____

EXTENSION Application Checklist (for internal use only)

Requirements
Application Attached <i>Was this site previously a <u>Registered Community Impact Program</u> with BGCA? Yes or No</i> If yes, CLS must change status in Insight to "CIP Closed."
Is this site a 21 st Century Site? Yes No
Date site began operations / started serving youth _____
Extension Director (full-time) / Resume attached
Photo of building attached (<i>must include a good portion of the building – not just the front door</i>)
Copy of MOU or Lease Agreement Attached? Yes N/A
What type of Service Location is the site located in? _____
Is the club licensed by the State?
Stand Alone Teen Center? Teen Center within facility?
Urban, Suburban or Rural Community?
Square footage of building? _____ Square footage used by Club? _____
Hours of operation: 3 hours per day, 3 days per week, 8 months per year
Copy of one week's activity schedule attached (<i>per day, hour and room – note</i>)

that "clean up" is NOT an activity)
Number of registered members? (at least 50)
<ul style="list-style-type: none"> • Total male _____ • Total female _____ • Total teens _____
Roster of Registered Members Attached including name, age, and gender?
Average daily attendance _____
Average dues amount per Club Member: \$ _____
Ethnicity of members equals 100%
Copy of budget (Revenue and Expense) for Extension attached? <i>(This information MUST match what's listed on the application)</i>
Service Mark displayed? Yes or No

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Chartering New Units

These guidelines are intended to clarify the application process.

To be considered a Unit – the club must have **a minimum of 100 registered members and must be open a minimum of 4 hours per day, 5 days per week and 10 months per year.** The 4 hour requirement means 4 hours of scheduled activities for youth served at the club. This does not include set up and clean up by staff. If the club meets all of the above criteria please complete a New Unit Application.

Section A: Club Site Information

1. Enter name of your club SITE (not the Member Organization)
2. Enter club site location address
 - 2a. Enter county name where the site is located
3. Enter club site mailing address
4. Enter club site shipping address
5. Enter phone number for the club site
6. Enter fax number for the club site
7. Enter website address
8. Enter date site began serving youth (site is open & operating, serving youth, meeting all membership requirements)

Section B: Member Organization Information

1. Enter the name of the Member Organization operating the club site
2. Enter the city and state of the Member Organization

Section C: Staff of the Qualifying Unit *(Attach a copy of the Unit Director's Resume)*

1. Enter the Unit Director's Name
 2. Enter the Unit Director's Office Phone Number
 3. Enter the Unit Director's Fax Number
 4. Enter the Unit Director's Cell Phone Number
 5. Enter the Unit Director's Email Address
 6. Enter the Unit Director's Annual Salary
- Enter other staff members information on the lines provided. Include the name, title, annual salary, and whether full time or part time. If there are no other paid staff members but there are volunteers their information should be entered on these lines.**

Section D: Building Facilities *(Be sure to attach a photo of the building, preferable 8"x10".)*

1. Ownership: These questions refer to the ownership of the building. If the building is not owned by the Member Organization please enter the name of the Title Holder. Also if the building is rented please enter the name of the

Landlord. **Attach a copy of the Lease Agreement or Memorandum of Understanding (MOU) if building is leased or rented**

Building or Boys & Girls Club Quarters Owned or Leased	<u>OWNED</u> : Building or Boys & Girls Club quarters is <u>OWNED</u> by the Boys & Girls Club corporation
	<u>LEASED</u> : Building or Boys & Girls Club quarters is owned by an entity other than the Boys & Girls Club corporation. The Boys & Girls Club corporation LEASES (rents) the building or Boys & Girls Club quarters.

2. Use: These questions refer to the use of the building.

Does the club have exclusive use of the building or is it shared usage? Check yes or no

Does the club have a separate entrance from the Boys & Girls Club members? Check yes or no

What other activities are carried on in the building if the building is shared? List those here...

Is this site located on Native American Lands? Check yes or no. The definitions are as follows:

Native American Club Site	
<p>Boys & Girls Club building or quarters is located on Native American Lands if:</p>	<p>The land is</p> <ul style="list-style-type: none"> - Federally recognized American Indian reservations and off-reservation trust land areas - American Indian Tribal Subdivisions - State recognized American Indian reservations - Alaska Native Regional Corporations - Hawaiian Home Lands <p>American Indian Reservations:</p> <ul style="list-style-type: none"> - Federal American Indian reservations: “areas that have been set aside by the United States for the use of tribes” - State American Indian reservations – reservations established by state governments for tribes recognized by the state. <p>American Indian Off-Reservation Trust Lands: “areas for which the United States holds title in trust for the benefit of a tribe (tribal trust land) or for an individual Indian (individual trust land).</p> <p>Trust lands can be alienated or encumbered only by the owner with the approval of the Secretary of the Interior or his/her authorized representative. Trust lands may be located on or off of a reservation.”</p> <p>American Indian Tribal Subdivisions: “administrative subdivisions of federally recognized American Indian reservations, off-reservation trust lands, or Oklahoma tribal statistical areas (OTSAs), known as areas, chapters, communities, or districts. These entities are internal units of self-government or administration that serve social, cultural and/or economic purposes for the American Indians on the reservations, off-reservation trust lands, or OTSAs.</p> <p>Alaska Native Regional Corporations: (ANRCs) are “corporate entities established to conduct both business and nonprofit affairs of Alaska Natives pursuant to the Alaska Native Claims Settlement Act of 1972...Twelve ANRCs are geographic entities that cover most of the state of Alaska.”</p> <p>Hawaiian Home Lands: “areas held in trust for native Hawaiians by the state of Hawaii, pursuant to the Hawaiian Homes Commission Act of 1920, as amended.”</p> <p>70% or more registered members are Native American</p>

Please indicate if the site is operating in any of the following Service Locations:

Club Site Service Locations

Service Location	Definition
City/Community Recreation Center	Boys & Girls Club quarters is located in a building that is owned, managed and/or administered by the local municipality.
College/University Building	Boys & Girls Club quarters is located in a building on a college/university campus.
Detention Center	Boys & Girls Club quarters is located in a building that is operated by a law enforcement agency.
Faith-Based Building	Boys & Girls Club quarters is located in a building that is a church, synagogue, temple or building owned/operated by Silesians or Catholic Social Services.
GIRLS Inc. Building	Boys & Girls Club quarters is located in a building operated by GIRLS Inc.
Group Home	Boys & Girls Club quarters is located in a building supervised by paid staff who provide housing and support services to special needs youth over a 3 to 9 month interval.
Homeless Shelter	Boys & Girls Club quarters is located in a building that is a supervised publicly or privately operated shelter providing temporary living accommodations for homeless persons.
Police Athletic League Building	Boys & Girls Club quarters is located in a building operated by a Police Athletic League
Public Housing Building	Boys & Girls Club quarters is located in a building <u>located in a public housing community</u> - a housing development that is publicly funded and administered for low-income families
Salvation Army Building	Boys & Girls Club quarters is located in a building operated by a Salvation Army organization.
Shopping Mall	Boys & Girls Club quarters is located in a shopping mall.
YMCA	Boys & Girls Club quarters is located in a building operated by the YMCA
YWCA	Boys & Girls Club quarters is located in a building operated by the YWCA
Day Care Center	Boys & Girls club quarters located in a Day Care Center

Is the club licensed by the State? Check Yes or No

Is the club located in a school? Check Yes or No. (Do not answer YES if the building is no longer operating as a school or if the building is located on a college or university campus.)

Public School	Boys & Girls Club quarters is located in a Public School - a school that is tax-supported and controlled by a local government authority
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Charter School	Boys & Girls Club quarters is located in a Charter School - a publicly funded school that is typically governed by a group or organization under a legislative contract or charter with the state; the charter exempts the school from selected state or local rules and regulations.
Private School	Boys & Girls Club quarters is located in a Private School - a school that is not supported primarily by public funds.
The following definitions cover <u>traditional public schools</u>. Private schools often have a non-traditional structure.	
Elementary School	Boys & Girls Club quarters is located in an Elementary School - a school that typically serves grades K - 5, although grades served vary by school district.
Middle School or Junior High School	Boys & Girls Club quarters is located in a Middle School or Junior High School - a school that typically serves grades 6-8, although grades served vary by school district.
High School	Boys & Girls Club quarters is located in a High School - a school that typically serves grades 9 - 12, although grades served vary by school district.

If Club is located in a school, detention center or homeless shelter: Based on the interior space available for your use and your knowledge of the setting, what is the maximum number of youth that can be served at one time during the School Year?

Is this club a separate, stand-alone teen center? Yes or No;

Does this Club operate a teen center within the facility? Yes or No

Please indicate whether the club is located in an Urban, Suburban, or Rural Community:

	Definition
Urban	Densely populated areas: 5,000+ persons per square mile. Single-family homes on lot sizes less than ¼ acre
Suburban	The Census Bureau does not officially use the term 'suburban' but characterizes these areas as having 1,000–5,000 persons per square mile. Single-family homes are on lot sizes ranging from ¼ to 1 acre.
Rural	Lower density population areas: single-family homes are on lot sizes greater than 1 acre. Rural areas also include subdivisions with large, multi-acre lots.

3. Building Construction & Size, enter:

- Type of construction (brick, concrete block, wood frame, etc.)
- Total square footage of the building (approximate)
- Number of floors
- If the building is a shared facility, enter the approximate square footage used by the club

Section E: Operating Hours

- If the site is operating within a school, circle “Aug – May” or “Sept – June” to indicate the school-year schedule.
- Also, enter the number of MONTHS per year the site is open, the number of DAYS per week, and the number of HOURS per day - both during the school year and during the summer.
- Attach a copy of a typical weekly activity schedule - a sample form is attached to this application.

Section F: Service to Youth *Attach a roster of Registered Members that includes name, age, gender*

1. Enter Yes or No in answer to the question
- 1a. Registered Members Breakdown – Double-click on the grid and enter the number of registered members by age and gender. **This section calculates the totals #s for you;** however, you must enter the Average Daily Attendance number.
2. Enter the Average Amount of Dues per club member
3. Double click on the grid to enter the Ethnicity Percentages. **This section calculates the total for you** and it MUST equal 100%

Section G: Financials *(Attach copy of itemized budget for the club Revenue and Expenses)*

Enter Income and Projected Expenses

Section H: Miscellaneous

Enter Yes or No to answer the question regarding the BGCA Service Mark

Section I: Contact Person for Questions Regarding the Application

Enter Name, Job Title, Phone and Email Address

Signatures:

- Board Chair of the Boys & Girls Club Organization requesting membership
- Director of Organizational Development, BGCA
- National Vice President, Vice President, or National Director, Organizational & Executive Development. BGCA
- Senior Vice President, Organizational & Executive Development, BGCA

The following supporting documentation will need to be submitted with every new application:

- Unit Director Resume
- Photograph of building (preferably 8"x10")
- Copy of Lease Agreement or Memorandum of Understanding (MOU) – **if applicable**
- Roster of Registered Members (includes names, ages, gender)
- Copy of one week’s activities schedule detailed by hour
- Copy of site present year itemized budget – Revenue and Expenses **(if the site is funded completely by a Grant please include a plan for sustainability for after the grant ends).**

Upon completion of the application and all attachments, obtain the signature of the Chief Volunteer Officer or Board President, and speak with your Director of Organizational Development to determine the proper way for the application to be submitted.

BGCA Tracking: m
G
Record ID: <u> G </u> G
Local ID: <u> G </u> G

Internal Use Only: m
Unit (please check one): G
___ GEO; Region: <u> G </u> C



BOYS & GIRLS CLUBS
OF AMERICA

UNIT APPLICATION FOR MEMBERSHIP
IN
BOYS & GIRLS CLUBS OF AMERICA

Section D Unit Information D

1. Name of Boys & Girls Club		
		<i>Enter exactly as officially named by corporate board of directors</i>
2. Unit Location Address: (No P. O. Boxes allowed)	Street	
	City, State Zip	
2a. County Info:	County	
3. Unit Mailing Address: (If different from Location Address above)	Street or P. O. Box:	
	City, State Zip	
4. Unit Shipping Address: (Physical location for receipt of FedEx, UPS, etc.)	Shipping Address	
	City, State Zip	
5. Phone:		6. Fax:
7. Website:		
8. What date did the Unit begin operations?		

Section B Member Organization Information

1. Name of member organization operating the unit:
2. City and state of the member organization:

Section C Staff of the Qualifying Boys & Girls Club attach copy of Unit Director's resumeS

1. Unit Director: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.

2. Phone Number:

3. Fax Number:

4. Cell Number:

5. E-mail address:

6. Annual Salary

Other Boys & Girls Club Staff

Name	Title	Annual Salary	Full-time	Part-time
1				
2				
3				

Section D Building Facilities (attach photo of building, must include a good portion of the building, not just the front door preferably 8"x10"D)

1. Ownership

Is the building or Boys & Girls Club quarters owned by the corporation? Yes No

If not, who has the title?

Is the building or Boys & Girls Club quarters rented? Yes No

If yes, from whom?

Please attach copy of Lease Agreement or Memorandum of Understanding (MOU)

2. Use

Does the Boys & Girls Club have exclusive use of the entire building? Yes No

If not, does the Boys & Girls Club have dedicated use of a portion of the building? Yes No

Does it have a separate entrance for Boys & Girls club members? Yes No

What other activities, if any, are carried on in the building?

Is this club located on Native American Lands? **(Please see attached guidelines for Definition)** Yes No

Please indicate if the club is operating in any of the following Service Locations: **(Please see attached guidelines for Definitions)**

<input type="checkbox"/> City/Community Recreation Facility	<input type="checkbox"/> College/University Building	<input type="checkbox"/> Detention Center	<input type="checkbox"/> Faith-Based Building	<input type="checkbox"/> GIRLS, Inc Building	<input type="checkbox"/> Group Home
<input type="checkbox"/> Homeless Shelter	<input type="checkbox"/> Police Athletic League Building	<input type="checkbox"/> Public Housing Building	<input type="checkbox"/> Salvation Army Building	<input type="checkbox"/> Shopping Mall	<input type="checkbox"/> YMCA

<input type="checkbox"/> YWCA	<input type="checkbox"/> Day Care Center				
Is the club licensed by the State?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is this club located in a School? (Please see attached guidelines for Definitions)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the School a Charter, Private or Public School? S (one answer only) S		<input type="checkbox"/> Charter School S	<input type="checkbox"/> Private School S		<input type="checkbox"/> Public School S
If the club is located in a school please specify S		<input type="checkbox"/> Elementary School S	<input type="checkbox"/> Middle or Jr High School S		<input type="checkbox"/> High School S
If Club is located in a school, detention center or homeless shelter:					
Based on the interior space available for your use and your knowledge of the setting, what is the maximum number of youth that can be served at one time during the School Year? _____ (Please check one of the boxes below as the reason)					
<input type="checkbox"/> Budget	<input type="checkbox"/> Club Policy	<input type="checkbox"/> Facility Condition	<input type="checkbox"/> Fire Code	<input type="checkbox"/> Geographic Area	<input type="checkbox"/> Licensing Regulation
<input type="checkbox"/> Local or State Government Ordinance	<input type="checkbox"/> School Policy	<input type="checkbox"/> Shared Facility	<input type="checkbox"/> Staff / Youth Ratio	<input type="checkbox"/>	<input type="checkbox"/>
Is this club a separate, stand-alone teen center?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does this club operate a teen center within the facility?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please indicate whether the club is located in an Urban, Suburban or Rural Community: (Please see attached guidelines for Definitions)					
<input type="checkbox"/> Urban Community		<input type="checkbox"/> Suburban Community		<input type="checkbox"/> Rural Community	
3. Building Construction and Size					
Type of Construction (brick, concrete block, wood frame, etc):					
Approximate size of building (Total Square Footage):			Number of floors:		
If the building is shared, approximate area used by the Boys & Girls Club:					
Section E Operating Hours D					
1. Operating Hours					
If the club is operating within a school, what is the school year schedule (Aug- May, Sept- June)?					
When is the Club open?					
	Months (per year)	Days (per week)	Hours (per day)		
During the School Year:					
During Summer:					

Attach copy of one week's typical activity schedule – per day / hour S

Section F Service to Youth D

1. Are boys and girls admitted into membership of the Club without discrimination as to age, nationality, class or creed? Yes No

1a. Complete the grid below, regarding your registered members **Double click on the Grid**

Attach Roster of Registered Members (including name, age and gender) to Application

Age	Male	Female	Age	Male	Female	
5 & Under			13			
6			14			
7			15			
8			16			
9			17			
10			18			
11			19			
12			20 & Over			
Total Male		Total Female		Total Members		Average Daily Attendance
0		0		0		

2. What is the average amount of dues per club member?

3. Of Total Registered Membership (Best estimate is acceptable) - Double click on grid.	% African American	% Asian	% Hispanic	% Multi-Racial	% Native American	% Caucasian	Total (should equal 100%)
							0%

Section G: Financials

(Attach copy of itemized budget for Unit – Revenue and Expense)

Income	\$ €
Projected Expenses	\$ €

Section H: Miscellaneous

1. Does or will the Unit display on the building the official Boys & Girls Clubs Service Mark and adhere to BGCA's graphic standards with the understanding that any previous rights to the name or mark are merged herein and use of the name or mark is contingent upon good standing? Information concerning the service mark and the publicity materials that you will need is provided on the Boys & Girls Club Marketing Web site at <http://marketing.bgca.org>. Yes No

Section I: Contact Person for any Questions about this Application

Name:		Phone:	
Title:		Email Address:	

ATTACHMENT

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

- Unit director's resume
- Photograph (8"x10" preferred) of building
- Copy of Lease Agreement or MOU (if applicable)
- Copy of one week's activities schedule: per day, hour
- Roster of Registered Members
- Copy of Unit present year itemized budget – Revenue and Expense

In accordance with the authority given by _____
 (governing body) the undersigned applies for certification of the _____
 (unit name) as a unit Club in Boys & Girls Clubs of America.

 Board Chair Signature

 Print Name Date

<i>For BGAC Use Only</i>	
Recommended Approval S	
<div style="border-bottom: 1px solid black; margin-bottom: 10px; padding-bottom: 5px;"> Date </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px; padding-bottom: 5px;"> Date </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Date </div>	
Approved for Membership: _____	

	Senior Vice President, Field Services
Approved for Membership:	
	Chief Operations Officer
Effective Date of Membership:	
Site ID:	



**BOYS & GIRLS CLUBS
OF AMERICA**

G

Weekly Program Schedule Form

Time of Day	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Activities					
During School Activities					
School Dismissal – 3:00					
3:00 – 4:00					
4:00 - 5:00					
5:00 - 6:00					
6:00 - 7:00					
7:00 – 8:00					

G



Community Impact Program (CIP) Form

BGCA Registration Form G

G

Each site operating at the COMMUNITY IMPACT PROGRAM level must be open and make available activities to its members at least 26 weeks in a calendar year. Program must be conducted in accordance with all other organizational operating standards. G

G

Section 1	
Acknowledgement	
Each operating site shall meet the following requirements G	
(Check each block as acknowledgement G
Perform criminal background checks on staff and volunteers (once every 24 months). G	<input type="checkbox"/> r
At minimum, one paid Professional is to be present during operating hours. (<input type="checkbox"/> r
At minimum, two adults must be involved with the program during operating hours (while serving youth). G	<input type="checkbox"/> m
Annual membership information must be collected on all youth/teens participating in the program. G	<input type="checkbox"/> m
Membership dues and fees shall be within the means of its members and shall not be so large as to exclude any individual from membership and participation. G	<input type="checkbox"/> m
Site operates at least 26 weeks in a calendar year. (<input type="checkbox"/>

G

Section 2	
Site Location and Contact Information	
CIP Site Name: (r
Start date of program: (r
CIP Location City: (r
CIP State: (r
CIP Site Director Name: (r
CIP Site Director Email: (r

CIP Site Director Phone: C r		
Contact Addresses		
Mailing r		Location Address r
Street C r		r
City C r		r
State C r		r
Zip C r		r
County r		r
Parent Organization Name r r		
Parent Organization City, State r r		
DOD Name: C r		
CLS Name: C r		
Service Unit: C r		

m

Section m r	
Which Progra s does the C P provide C	
Academic Success C	<input type="checkbox"/> m
Healthy Lifestyles C	<input type="checkbox"/> m
ood Character and Leadership C	<input type="checkbox"/> m

G

Section V m		
Age of Registered Members r		
Age m	Number of Males m	Number of Females m
5 year-olds and under C	G	G
6 year-olds C	G	G
year-olds C	C	C
8 year-olds C	G	G
9 year-olds C	G	G

0 year-olds	G	G
1 year-olds	G	G
2 year-olds	G	G
3 year-olds	((
4 year-olds	G	G
5 year-olds	G	G
6 year-olds	G	G
7 year-olds	((
8 year-olds	((
9 year-olds	G	G
10 year-olds	G	G
11 year-olds	G	G
12 year-olds	G	G
13 year-olds	G	G
14 year-olds	G	G
15 year-olds	G	G
16 year-olds	G	G
17 year-olds	G	G
18 year-olds	G	G
19 year-olds	G	G
20 year-olds	G	G
Number of members whose age and/or gender is unknown: r		
TOTAL REGISTERED MEMBERS: r		

G

Section V m		
Ethnicity of Registered Members m		
Ethnicity r	Number of Males r	Number of Females r
American Indian or Alaska Native	G	G
Asian	G	G
Black or African American	G	G
Hispanic/Latino	((
Other Race	G	G
Native Hawaiian or Pacific Islander	G	G
White	G	G

Two or More Races	G	G
Don't Know	G	G

m

Section V r		
Hours of Operation and Average Daily Attendance (
Day of the Week r	Number of Operational Hours r	Number of Youth in Average Daily Attendance m
Monday	hours	
Tuesday	hours	
Wednesday	hours	
Thursday	hours	
Friday	hours	
Saturday	hours	
Sunday	hours	

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Section V r r	
Number of Total Youth Served at this site: m	m

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Boys & Girls Club Certification C		
Signatures certifying that this site meets the requirements G of a Community Impact Program as indicated in Section I above G		
G	G	G
Signature C	Chief Executive Officer (Printed Name) m	Date
G	r	r
Signature G	Board Chair (Printed Name) m	Date
BGCA UGE GNLY m		Recommendation m
C	m	Approval m Disapproval m
Signature/Date G	Director of Organizational Development m (Printed Name) G	

G	m	Approval m m Disapproval m
Signature/Date C	National Director/Vice President of Service Unit (Printed Name) m	
G	r	Approval m m Disapproval I m
Signature/Date C	National Vice President (Printed Name) m	
m Final Approval Status m		
G	m	Approved m m Not Approved m
Signature/Date G	Senior Vice President (Printed Name) m	
G		
Effective Date of Registration with Boys & Girls Clubs of America G	C	
Site ID: G	G	

G



**BOYS & GIRLS CLUB
OF SANTA CLARITA VALLEY**

Helping 5,000 Santa Clarita children realize their full potential by supporting academic success, developing character and leadership and providing a safe and supportive environment

SUPPORTING ACADEMIC SUCCESS

Myth:
School provide all the academics support students need.

Fact:
Schools lack funding and resources.

"The Boys & Girls Club's robotics program gave me healing. I was able to focus on something that actually made me happy and was a positive coping mechanism which in turn slowly nurtured my wounds and strengthened my confidence until I was finally able to heal them on my own "

Needs:
Staff & equipment.
Full-Time Education Director

DEVELOPING CHARACTER & LEADERSHIP

Myth:
The Club is just a Day Care.

Fact:
We impact lives & provide a variety of programs.

"At the Boys & Girls Club Anthony and Derek made friends, got help with homework, and met caring staff. Through games and activities like playing pool and going to summer camp they were guided on a positive path. They learned fair play, teamwork, and sportsmanship."

Needs:
Mentors, volunteers, community leaders, & guest speakers

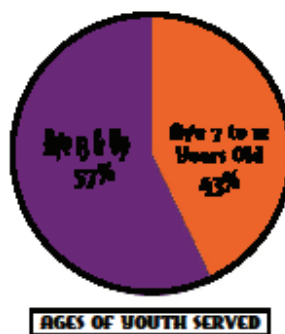
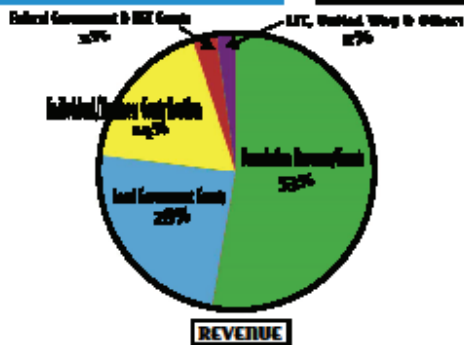
PROVIDING A SAFE & SUPPORTIVE ENVIRONMENT

Myth:
All youth in Santa Clarita are well-off.

Fact:
More than 50% of local youth are on free or reduced school lunch programs.

"I have greatly appreciated our community's generosity to the Boys & Girls Club for providing so many opportunities for my children to participate in events that I normally would not have been able to afford to provide for my boys while keeping them safe."

Needs:
More funding for Staff to provide more services



25909 Newhall Ave. Santa Clarita, California 93221 (661) 254-1582 www.cvbjfc.org

After School Extra-Curricular Enrichment Spaces (ACES) Survey Spring 2016

For Tamera Rice and the ACES LEAP team

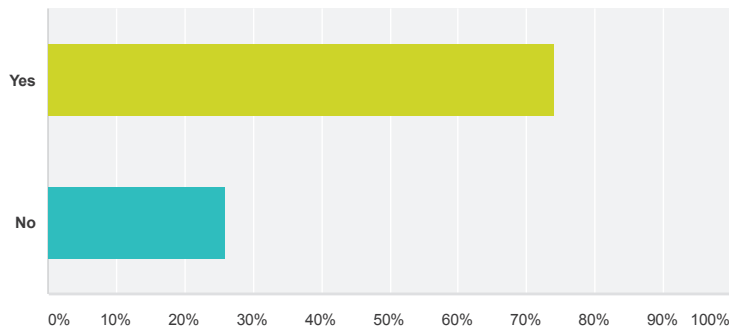
All Pages

Share Tweet  

Q1

Do you see a need for an after school program from 3 p.m. to 6 p.m. on the Valencia campus which is designed to accommodate children of district employees between the ages of 8 -13?

Answered: 170 Skipped: 4



Answer Choices	Responses
Yes	74.12% 126
No	25.88% 44
Total	170

174 responses

4/20/2016 - 5/2/2016

9 views

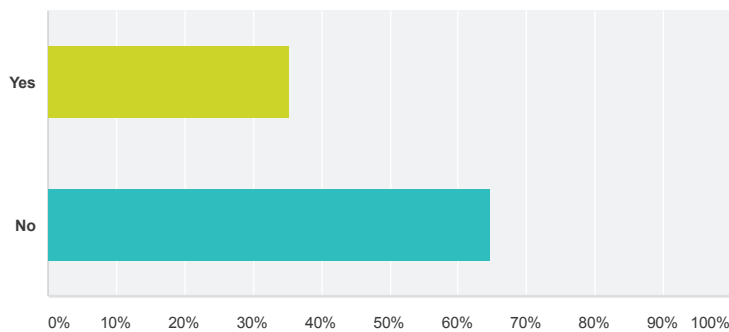
Create Powerful Surveys

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Q2

Do you have children between the ages of 8-13?

Answered: 173 Skipped: 1



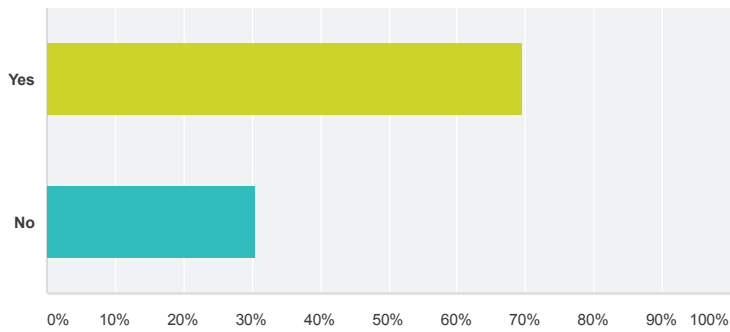
Answer Choices	Responses
Yes	35.8% 62
No	64.2% 111

Yes	35.26%	61
No	64.74%	112
Total		173

Q3

Would you be interested in your children (ages 8-13) participating in the After School Extra-Curricular Enrichment Spaces (ACES) program on the Valencia campus for a minimal fee?

Answered: 59 Skipped: 115

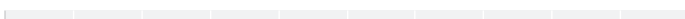


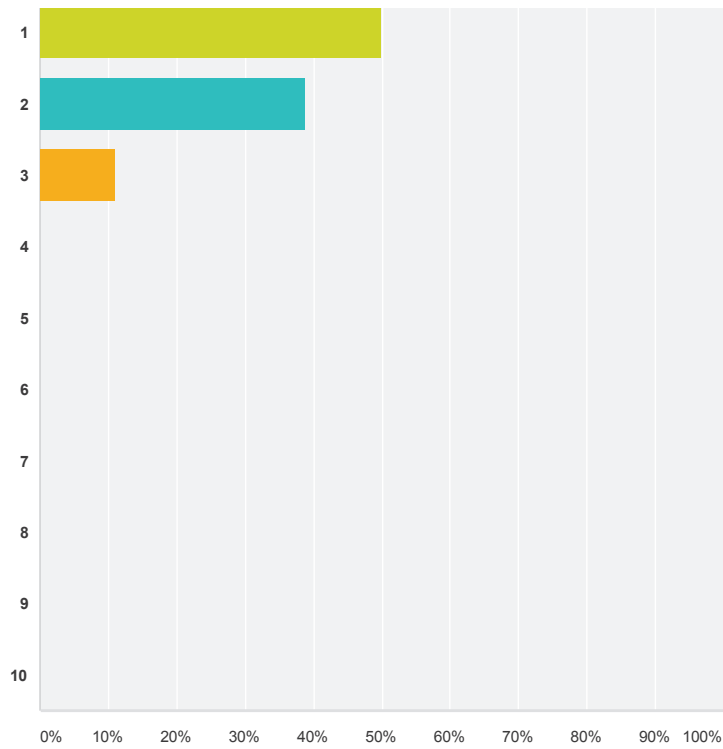
Answer Choices	Responses	Count
Yes	69.49%	41
No	30.51%	18
Total		59

Q4

How many children would you want to enroll in this program?

Answered: 36 Skipped: 138





Answer Choices	Responses	Count
1	50.00%	18
2	38.89%	14
3	11.11%	4
4	0.00%	0
5	0.00%	0
6	0.00%	0
7	0.00%	0
8	0.00%	0
9	0.00%	0
10	0.00%	0
Total		36

Q5

Please indicate the age(s) of the child(ren).

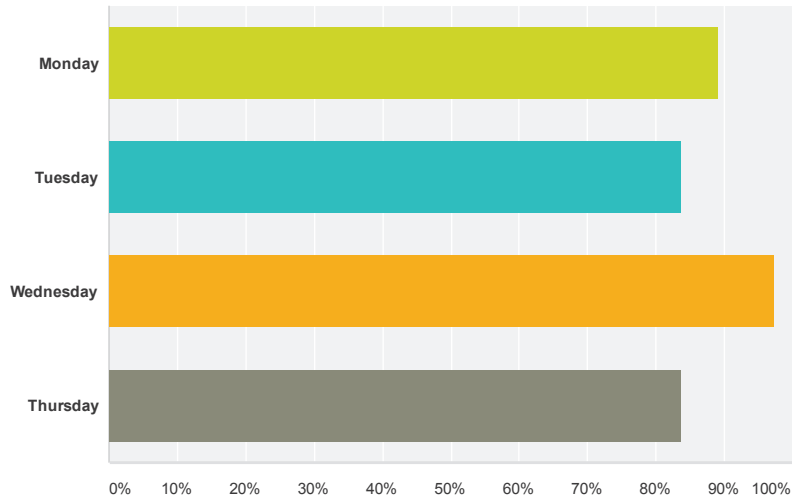
Answered: 35 Skipped: 139

Answer Choices	Responses	Count
Child 1	Responses 100.00%	35
Child 2	Responses 51.43%	18
Child 3	Responses 11.43%	4
Child 4	Responses 0.00%	0
Child 5	Responses 0.00%	0
Child 6	Responses 0.00%	0
Child 7	Responses 0.00%	0
Child 8	Responses 0.00%	0
Child 9	Responses 0.00%	0
Child 10	Responses 0.00%	0

Q6

Which days of the week do you think you would have your child(ren) attend? (Mark all that apply)

Answered: 37 Skipped: 137



Answer Choices	Responses
Monday	89.19% 33
Tuesday	83.78% 31
Wednesday	97.30% 36
Thursday	83.78% 31

Total Respondents: 37

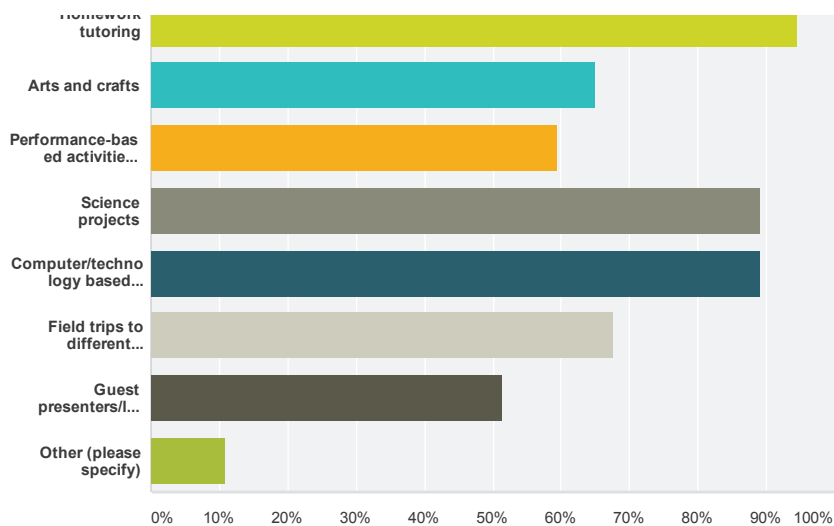
Q7

What activities would you like to see the kids engaged in? (Mark all that apply)

Answered: 37 Skipped: 137

Homework





Answer Choices	Responses
Homework tutoring	94.59% 35
Arts and crafts	64.86% 24
Performance-based activities (singing, dancing, acting)	59.46% 22
Science projects	89.19% 33
Computer/technology based learning	89.19% 33
Field trips to different departments on campus	67.57% 25
Guest presenters/lectures	51.35% 19
Other (please specify)	10.81% 4

Total Respondents: 37

Q8

Do you have any questions or concerns that should be considered for this project?

Answered: 24 Skipped: 150

Adjunct faculty that might not have a lot of hours - like librarians.
4/29/2016 10:36 AM

I would be happy having the supervision be conducted by with minimal formal education, as long as they had a measurable work history in the field of childcare.
4/27/2016 10:23 AM

Education should be free to the employees and their dependents when they work for a school.
4/27/2016 9:24 AM

I am concerned about potential alleged abuse or molestation claims and mandated reporter training. There has been an increasing trend in the number of claims received by school districts.
4/27/2016 9:09 AM

Adult Supervision for children when using restrooms. Background screening of adults.
4/27/2016 9:01 AM

No
4/26/2016 10:41 AM

The reason I responded "No" to answer #3 is due to the fact that I do not live in the district and would not

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