

YOUTH INITIATIVE VOLUNTEER FORMS

The forms contained herein have been approved by Delta Sigma Theta Sorority, Incorporated, for use by all Chapters. To minimize risk and legal liability, Chapters are prohibited from modifying or altering these forms, except for inserting the name of the Chapter, Youth, Parent/Guardian, or Volunteer.

APPENDIX A11

ANNUAL CONFIRMATION OF YOUTH VOLUNTEER STATUS AND INFORMATION UPDATE

I understand it is the policy of Delta Sigma Theta Sorority, Inc. that volunteers in Delta's youth activities must undergo background screening every three years to remain a volunteer. In the years that a background check is not required, I understand that I must confirm that my personal information has not changed from the prior year. If any information has changed, I understand that I must provide the updated information.

I also agree that once accepted as a volunteer, I must notify the Chapter immediately if I am the subject of any pending charges and/or convicted of an offense at any time after submitting this application or being cleared as a volunteer. I also further acknowledge that a volunteer with pending charges relating to abuse, neglect, a drug related offense, any crime with the involvement of youth, termination from a paid or volunteer position related to misconduct with a youth, any crime involving violence or recent history of substance abuse, will be terminated as a volunteer.

Updated Information: Any changes to my name, address, phone, email, driver's license, or state issued identification number is listed in the box below. I have also listed in the box below any pending charges and/or convictions of a criminal offense against me since being cleared as a volunteer.

Please initial your confirmation of the following:

_____ I have no updated information or any pending charges and/or convictions of a criminal offense against me since being cleared as a volunteer from the prior year.

Signature: _____

Print Name: _____

Date: _____

Year of Initial Volunteer Application: _____

INTERNAL/MISCELLANEOUS YOUTH INITIATIVE FORMS

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APPENDIX C2

CHILD ABUSE REPORTING NUMBER



**Child Welfare
Information Gateway**
PROTECTING CHILDREN ■ STRENGTHENING FAMILIES



Child Abuse Reporting Number

For the most current information on organizations that have information on Child Abuse Reporting Numbers, please refer to the National Organizations section of Child Welfare Information Gateway at <http://www.childwelfare.gov/organizations/index.cfm>.

To report child abuse or neglect, please contact Child Help USA at 1-800-422-4453 or see the website links to county and local child welfare agency listings.

U.S. Department of Health and Human Services Administration for
Children and Families Administration on Children, Youth and Families
Children's Bureau



Welfare Information Gateway
Children's Bureau/ACYF
Maryland Avenue, SW
Eighth Floor
Washington, DC 20024
800.394.3366
Email: info@childwelfare.gov

APPENDIX C4

YOUTH INITIATIVE CONTINGENCY / EMERGENCY PLAN NOTIFICATION GUIDE

Threats

The actions taken in the initial moments of an emergency are critical. A prompt warning to evacuate, shelter or lockdown can save lives. This emergency plan has been developed to assist Delta Sigma Theta Sorority, Inc. ("Delta") in protecting the health and safety of the participants/volunteers in its care.

Disaster Planning

When youth participants and volunteers are to be moved to alternate sites due to emergency situations, the leading supervisors/chairs are responsible for initiating notifications. These notifications are to be issued to local officials, Chapter President and Parents/Guardians. This plan will ensure that location changes are confirmed and that all youth participants and volunteers are provide care in a safe and appropriate environment. Delta may be subject to the following natural disasters and/or emergencies:

- Tornadoes
- Flash Flooding
- Earthquakes
- Terrorism/Bioterrorism
- Intruder/Active Shooter
- Outage of power, water, or heat
- Gas leaks
- Bomb Threats
- Fires
- Severe Thunderstorms
- Miscellaneous safety concerns that might pose a health or safety threat to youths

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APPENDIX C4 (cont'd)

YOUTH INITIATIVE CONTINGENCY/ EMERGENCY PLAN NOTIFICATION GUIDE

Evacuation Routes/Exits	<p>Designate approved Risk Management volunteer (DELTA) to oversee getting the sign in/out attendance log. This is extremely important. Every youth participant and volunteer must be accounted for.</p> <ul style="list-style-type: none"> ▪ On what level of the facility/area are youth participant located? ▪ Where are the exits located in the areas and can they be accessed? ▪ Have you shown the volunteers and youth participants where they can exit in case of an emergency? ▪ Are exits checked regularly for access? <p>A weather/fire alert plan, including a diagram indicating evacuation routes will be posted in each room. This plan and evacuation routes should be visible to the youth participants and volunteers. Please check with the facility for routes.</p>
Evacuating Children/Staff	<p>Will youth participants and volunteers be evacuated together or one-by-one? How will you evacuate youth participants if they need to evacuate through the windows?</p> <p>Who will be responsible for supervising all efforts inside and outside the evacuation area, including volunteers?</p>
Notification	<p>Once all the youth participants are safely evacuated: Assign approved RM volunteer to coordinate outside emergency services:</p> <ul style="list-style-type: none"> • Call 911 • Contact Parents/Guardians according to the Parent notification section below • Chapter President
Evacuation / Relocation Sites	<p>Neighborhood (e.g., for fire, gas leak) Address: Contact Phone:</p>
	<p>Out of Neighborhood (e.g. explosion, flooding) Address: Contact Phone:</p>
	<p>Out of Town (e.g., widespread flooding) Address: Contact Phone:</p>

Evacuation

Evacuations are more common than many people realize. Fires, floods, transportation accidents or industrial accidents may lead to the required evacuation. Evacuation time may depend on the situation, some allowing no time to gather even the most necessities, which is why planning is essential.

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APPENDIX C4 (cont'd)

YOUTH INITIATIVE CONTINGENCY/ EMERGENCY PLAN NOTIFICATION GUIDE

Shelter-in-Place

In some emergency situations, it is best to stay where you are to avoid any uncertainty. An indoor lockdown (also known as shelter in place) is appropriate when conditions require you to seek protection in the facility. An indoor lockdown may occur due to threats of violence, including an active shooter, terrorism, bioterrorism, etc., The safest locations to seek shelter vary by situation, and the length of time to shelter may also vary.

Some steps to take when sheltering in place:

- Bring all children/staff inside
- Close and lock all windows and exterior doors
- If you are told there is danger of explosion, close the window shades, blinds, and curtains
- Get your emergency supply kit (unless you have reason to believe it is contaminated)
- Go to an interior room without windows (or with as few windows as possible) that is above ground level
- In some types of emergencies, you will need to stop outside air from coming in, if instructed by officials.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. Continue listening to your radio, television, or phone for updates, until you are told all is safe or you told to evacuate. Local officials may call for evacuation in specific areas of greatest risk in your community, ***do not leave until authorities tell you it is safe to do so.***
- Contact Parents/Guardians and Chapter President to let them know that the youth participants have been asked to remain in place until further notice and that they are safe.

Parent Reunification

A wide variety of emergency situations might require youth participants and Parent/Guardian reunification, for example, if the facility is evacuated as the result of an incident.

APPENDIX C4 (cont'd)

YOUTH INITIATIVE CONTINGENCY/ EMERGENCY PLAN NOTIFICATION GUIDE

Notification	Parent/Guardians are provided: <ul style="list-style-type: none">▪ Information on each evacuation site updates▪ Emergency contact information for supervising leader
Release	Youth participants will only be released to contacts listed on the youth authorization release form with proper identification.
Emergency contact information for the Parents or Guardians & the supervising leader	For each youth participant, contact and emergency information is identified using the Parent/Guardian information form. Parent/Guardian Contact Numbers are: <ul style="list-style-type: none">▪ Parent/Guardian contacts will be stored with the emergency kits
Procedures for notifying parents or guardians regarding the location of the child, if evacuated	<ul style="list-style-type: none">▪ How will Parents be contacted? Via phone, email?▪ Who will contact the Parents/Guardians?▪ When will the second, third and fourth-string emergency contacts be contacted?▪ What back up communication methods are in place?▪ How will Parents/Guardians be notified if phone and/or internet services are not available?

Special Consideration

Special considerations will need to be made for emergencies which occur during the transport of youth participants (routine or otherwise) and for youths with special needs and /or health conditions.

Plan Review/Updates

This safety plan will be reviewed and updated, at a minimum, annually. The plan will also be updated as changes occur to ensure the most current information is included. Report all emergency to Chapter President who shall immediately notify the Regional Director.

APPENDIX C5

RISK MANAGEMENT EMERGENCY PROCEDURES CARD

RISK MANAGEMENT

PROCEDURES FOR SERIOUS ACCIDENT OR CRISIS

- Call 911 for emergency assistance.
- Do not disturb the accident scene.
- If trained, provide care to injured.
- Report emergency to Chapter President; who shall immediately notify the Regional Director.
- Do not discuss the incident or make any statements unless requested by the police.
- Do not surrender permission slips or medical records.
- Refer all media inquiries to the Chapter President and Regional Director.