

girls inc.

of Owensboro – Daviess County



Parent/Member Handbook

WELCOME!



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Visit our website:
www.girlsincowensboro.org

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Girls Incorporated of Owensboro Daviess Co.

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Girls Incorporated of Owensboro-Daviess County

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MISSION

**To inspire all girls to be
Strong, Smart and Bold!**



WE BELIEVE...

Girls' Bill of Rights

- Girls have the right to be themselves and to resist gender stereotypes.
- Girls have the right to express themselves with originality and enthusiasm.
- Girls have the right to take risks, to strive freely, and to take pride in success.
- Girls have the right to accept and appreciate their bodies.
- Girls have the right to have confidence in themselves and to be safe in the world.
- Girls have the right to prepare for interesting work and economic independence.

ABOUT GIRLS INC.

Girls Inc. inspires all girls to be strong, smart, and bold, providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of people, an environment, and programming that, together, empower girls to succeed. Trained staff and volunteers build lasting, mentoring relations in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance. At Girls Inc., girls grow up healthy, educated, and independent. Join us at [girlsinc.org](http://www.girlsinc.org) (<http://www.girlsinc.org>).

History

Girls Incorporated is a national youth development organization dedicated to inspiring girls to be Strong, Smart and Bold. For over 140 years, Girls Incorporated has provided vital educational programs to millions of American girls. Girls Incorporated currently serves 350,000 young girls ages 6-18 at over 1,000 sites nationwide. We develop research based informal education programs that encourage girls to take risks and master physical, intellectual and emotional challenges

Locally, Girls Incorporated has been in existence since 1969, receiving regional and national recognition for excellence in operations, and for development of outstanding programs designed to meet the needs and interests of girls.

Girls Incorporated Historical Overview:

- 1969 Girls Club of Owensboro founded in Rolling Heights Apartment
- 1980 Baltzer Hall built to house Girls Club in Rolling Heights
- 1990 Name changed from Girls Club to Girls Incorporated
- 1999 Patti Rayburn Addition to Baltzer Hall
- 1999 Opened Settle Campus (2nd Site)
- 2004 Relocated Settle Campus to O.C.T.C. for summer program and to First Christian for after-school program
- 2012 Relocated O.C.T.C. Campus to Zion UCC Campus for summer program
- 2013 Relocated FCC Campus to OCC Campus for after-school and summer program
- 2017 Moved into permanent, independent space within Owensboro Christian Church
- 2019 Celebrated 50 Years in the Owensboro – Daviess County Community

Did You Know...?

Girls Incorporated:

- is open to persons between ages 6-18 who identify as a girl.
- has daily structured activities that address the needs of girls.
- has a professional staff, trained in CPR/First Aid and gender equity issues.
- is enriched by hundreds of volunteers annually.
- is open to girls ages 6-18 from all backgrounds in Owensboro-Daviess County and surrounding areas.
- provides van transportation for members from designated areas and for center activities and field trips.
- is a national and regional award-winner for outstanding overall achievement as well as innovative programming.

Membership

The registration/membership dues entitles your daughter to:

1. A parent/daughter handbook
2. Access to educational, recreational, and preventative program activities on a daily basis.
3. Eligibility for special awards
4. Opportunities to win scholarships (local & national) (see Scholarship section)
5. Free transportation from designated pick-up sites
6. A morning snack*
7. An afternoon snack
8. A free lunch provided through the Federal Food Program.*
9. Lots of love, fun and attention from staff who care about girls – their special needs and their interests!

***These benefits are currently a part of the summer program only.**

Attendance

Attendance at Girls Incorporated is voluntary. Your daughter may attend all day every day or just once a week, (whatever you and she prefer.) Of course, the benefits of regular attendance are numerous, including winning prizes at the end of the programs for her participation and attendance. More importantly the staff gain knowledge of your daughter's dreams and needs, and of course, the knowledge your daughter gains from regular participation in the outstanding programs can be invaluable.

Hours of Operation

The Rolling Heights Campus operates within the Owensboro City School Calendar and the Owensboro Christian Campus operates within the Daviess County School Calendar.

Operating hours for the after-school program are 2:30 p.m. – 6:30p.m. During the summer, and during intercessions, our hours are 7:30a.m. – 5:30 p.m. The centers are also open at other times for special events. Program calendars are available at the beginning of each month. They outline activities within regular program hours as well as any 'outside' activities.

Owensboro Christian Campus

After-school Schedule

(County School Schedule)

2:30 p.m.	Center Opens
2-3:45	Homework, Snack & Free Time
3:45-4	Daily announcements
4-5	Program Time
5-5:15	Clean Up, Van Runs Line Up
5:30	Van Runs Leave, Free Time
6:30 p.m.	Center Closes

Rolling Heights Campus

After-school Schedule

(City School Schedule)

2:30 p.m.	Center Opens
2-4	Homework, Snack, & Free Time
4-4:15	Daily announcements
4:15-5:15	Program Time
5:15	Clean Up, Van Runs Line Up
5:30	Van Runs Leave, Free Time
6:30 p.m.	Center Closes

Owensboro Christian Campus

Summer Schedule

(County School Schedule)

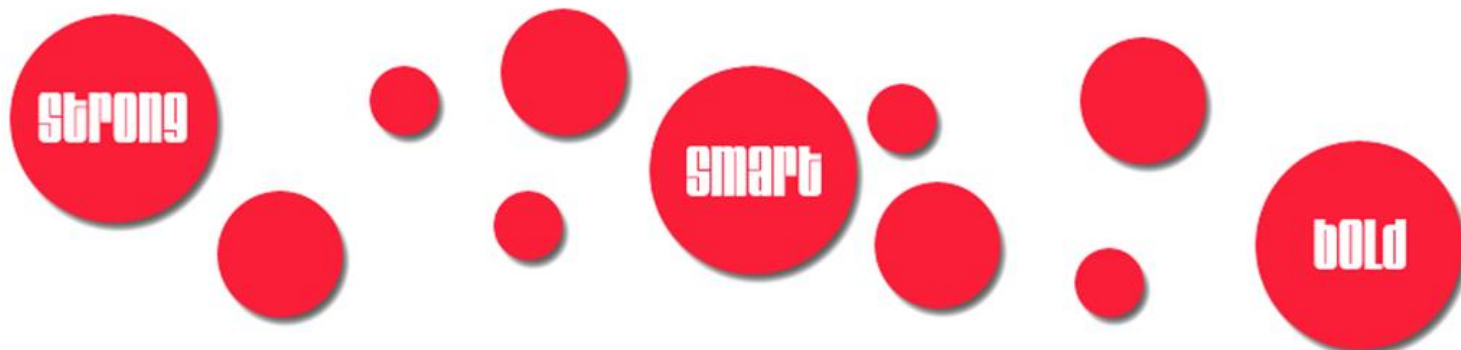
7:30 a.m.	Center Opens
7:30-9	Free Time
8	Van Runs Leave
9-9:15	Snack Time & Announcements
9:15-10:15	Program Time
10:15-11:15	Program Time
11:15-11:30	Clean Up, prepare for lunch
11:30-12:30 p.m.	Lunch
12:30-2	Free Time
2-3	Program Time
3-3:15	Snack Time
3:15-4:15	Program Time
4:30	Van Runs Leave
4:30-5:30	Free Time & Clean Up
5:30 p.m.	Center Closes

Rolling Heights Campus

Summer Schedule

(City School Schedule)

7:30 a.m.	Center Opens
7:30-9	Free Time
8	Van Runs Leave
9-9:15	Snack Time & Announcements
9:15-10:15	Program Time
10:15-11:15	Program Time
11:15-11:30	Clean Up, prepare for lunch
11:30-12:30 p.m.	Lunch
12:30-2	Free Time
2-3	Program Time
3-3:15	Snack Time
3:15-4:15	Program Time
4:30	Van Runs Leave
4:30-5:30	Free Time & Clean Up
5:30 p.m.	Center Closes



School In-Service

Generally when the schools have in-service, intercessions or vacations, we are open 7:30 a.m. – 5:30 p.m. Van runs from Rolling Heights & Owensboro Christian Campus leave one hour earlier on these days (4:30p.m.).

Closings/Cancellations

Holidays (closing) observed at the centers are...

New Year's Eve and New Year's Day, Christmas Eve, Christmas Day, and December 26, Independence Day, Memorial Day, Labor Day, Thanksgiving Day and the day following Thanksgiving.

Holidays that fall on a Saturday are normally observed on the preceding Friday. Holidays that fall on a Sunday are normally observed on the following Monday. The centers are also closed a week in June before the summer program and in August before the fall/winter program, for staff training and program preparation.

We pride ourselves in the quality programming in which your daughter can participate - - however, quality programming does require planning. Thank you for being understanding. Throughout the year there may also be additional training opportunities for program and staff development. Some of those training conferences require us to be closed.

The centers will close with their corresponding schools due to inclement weather and/or large numbers of reported student illnesses. If schools are closing early due to impending bad weather, please make arrangements to have your member picked up from school. For the safety of our members, Girls Incorporated will not send vans to the schools. Please listen to the radio for announcements about closings/cancellations.

If fieldtrips are planned and a severe weather warning is out, the staff will cancel the field trip for that day.

There may also be other unplanned closings for various reasons. You will be notified with as much advance notice as possible.

Tutoring

After school tutoring can be provided by program staff and volunteers during free time for girls who need/want it. A library is available on site at our Rolling Heights Campus for quiet study or to do assignments with or without help.

Arrival & Departure Procedures

We do ask that members sign in their names and their time of arrival. Parents/Guardians listed on the card are asked to sign the member out. If someone other than those pre-authorized to pick the member up comes to the center – we will not be able to let them leave. Please make arrangements beforehand in writing. Please be sure to list all people which may pick her up on her membership card, as well as special instructions for persons specifically not allowed to pick them up. Custody issues should be discussed and put in writing for staff. Copies of Emergency Protective Orders and other legal papers pertaining to your daughter must be made available for staff in the office. We thank you in advance for being understanding when we do not allow someone not listed on her card to pick the member up. Please do not drop off before actual opening time – staff are not available to supervise. Parents are required to pick up their children before closing time. Parents of girls who ride the van home must be home at the drop off time or your daughter will be returned to the center and you will be called to pick her up.

Van Runs

Van Runs are provided to members at no cost. We do ask that members are at the designated pick-up locations at the appropriate times. Second trips to schools or van stops are usually not permitted due to time restraints. Transportation provided home at Rolling Heights & Owensboro Christian Campus nightly. Someone must wave to the van driver for the member to be dropped off. Any van changes/pick up changes must be made by 5:15p.m. on after school days and 4:15p.m. on full days.

The following is a current list of all the schools from which Girls Incorporated provides transportation.

*School subject to change due to enrollment of members *

Rolling Heights Campus

Estes Elementary*
OMS North*
iMiddle *
Cravens Elementary
Newton Parrish Elementary*
Foust Elementary
Sutton Elementary
Owensboro High School*
Owensboro Innovation Academy*

Owensboro Christian Campus

Burns Elementary
Burns Middle School
Catholic 4-6 Center
College View Middle
Country Heights Elem.
Tamarack Elementary
Daviess County Middle
Catholic K-3 Center
Deer Park Elementary
Eastview Elementary
Highland Elementary
Sorgho Elementary
Meadowlands Elementary
Audubon Elementary
Owensboro Catholic High School
Owensboro Catholic Middle School
Apollo High School
Daviess County High School

***Transportation made possible by our partnership with the Owensboro Public School System. School buses drop the girls off.**

Agency Finances

Girls Incorporated is a non-profit agency. We receive the majority of our funding from the United Way. Please support the United Way when possible. We also rely heavily upon direct community support and involvement. Proceeds from the Golf Scramble, Reverse Raffle, Athena Awards and Annual Campaign, as well as support from generous individuals and businesses, keep Girls Incorporated serving girls at such a low cost to you. We also rely upon in-kind donations to cut costs. If you are aware of resources or people who may be able to help out, please put them in touch with our staff.

Membership Dues

Because Girls Inc. is a youth-development center as defined by the Kentucky Revised Statutes – a program with tax exempt status which operates continuously throughout the year as an outside-school-hours center for youth who are 6 years of age and older, and for which there are no fee or scheduled-care arrangements with the parent or guardian – we operate on the following membership dues.

(Based on sliding income and school designated lunch)

School Year

\$30 Membership Registration

\$15 Membership Registration if in public housing

School Year Weekly Dues (based on income)

\$10 per week if household

income > \$35,000

\$5 per week if household

income < \$35,000

****No weekly dues if on free/reduced lunch.**

Summer

\$30 Membership Registration

\$15 Membership Registration if in public housing

Summer Weekly Dues (based on income)

\$20 per week if household

income > \$35,000

\$10 per week if household

income < \$35,000

****No weekly dues if on free/reduced lunch.**

Special Activities Fees

Costs incurred by the agency for girls participating in special field trips, crafts, camps, etc. will be assessed to each member. These fees must be paid prior to participation in the activity. Example: \$2.75 – Combest Pool

Members are issued a Girls Inc. t-shirt upon registration and payment of membership dues. Anytime the girls go off-site they are to wear their Girls Inc. shirts. If a girl does not have one that day, she may not be permitted to attend the fieldtrip and will be able to participate in activities with another group. Permission slips must be signed to go on fieldtrips.

Scholarships for field trips are available on a limited basis for members who have difficulty paying the fees. *Please note that members are not required to participate in activities that require an extra fee. Other program activities/opportunities are always available.*

Visitor Membership Dues

Girls may visit the centers a maximum of 3 times and pay \$2.00 a day on an after-school day and \$5.00 a day for a full day. The money paid as a guest fee will be applied towards the registration fee and dues after 3 days as a guest. Visitors must have a completed registration card in order to stay at Girls Inc.

(FYI – some parents invest in Girls Incorporated and the girls we serve by making contributions designated for program use and/or dues payments for those that cannot afford to pay. Please, remember, all donations are tax deductible.) ☺

Computer Lab/iPad Rules

1. Members must sign in/out to use the computer lab. While signed in, what happens on or to the computer/iPad is their responsibility.
2. A staff member must be present when girls are using the computers and iPads.
3. No food, drink or gum is allowed in computer area.
4. Girls Incorporated asks that you report any computer problems immediately to the Campus Manager; do not attempt to fix.
5. Internet access is limited to staff supervision and availability.
6. CDs, games, MP 3 Players or iPods, iPads, headphones (including air pods), etc. from home should not be brought to the center for use on the computers.
7. No Facebook, Snapchat, Twitter, Instagram or any other type of social networking sites, chat rooms or email will be allowed unless it is approved by the Campus Manager.
8. NO programs may be installed on downloaded to any computers. Approved apps will be put on the iPads
9. NO obscene, threatening or derogatory words, pictures or emails may be used or accessed while on the computers.
10. ALL staff & volunteers reserve the right to take away computer use privileges for inappropriate behavior.

Library Rules

1. The library may be used by girls during free time only to complete homework or to read.
2. Staff supervision is necessary when girls are occupying the library.
3. Reference materials are available to girls upon request.
4. Reading programs are conducted at various times throughout the year.
5. Girls are required to put books back on the shelves.

Van Rules/Safety

1. Vans should load front to back. Seat belts & booster seats must be properly worn by all staff and girls at all times.
2. Booster seats are required for girls younger than 8 or between 40 and 50 inches tall.
3. No girls under the age of 12 are allowed in the front seat.
4. No eating or drinking in the van.
5. No excessive noise allowed on the vans.
6. All hands should be inside the van at all times.
7. There is no standing when the van is in motion.
8. Girls are to exit the van only when it has come to a complete stop and the driver has stated it is okay to leave.
9. Van drivers have the right to refuse transportation and suspend any girl who is not following the instructions of the driver.
10. All center rules apply on the van as well.

Girls Incorporated Rules

Welcome! We are so glad to have you as part of the Girls Inc. Family. Our family rules are:

1. Please sign in/scan in when you arrive at the Center and sign out/scan out before leaving.
2. Refer to staff as Ms., Mrs. or Mr.
3. You are to behave in a manner that shows you respect yourself, other girls, their belongings, and the staff.
4. There is no fighting, bad language, name calling, arguing with staff, or damaging of property allowed.
5. There is absolutely no hitting or threatening.
6. We do not carry or lift other girls. All girls must sit in their own chairs and allow for personal space when around others girls and staff.
7. Please keep all Girls Incorporated property on the premises. To keep everyone safe, please report immediately if you find broken or dangerous items laying around.
8. No mats or toys should be blocking exit and entry doors and need to lie flat on the floor.
9. You must wear your shoes at all times for your safety (unless on mat).
10. Blankets are not allowed. Jackets and coats must be worn, hung up, or in backpacks. Same rules apply while traveling on the van.
11. Food and drink provided by Girls Inc. is allowed at the Center during snack and lunch time only. (Water is available at all times. Caffeinated drinks are not allowed at the Center).
12. Girls are not to have candy unless it is given out by staff. Chewing gum is permitted as long as it's not found on floors, walls, furniture, etc.
13. You are to attend classes during class time.
14. Girls should not be laying down on benches or chairs. If you are not feeling well, you should see the campus manager.
15. You are responsible for cleaning up after yourself and after class every day.
16. There is no running in the Center (Exception: relays with staff supervision).
17. You are allowed in classrooms only when staff are present, even when cleaning up.
18. Girls in grades 5-12 may go in the Teen Room during free time if they have received permission from staff.
19. You must have a bathroom/hallway/office pass to leave class for any reason.
20. Girls CANNOT be in staff office unless they have knocked and received permission to enter.
21. If you have a contagious disease or condition, you may not attend the Center.
22. You must have permission to use the office phone. (It should be used only for brief emergency calls).
23. Personal cell phones are to be kept in purses or backpacks and only to be used with prior permission from a staff. If a staff sees you with it. 1st – warning -, 2nd – taken away, 3rd – suspension.
24. Computers are not to be used for any social networking (unless with staff permission). This means no Facebook, Instagram, chat rooms, Twitter, email, games or anything else where it allows you to chat with others you do not know.
25. Food and drinks are not allowed near the computers.
26. Your personal belongings should be labeled with your name and kept in your backpacks, bags, etc. We are not responsible for any articles lost or stolen.
27. Girls may participate in parties, fieldtrips, and/or special events only with a current membership cards and when membership dues are paid in full or arrangements have been made. You will then be eligible for awards and special recognition, too.
28. Girls are expected to act in a **STRONG, SMART, and BOLD** manner while at the Center, at home, at school, etc.

These Rules Are for the benefit of everyone!

All girls are expected to abide by these rules if they choose to come to the Center.
Violation of these rules may result in work assignments, time outs, temporary or permanent suspensions or other disciplinary actions.

Problem Behavior

It is our policy to use a time-out as a primary consequence to inappropriate behavior. Some areas within the center are designated for calming, relaxing, and mindfulness. The girls may request to use those designated areas. We will not ever strike the girls or subject them to harsh, loud or profane language. (We also ask that you do not use that type of language or any physical punishment while on the premises). Agency staff will notify you in writing or with a phone call as to behavioral problems and try to work with you in reaching positive results. If problem behaviors continue beyond a time-out, girls may receive special work assignments or be suspended for a period of time deemed necessary. Repeated episodes may result in long-term expulsion. Girls read and sign a set of rules before becoming an “official member” so they are aware of expectations and consequences. Parents are also asked to read and become familiar with the rules.

We reserve the right as a staff to determine whether we are equipped to handle some of the special needs of girls wanting to be members. We may also determine that our structured program environment may not conducive to your daughters’ wellbeing. At that time we will ask that other arrangements be made for her after-school or summer care.

Parents are always encouraged to come by and talk to staff about any concerns they may have. Parents and girls are asked to remain respectful at all times & you can expect the same from the staff.

We do utilize a video surveillance system in all of the main programming rooms and the office as a safety measure and to help us view and better understand problem behavior.

Conduct

Girls Inc. believes that all girls and staff are entitled to safe, healthy, and positive relationships and surroundings at all times. As adults, we are role models for the children participating in our programs. Girls Inc. is committed to providing an environment free of harassment, discrimination, bullying, and retaliation. Parents/Guardians are expected to conduct themselves in an appropriate manner when at Girls Inc. and when attending Girls Inc. events. Vulgar language, threatening behavior, and/or harassment of any kind toward girls, staff, or other parents and families will not be tolerated. Girls Inc. staff reserve the right to ask any adults exhibiting inappropriate behavior to leave the premises or event immediately.

The **girls** inc. Experience



Girls-Only Environment

A girls-only environment gives us the advantage of being able to promote activities and attention that is specific to the needs of today's girls.



Mentoring Relationships



Through staff and alumnae, we offer girls mentoring relationships that encourage good decisions and provide trustworthy and caring guidance.



Research-Based Curricula

As the result of being a national organization, our programs are rooted in years of development through research that ensures effective results.



Intentional Programming



Girls Inc. programming clearly focuses on specific issues for girls with the goal of truly making a difference in girls' lives.



Interactive Activities

At Girls Inc., you certainly won't find members sitting at a desk all day! Girls experience hands-on activities that promote a lifestyle of learning in the world around them.



Sustained Exposure



Starting at a young age, members are inspired to be strong, smart, and bold. Continued participation results in the best outcomes and opportunities, including scholarships to promote future success.

Meals / Snacks

Snacks are provided to all members every day (Monday – Friday) during the afternoon program. The summer program hours include two snacks – one in the morning and one in late afternoon. Our centers participate in the Federal Food Free Lunch Program (June–August). The center is then open to anyone (male or female 18 and under).

If there are any health care concerns or allergies related to foods, please make staff aware of those in writing (Doctor's Note). Should any severe allergies exist, you must provide detailed care of medication necessary for counter-acting the allergy. You may choose to provide your daughter with her own lunch. Please do not send anything that must be heated/cooked. Refrigerators are available for storage if necessary.

For safety reasons, girls are asked not to bring candy, soda, or caffeinated drinks to the center unless it is for a pre-arranged event and staff are fully aware of when it will be consumed.

Illness

If your daughter has been running a fever or vomiting within the last 24 hours or has a contagious condition, we ask that you please keep her at home. Also, if your child did not attend or left school early due to illness, she should not attend the center that day.

If your daughter becomes ill during the Girls Incorporated program, she will be placed in a rest area until arrangements can be made for her to be taken home. You will be notified to pick up the child as soon as possible.

For safety reasons, it is the parent's/guardian's responsibility to keep all phone numbers and emergency contact current. Failure to provide current contact information will affect the speed with which a parent/guardian is notified of an illness or emergency.

Medication

If your daughter needs to take any medication, including over-the-counter medication, please bring the medication in original container along with a written description of the specific amounts and times she is to take the medication. Girls may not have any medication in their possession while participating in Girls Incorporated activities. All medication will be locked up in the office. We do maintain records of the dispensing of the medication.

Please make sure staff are aware of any medication your daughter takes whether it is administered by Girls Incorporated or not. In the event of an emergency, doctors will want to know all the medications in her system.

Child Custody Conflicts

Parent/Guardian requests to withhold a girls from another parent/guardian will NOT be honored.

Current court orders outlining custody arrangements are the only directives Girls Inc. is able to accept and enforce. Pending or expired documents cannot be accepted.

Child Abuse Reporting

The law requires that all suspected cases of child abuse be reported. If a parent, staff or girls suspects that anyone is acting inappropriately or is suspected of abuse, regardless of who the 'offender' could be, it must still be reported. Any inappropriate behavior or/and suspected child abuse will be reported to the Campus Manager or C.E.O. who will document the incident / concerns and follow up appropriately internally and with social services. Please note that social service staff do sometimes make on-site visits to interview girls and staff. Note: If a member becomes injured at Girls Inc. or if we are made aware of an injury, staff may take a photo to document the injury.

Smoking, Alcohol, and Drug Use

Girls Inc. is committed to providing a healthy environment for girls, staff, parents, and visitors. Therefore, tobacco use, including alternative nicotine products and vapor products as defined by KRS 438.305, is prohibited 24 hours a day, 7 days a week, on Girls Inc. property, which includes inside buildings, in parking lots, or on Girls Inc. vans. This policy applies to Girls Inc. members, staff, parents or guardians of members, visitors, and contractors. Alcohol and drug use is prohibited as well. Some of our programs address these very issues in an effort to prevent the abuse of any controlled substances and to promote good health. If for some reason we find/suspect that a parent may be under the influence of drugs or alcohol, we may refuse to let your daughter leave with you. A taxi may be called if no other arrangements can be made in these instances. Girls who violate rules by smoking, drinking, or drug use will be suspended from all activities.

Criminal Offender Policies

Girls Inc. is a not-for-profit organization dedicated to inspiring girls, ages 6-18, to be STRONG, SMART, AND BOLD.

Persons listed on a state or national sexual offender registry or convicted of a felony violent offense:

1. Shall not become or remain employed by the organization.
2. Shall not participate as a volunteer in any activity requiring access to the facility and/or involving direct contact with or supervision of the members.
3. Need to request permission from the CEO/Executive Director to transport their child or ward to and from the facility or any Girls Inc. activity in which the member participates.
4. May not serve as contractor, agent or representative of any contractor or outside vendor if such services require the employees to access the facility or its grounds or would require such employee to have direct contact with any member during Girl Inc. activity.
 - a. Girls Inc. may require any vendor to provide CEO/Executive Director the name(s) of any employee who may access the facility or its grounds or may have direct contact with any member during any Girls Inc. activity.
 - b. Girls Inc. may require outside vendor to provide CEO/Executive Director with proof that vendor performed criminal background check on any employee with access to the facility or its grounds or may have direct contact with any member during Girls Inc. activity.



Clothing

Members should wear clothing that would be appropriate for school. Shorts & tank tops are acceptable as long as girls insure that they are 'comfortably covered'. Appropriate shoes for everyday activities would be tennis shoes. Members must wear shoes at all times, unless in a supervised activity.

Lost & Found

We DO NOT recommend that your daughter bring personal items to the center. We ARE NOT responsible for any lost or damaged items. Because of the risk of damage or loss, members will be required to keep personal belongings in their backpack. PLEASE mark all clothing and backpacks with the member's name. Items left behind that are unmarked or unclaimed for a month will be donated to St. Vincent DePaul or the Salvation Army.

Cell Phones

Girls may bring a cell phone to the center for emergency use. Personal cell phones are to be kept in purses or backpacks and are only to be used with prior permission from staff. If a girl would like to use her cell phone to contact a parent or guardian, she must come to the office to be supervised while doing so. We ask that they do not receive or make phone calls or text messages during class, field trips, and on the premises (including our vans) unless it is an emergency. We will hold the phone until the end of the programming day if the phones are being used at inappropriate times. Our phones are available to you at all times. Please call us and we will relay messages to your daughter.

Music/Videos

We will not show any form of any media that promotes the use of drugs, alcohol, or negativity toward girls and women. We do not have the staff (or time) to preview materials brought in from home. Concerns related to content, damage, and loss, require us to ask that all CDs, music, etc. be left at home. Radios on the vans are generally not played because of inability to control content. On long, out of town trips, girls may, with your permission, bring CDs, iPods, etc., although we do not feel that it is necessary. Again, we thank you for being understanding. We are not responsible for lost items.

Volun-Teen Program

Teen members are provided with opportunities to enhance leadership potential and develop responsibility through the organization of and participation in special events, volunteer work and cooperative peer ventures. The TEEN ROOM is provided as an area within the center that is closed to all members except teens, giving them a place of their own away from younger girls in which they can use video equipment, read, study and socialize with their friends before and after our structured class time. Individual file folders are kept on the girls' participation in national programs and volunteer hours.



Community Service

Girls are encouraged to conduct community service projects within their classes and individual opportunities are provided throughout the year for girls to visit nursing homes, conduct community clean-ups, bake sales, car washes and sleepovers for charity, etc. Older girls may sign up for community service hours and conduct tutoring or assist a staff in classes with younger children to fulfill their club or school community service assignments.

PROGRAMMING GOALS

Our Core Essential Services help guide us in providing your member with multiple opportunities to learn the following:

Healthy Living: Girls will participate in program activities and experiences that provide them with the knowledge, skills and encouragement to develop and sustain a healthy lifestyle leading to:

- an increased knowledge of the dangers of unhealthy choices
- increased level of physical activity
- an improved body image
- improved nutritional habits and consumption of healthy foods
- decreased or delayed substance use and risky sexual activity

Academic Enrichment and Support: Girls will participate in program activities and experiences that expand on and support their school-based learning and engagement leading to:

- an improved outlook and performance in school
- having set personal, educational, and career goals
- improved academic/school performance
- having educational aspirations beyond high school

Life Skills Instructions: Girls will participate in program activities and experiences that build the learning, skills, and behaviors that enable them to function independently and live a productive and fulfilling life leading to:

- increased persistence and resilience;
- ability to delay gratification; and
- improved self and emotional control

NATIONAL IDENTITY PROGRAMS

Girls Inc. Operation SMART builds girls' skills and interest in science, math, and technology. Hands-on activities give girls the opportunity to explore, ask questions and solve problems. Components of Operation SMART include: *Eureka!*, *Girls Dig It*, and *Thinking Smart*.

Girls Inc. Healthy Sexuality helps girls identify ways and reasons to avoid early pregnancy. The program fosters girls' communication skills, provides basic health education, and encourages girls to plan for the future through four age-appropriate components: *Growing Up Body Basics*, *Informed & In Charge*, and *Taking Care of Business*.

Girls Inc. Media Literacy encourages girls to think critically about media messages and fosters their awareness of the scope and power of the media and its effects on girls and women. Girls gain media literacy skills that enhance their ability to critically examine and advocate for change in entertainment, news and advertising media. Media Literacy includes: *Media & Me*, *Media Smarts*, *Girls Take Another Look*, *Girls Get the Message*, *Girls Make the Message*.

Girls Inc. Project Bold strengthens girls' abilities to lead safer lives. Girls develop strategies for self-defense (including physical techniques), for seeking out and talking with caring adults about personal violence, and for advocating on violence issues for girls and young women. Age-appropriate components include *KidAbility!* (Kid Jr.), *Action for Safety*, *Be Bold*, and *Living Safe & Strong*.

Girls Inc. Economic Literacy introduces girls as young as 6 to basic financial concepts, including money management and investment. The program explores how money affects us locally and globally as it fosters development of the skills need to be financially self-sufficient. *She's on the Money*, *Dollars, Sense and Me*, *E3*, and *Equal Earners and Savvy Spenders*.

Girls Inc. Friendly PEERsuasion builds girls' skills for resisting pressure to use of harmful substances such as alcohol, tobacco, household chemicals and other drugs. The two-part substance abuse prevention program teaches girls ages 11-14 healthy, easy ways to manage stress and confront peer, media and other pressures. The girls then assume roles as PEERsuaders for younger girls.

Girls Inc. Sporting Chance builds movement and athletic skills, cooperative and competitive spirit, health awareness, and interest in all sports as girls explore career opportunities related to sports and experience the benefits of health risk-taking. The program lays a foundation for a lifetime of sports participation through two age-appropriate programs: *Steppingstones*, *Girls Encourage* and *Bridges*.

Girls Inc. Leadership and Community Action Girls build leadership skills and create lasting social change through community action projects. With support from women in their community, girls celebrate the heritage of girls and women as leaders and social change agents and realize their own power as community resources and trustees of the common good. Components include *In Our Own Hands* and *Discovery*



Girls will take part in pre & post program surveys to gauge the knowledge and skills they have acquired as a result of our programming. They may also fill out other surveys from time to time. Survey results will never be individualized to where confidentiality of the girls or their answers would be compromised. These surveys are compiled locally and through our national organization – all in an effort to make sure we provide quality programming with quality outcomes.

Awards Section

Girls Inc. Month Awards

- Certified Girls Inc. Member – Award given to everyone who participates in Girls Incorporated.
- Academic Excellence – Award given to members who demonstrate excellence in their academics.
- Extracurricular Award – Award given to members who participate in activities and sports outside of Girls Inc.
- Attendance Award – Award given to members who attend four or more times on a weekly basis (No more than three missed days a month).
- Outstanding K-2nd Grader – Award given to members who demonstrate leadership, serves as a positive role model, does well in school, helps and shows respect for others.
- Girl of the Month – See below. ☺

All of these awards are tracked using weekly reports, attendance pages, member information sheets, and report cards. This information is kept by the campus managers in personal files. We ask that you allow your daughter to provide use with as much information as possible to make sure that she receives all of the awards she is eligible to receive.

Girl of the Month/Year

The Girl of the Month Awards are given out at the beginning of the month for the previous month by a German American Bank representative. The Kiwanis Girl of the Year Award, our most prestigious award, is given out at the Annual Awards ceremony during Girls Incorporated week and passed out by a Kiwanis president or representative. Some expectations of girls to be considered for this prestigious award...

- Follows Girls Incorporated Rules and Philosophy
- Has demonstrated knowledge and understanding of program goals
- Does well in school or shows real improvement in school work
- Shows initiative
- Serves as a positive role model for others
- Has excelled in school activities for that month
- Demonstrates leadership
- Helps and shows respect for others
- Shows improvement with a difficult problem or issue, if applicable
 - Works to overcome a hardship in her personal life, if applicable
- Demonstrates that she is on her way to becoming strong, smart and bold.

Scholarships/Awards

Clara Oldham Memorial Award

Owensboro American Association of University Women and Girls Incorporated may honor a young woman annually who is an emerging leader, promotes equity & justice & is an advocate for herself & the Girls' Bill of Rights. The recipient will receive a small plaque to keep as a token of this honor and their name will be added to a plaque with Clara Oldham's picture on it that will be displayed at Girls Incorporated.

The Athena Encircle Scholarship

The Athena Encircle Scholarship was created by the previous Athena Recipients in 2008 as a way to celebrate 10 years of the Athena Awards in Owensboro. The purpose of the scholarship is to inspire outstanding young women to pursue secondary education with hopes of giving them a broad range of career opportunities. The \$1000 scholarship is given annually to a deserving former member or an aspiring young woman who is attending a technical school, college, or continuing her education.

Yeager/Jarboe Scholarship

A college scholarship made possible through the Lester Yeager Charitable Foundation and Barbara Omar, one of the agency's first directors. The scholarships are given out to Girls Incorporated members continuing their education beyond high school. (Non-traditional students are eligible as well.)

National Girls Incorporated Scholarships

The purpose of the **Lucile Miller Wright Scholarship Program** is to make post-secondary education more accessible to young women by offsetting some costs. The program is funded through a generous bequest from Lucile Miller Wright, a visionary and long-time supporter of Girls Incorporated. Applicant must have been a member for **a minimum of 24 months**. If membership is not within the past two years, applicant must have been a volunteer/employee within the past two years of application date. \$5,000 and \$20,000 are awarded annually to junior and senior girls with a minimum cumulative GPA of 2.8 on 4.0 scale.

"Strong, Smart, & Bold" 8th Grade Scholarship

\$500 scholarships will be awarded to TEN 8th Grade Girls Inc. members/participants nationally. Awards are held in escrow until scholars begin post secondary education. Applicant must be currently engaged with Girls Inc. as active program member/participant. Participation in Girls Inc. programming must be at least 24 months at time of application and be currently enrolled as 8th Grade student at the time of application. Minimum Cumulative GPA of 2.8 on 4.0 scale.

Tish Correa Osborne Educational Scholarship

A college scholarship made possible through donations from board trustees and community in honor of Tish's 35 years of service at the agency. The scholarships are given out to Girls Incorporated members continuing their education beyond high school. (Non-traditional students are eligible as well.)



Girls Inc. Problem Resolution Procedure

We are committed to serving our members, their families, and the community in the best and most professional manner possible. We encourage an open atmosphere in which any problem, complaint, suggestion, or question receives timely consideration and resolution.

If a situation occurs where you think a policy, procedure, or decision is unjust; interaction with staff members is inappropriate or unprofessional; harassing, discrimination, hostile behavior, or bullying is exhibited by staff or members; or any other concern presents itself, you are encouraged to use the following steps:

Step 1: Most concerns can be addressed immediately. Please talk to us. Talk directly to a staff member or campus manager if you feel comfortable doing so.

Step 2: If you do not feel comfortable talking to the staff member or campus manager, please contact the CEO by phone, email, or in person.

Step 3: If your problem remains unresolved or you have a concern regarding the CEO, then you may request to speak with a member of our Board of Trustees. Since our trustees are volunteers, we are unable to give out their contact information. However, if you fill out a Request for Contact form, a trustee will be happy to contact you directly.

F.Y.I.

- We encourage parental involvement. Please make plans to participate or volunteer. Just talk to the Campus Managers to make arrangements. Criminal background checks must be done on all volunteers.
- We respect and value your comments regarding the agency staff, programs, etc. (good & bad). Parents and member surveys are distributed twice a year to help us better serve your daughter. Thank you for filling your survey out promptly!
- We welcome you to visit the centers anytime. 😊

Thank You!
Tish Correa-Osborne
C.E.O.

Please sign and return the portion below. Thank you.

I have read & understand the Parent / Member Handbook.

Printed Name:

Parent / Guardian of:

Signature:

Date:
