

## Parent/Guardian Understandings

- I understand the Boys & Girls Club of Cheyenne (also referred to as The Club) is not a daycare facility, nor licensed as such. The Club is an affiliate of The Boys & Girls Clubs of America, with its own standards, philosophies and practices.
- My child may join The Club and participate in the activities permissible by our physician & communicated to staff.
- I understand my child, or his/her work, may be used in photographs, videos, literature, web pages and news releases in local media or other media outlets, both traditional and electronic.
- I understand that my child's artwork, photography or other items created at The Club will become property of The Club.
- I have read and discussed the most current Member handbook with my child. I understand that failure to comply with the rules and regulations may result in a cancellation of membership with no refund of fees paid.
- In consideration of my child's membership and participation in activities and special programs or events at The Club, I, as a parent/guardian of the named minor, my heirs, executors, administrators and assigns, waive, release and discharge any and all rights and claims or damages against the Club and/or its sponsors for all claims arising or resulting from travelling, participating, and/or being involved in its programs or activities. I attest and verify that I have full knowledge of the risks involved in said participation and that I will, on behalf of said member, assume and pay any medical or emergency expenses in the event of an accident, illness or other incapacity regardless of whether I have authorized such expenses. I also attest and verify that my son/daughter is physically fit and sufficiently trained to participate in the programs or activities of The Club unless stipulated under Medical Information.
- I understand that my child may also be asked to complete surveys relative to The Club activities.
- I understand The Club's staff is trained in the basics of First Aid & CPR and authorize them to provide my child with care when necessary. I also understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. I understand it is my responsibility to provide The Club with current contact information.
- I give permission to The Club to share pertinent information (such as grades, test scores, behavioral items, etc.) with schools, counselors or DFS about my child for as long as he/she is a member of The Club. I understand The Club will receive and monitor progress of my child in an attempt to better meet his/her needs while at The Club.
- I give permission for my child to attend field trips in Cheyenne without additional permission slips.
- I understand that The Club maintains an OPEN-DOOR or DROP-IN policy and that supervision is provided INSIDE The Club's facility. Occasionally, outdoor programming occurs on the Club's property and field trips. I further understand that it is not The Club's responsibility rather, it is the parent's responsibility to instruct said child that he/she is to stay at The Club site and who is to pick him/her up.

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Parent/Guardian Signature

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Date



BOYS & GIRLS CLUB  
OF CHEYENNE

2019-2020

# In-take Eligibility Form

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_

Child's Social Security Number will be required on approval and agreement of scholarship. This document will be stored in a locked file and will not be used except in regards to this TANF scholarship. Proof of household income will also be required.

School attending \_\_\_\_\_

Is Child a US Citizen or legal permanent resident? **Yes No** Is the Child a Wyoming resident? **Yes No**

Does the child reside within Cheyenne City Limits? **Yes No**

Circle Ethnicity: African American American Indian Asian Hispanic Mixed non-Hispanic  
Mixed Hispanic White

Gross Household Income – all sources \$ \_\_\_\_\_ per Year

Total Number of People in Household \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

Total Number of Disabled Persons \_\_\_\_\_ Total Number of People over age 65 \_\_\_\_\_

Is Parent Employed? **Yes No** Is Parent Enrolled in School? **Yes No**

The immediate family of this member qualifies for DFS childcare assistance. **Yes No**

This member qualifies for school lunch assistance. **Free Lunch Reduced Lunch**

I file taxes as Single Head of Household **Yes No** I am a single mom raising this child: **Yes No**

We are applying for a scholarship for the following:

After School Transportation  No School or Early Release Days

Annual Membership  Summer Adventures

I would accept a partial scholarship as I understand scholarship funds are limited.

I opt out of applying for scholarship funds at this time.

Please explain your reason for applying for a scholarship and maximum dollar amount requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify all information is correct and scholarships may be revoked if I provide false information. I am willing to provide proof of income and other items if requested by the Boys & Girls Club of Cheyenne. I understand that scholarship funds are limited and my child may or may not received a scholarship. I understand that scholarships may be funded through one-time only funding such as through grants or special donations and must meet special guidelines. Limited scholarship funds are available for TANF eligible families and may be available for low to moderate income families.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Internal information: Staff comments \_\_\_\_\_

Approval or Denial Comment \_\_\_\_\_ Notified \_\_\_\_\_

Child's Social Security Number \_\_\_\_\_

(\*Only needed on Approval)



**HEALTHY HABITS**  
**Parental Permission/Food Allergy Waiver Form**

All Club members participating in Healthy Habits must sign this form.

Name of Member: \_\_\_\_\_ has my permission to participate in Healthy Habits.

Does not have any food allergies or sensitivities of which I am aware.

Does have food allergies or sensitivities, and they are ***(please list specific details below):***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of a medical emergency, the Club staff has my permission to obtain appropriate medical care.

\_\_\_\_\_/\_\_\_\_\_ / \_\_\_\_\_  
**Parent/Guardian Name (Printed)** / **Parent/Guardian (Signature)**

\_\_\_\_\_  
**Date** / **Telephone Number**

If you have any questions about Healthy Habits, please contact the Unit Director  
307-778-6674



**BOYS & GIRLS CLUB  
OF CHEYENNE**

## Leading Ladies

### SMART Girls Parent/Guardian Consent Form

**Members must have a signed consent form in order to participate in SMART Girls**

SMART Girls is a fun, interactive health and life skills program for girl's ages 8-12 years. If your daughter or family member completes the program, they participate in a graduation ceremony.

SMART Girls offers guidance toward self-esteem enhancement, health, fitness, and prevention education. The SMART Girls program addresses the following:

- ✓ Building positive relationships
- ✓ Physical and emotional growth
- ✓ Media influence and body image
- ✓ Personal values and social interaction
- ✓ Exercise and physical activity
- ✓ Culture and food
- ✓ Healthy appetites

As part of the SMART Girls program, members are given a pre and post test to help us evaluate their knowledge and understanding of some of these topics.

**For SMART Girls participation-Please check one of the boxes below:**

- I DO give permission for participation in the SMART Girls program.
- I DO NOT give permission for participation in the SMART Girls program.

\_\_\_\_\_/\_\_\_\_\_  
Member Name / Age

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian Name (Printed) / Parent/Guardian (Signature)

**Return this form by \_\_\_\_\_**

If you have any questions about SMART Girls, please contact  
the Unit Director  
307-778-6674



**BOYS & GIRLS CLUB  
OF CHEYENNE**

# **SUPERMAN CLUB**

## **Passport to Manhood Parent/Guardian Consent Form**

### **Members must have a signed consent form in order to participate in Passport to Manhood**

Passport to Manhood is a fun, interactive health and life skills program for boys. Members who complete Passport to Manhood participate in a graduation celebration.

Passport to Manhood offers guidance toward self-esteem enhancement, health, fitness, and prevention education. The Passport to Manhood program addresses the following:

The Passport to Manhood program addresses the following:

- ✓ Values
- ✓ Ethics
- ✓ Personal Wellness
- ✓ Substance abuse
- ✓ Relationships
- ✓ Family
- ✓ Careers
- ✓ Diversity
- ✓ Leadership
- ✓ Community responsibility
- ✓ Self-esteem and image
- ✓ Cooperation and conflict

As part of the Passport to Manhood program, members are given a pre and post-test to help us evaluate their knowledge and understanding of some of these topics.

### **Signing this form gives permission for:**

\_\_\_\_\_ / \_\_\_\_\_  
**Member Name** **Age**

**To participate in the Boys & Girls Club of Cheyenne Passport to Manhood program.**

\_\_\_\_\_ / \_\_\_\_\_  
**Parent/Guardian Name (Printed)** **Parent/Guardian (Signature)**

**Date:** \_\_\_\_\_

If you have any questions about Passport to Manhood, please contact  
the Unit Director  
307-778-6674

# Parent Orientation

**To be completed by parent or guardian:**

Date of orientation: \_\_\_\_\_ Child's name: \_\_\_\_\_

Age: \_\_\_\_\_ When will your child start attending the Club? \_\_\_\_\_

***The following information will help us better support you and your child:***

Are there any health or behavioral concerns we should be aware of?

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Is there anything at home, or in your child's life we should know about?

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What time are you most likely to pick up your child(ren)? \_\_\_\_\_ every day or

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        |         |           |          |        |

You are allowed to deviate from this schedule.

Parent/Guardian Signature: \_\_\_\_\_

**To be completed by staff:**

- Parent or guardian received 2019 Member Handbook
- Parent completed membership packet and turned in
- Membership paid
- Parent or guardian received program schedule
- Parent or guardian given tour of facility

## PARENT/GUARDIAN CONSENT FORM

I, the parent or legal guardian for \_\_\_\_\_ hereby give my permission for my child to participate in the Mentoring Program at the Boys & Girls Club.

I fully understand that the program involves mentors, who shall be selected from the community and will be screened (including a criminal background check) and trained before beginning in the program. A mentor will be expected to spend a minimum of one hour per week with my child on-site at the Boys & Girls Club. The mentor is not allowed to take or meet my child beyond the Club facility.

I understand that my child will participate in an orientation session at the Club in which the program will be explained. The program is planned to last one year and continuation may then be discussed.

I understand that during the course of the mentoring program there may be special group events (incorporating all mentors and youth) and family events planned. I understand that the staff of the Club will provide ongoing monitoring of the mentoring activities.

I give the Boys & Girls Club Mentoring Program Coordinator permission to obtain my child's academic and attendance records from my child's school.

I permit the Mentoring Program staff and the Boys & Girls Club to utilize photographs of my child taken during his/her involvement in the mentoring program and waive all rights of compensation.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Printed name of Parent/Guardian)

Date \_\_\_\_\_

Please sign the permission form and return to the Boys & Girls Club Mentoring Program Coordinator by upon enrolling your child.

Thank you!

## YOUTH APPLICATION FOR MENTORING PROGRAM

Please answer the following questions as completely as possible. This information will help us to match you with the right mentor. (Please print)

Today's date \_\_\_\_\_

Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ (check one)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Parent's Name \_\_\_\_\_

If you are not living with your mother or father, who is your legal guardian?

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

How many brothers and sisters do you have? \_\_\_\_\_ Their ages are: \_\_\_\_\_

My favorite kind of music is \_\_\_\_\_ My favorite television show is \_\_\_\_\_

My favorite sport is \_\_\_\_\_ My favorite book is \_\_\_\_\_

My best subject in school is \_\_\_\_\_ My worst subject in school is \_\_\_\_\_

Are you a Boys & Girls Club member? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any after-school responsibilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what are they? \_\_\_\_\_

Describe your special interests and hobbies (e.g. sports, arts & crafts, computers, music, reading, cooking, games, career interests, foreign languages, painting, reading, etc.)

\_\_\_\_\_

What clubs or groups do you belong to? \_\_\_\_\_

What do you like to do most with your free time? \_\_\_\_\_

\_\_\_\_\_

How could a mentor help you? \_\_\_\_\_

\_\_\_\_\_

What do you hope to get out of your mentoring relationship? \_\_\_\_\_

\_\_\_\_\_

Is there anything that you would like to share with your mentor? \_\_\_\_\_

\_\_\_\_\_

What would you like to do with your mentor? \_\_\_\_\_

\_\_\_\_\_

Why are you interested in participating in this program? \_\_\_\_\_

\_\_\_\_\_

I agree that I will meet with my mentor at the Boys & Girls Club only at the times and locations arranged between us. I also agree to notify my mentor or my Club if I am unable to make a weekly meeting.

\_\_\_\_\_  
(Signature of Youth)

\_\_\_\_\_  
(Date)



Laramie County School District Number One  
 Cheyenne, WY 82001 (307 771-2206)

Permission to Obtain and Release Educationally-Relevant Information

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

|   |                                    |      |  |
|---|------------------------------------|------|--|
| I, the undersigned, hereby request and authorize: |                                    |      |  |
| School/District:                                  | Laramie County School District One |      |  |
| Address:  | Cheyenne WY                        |      |  |
| Phone:  | 307-771-2206                       | Fax: |  |
| Contact Person:                                   |                                    |      |  |

|  |   |      |              |
|--|---|------|--------------|
| To (check all that apply) release to <input checked="" type="checkbox"/> obtain from <input checked="" type="checkbox"/> : |   |      |              |
| Agency or Provider:  | Boys & Girls Club of Cheyenne           |      |              |
| Address:   | 515 W. Jefferson Road Cheyenne WY 82007 |      |              |
| Phone:   | 307-778-6674                            | Fax: | 307-778-6694 |
| Contact Person:  | Justin Pendleton or Rolinda Sample      |      |              |

|  |  |
|--|--|
| <b>Information Requested (check all that apply):</b> |  |
| <input type="checkbox"/>                             | Official child academic/administrative records (Identifying information, grade level completed, grades, class rank, attendance records, and group aptitude and achievement assessment results) |
| <input type="checkbox"/>                             | Medical and/or related health records, including:  |
| <input type="checkbox"/>                             | Special Education confidential file (Evaluation, Eligibility, and IEPs)  |
| <input type="checkbox"/>                             | Participation, development or implementation of the IEP and exchange of applicable agency documents.   |
| <input checked="" type="checkbox"/>                  | Other (specify): Name, homework completion, classroom participation, attitude toward learning, engagement in learning, education, social emotional and behavior changes, WSEER ID              |
| <b>Purpose of disclosure</b>                         |  |
| Participation at Boys & Girls Club                   |  |

This authorization expires on one year from date below (Month/Day/Year—not to exceed one year from date of signature below). A copy of this form is as effective as the original.

I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent and that the written revocation must be given to the agency/organization I authorized to release information. I recognize that health records, once received by the school district or public agency, may not be protected by the HIPPA Privacy Act and may become education records protected by the Family Educational Rights and Privacy Act (FERPA). I also understand that if I refuse to sign, such refusal will not interfere with my child's ability to obtain health care.

Signature of Parent/Eligible Student\* \_\_\_\_\_ Date: \_\_\_\_\_

\*Defined by FERPA as a student who has reached 18 years of age or is attending an institution of postsecondary education

Printed Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_



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## Summary of Transportation Services 2019-2020

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The Boys & Girls Club of Cheyenne (BGCC) implements a transportation program for Club members. Club bus transportation will be provided from the following schools; **Carey, Johnson, and McCormick Junior High Schools and Central, East, South, and Triumph High Schools**. The BGCC will pick up registered members at their respective schools or cluster locations and transport them to the Boys & Girls Club of Cheyenne. This service is a wonderful opportunity for daytime working parents/guardians who need a safe and reliable way for their children to get from school to the Club during the week.

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### Procedures

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BGCC will transport members to the BGCC Monday–Friday on school days as determined by the LCSD1 from school to the BGCC.

Attendance: Seats are limited and given to members who will use the transportation on a regular basis. Attendance will formally be taken inside Club vehicles.

Seats will be filled on a first come first served basis. Children must be registered members of the BGCC and have completed a current Transportation Application in order to access transportation or be placed on the wait list. Parents/guardians will be notified as seats become available.

Pick Up Location and Times: The bus will not wait more than 5 minutes for your child.

McCormick: by front door Western Hills Drive 2:45-2:55 pm

Central: by main front doors parent pick up loop 2:55-3:00 pm approximately

Carey: by main doors by flag pole 3:10-3:15 pm approximately

East: by bus pick up lane on west side of building 3:15- 3:20 pm approximately

Johnson & South: West Allison south side near track & parking lot 2:45-2:55 pm

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### Transportation Costs

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**To help keep the transportation costs low, we ask that transportation fees are paid prior to the month your child will ride the bus.**

\$20.00 per month per child when paid by cash or check.

DFS child care assistance benefits may apply for qualifying children.

Transportation fees are subject to change and may change during the school year.

Enrollment for the transportation service is a monthly commitment. We do not offer enrollment by the week. Transportation costs may be paid up front for an entire year or several months in advance. When you sign up and pay, you are reserving the space and staffing for your child whether or not your child rides the bus.

Transportation fees must be paid in advance of the service. If a payment is not received, your child will be left at their school and their seat will be offered to a member on the waiting list. Checks, money order, Visa, MasterCard, or cash is accepted. There will be \$20.00 service fee on all returned checks.

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## Role of the BGCC Member

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Safety aboard the bus begins with the Club member. Certain basic rules of conduct combined with the use of common sense are necessary to assure a safe ride on the bus. Parents are asked to read the following rules with your son/daughter. The cooperation of everyone in following these simple rules will make the entire transportation experience a pleasant and safe ride for all.

### **TO KEEP YOUR RIDING PRIVILEGE, PLEASE FOLLOW THESE GUIDELINES:**

**Members must obey Club Member Expectations at all times, including but not limited to:**

- All personal belongings such as cell phones, iPods, iPads, and electronics must stay in backpacks.
- Eating or drinking is not allowed during times of transport. (including chewing gum)
- Members are expected to sit appropriately in their seats and wear seat belts, if provided.
- Book bags should not be worn on the back while riding on the bus so that members sit with their backs against the seat.
- Be cooperative with the bus driver including arriving at the bus in a timely manner.
- Keep your hands inside the bus at all times.
- Keep the bus clean.
- Parents/guardians are responsible for any damage caused by their child.

Any member reported for misconduct on the bus will be held responsible for his/her behavior and may be subject to disciplinary action. Staff will use a "Conduct Summary" that will identify a violation committed by the member. If necessary, actions will result in suspension or termination of the member's bus riding privileges. The final decision will be determined by the BGCC Club Director and will take into account the severity of the incident and surrounding circumstances.

**Any member could be suspended from the bus at any time without the existence of prior rule violations if BGCC staff determines it is warranted due to the seriousness of the rule violation or if the child endangers him/herself or any member of the group.**

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## Role of the Parent/Guardian

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Parents/guardians are encouraged to call the BGCC when their child will not be riding the bus. This helps ensure our routes remain on schedule and that we are not waiting on members who will not be riding. **The bus will not wait more than 5 minutes for your child, see approximate pick up times and locations.**

Parents/guardians must call the BGCC immediately when there is a change of phone number or other contact information. In the event of an emergency, it is essential that the BGCC has a number where an emergency contact can be reached.

Parents/guardians are an important part of the smooth operation of the BGCC transportation service. You can help promote and maintain safety in many different ways, including but not limited to:

- Review the rules and responsibilities of riding the bus with your child or children.
- Be sure your child or children understand the consequences of breaking the rules.

PLEASE NOTE: Parents/guardians of students with disabilities should notify the BGCC staff in writing of any physical or medical needs necessary to participate in the transportation services. BGCC staff will work with the member and parents/guardians to determine whether appropriate accommodations can be met.

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## Inclement Weather/Emergency Situations

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- If Laramie County School District One classes are cancelled due to inclement weather, the BGCC will **NOT** provide transportation and the Club will be closed.
- If Laramie County School District One is in session and BGCC determines the roads are too hazardous to transport youth, the BGCC may still be open, but it becomes the responsibility of parents/guardians to provide transportation to the BGCC. In the event of severe weather or questionable roads, **it will be parent/guardian's responsibility to call BGCC** to find out whether the BGCC will be open and whether BGCC buses will be in service. . However, we will notify local media, post updates on our website [www.bgcchey.org](http://www.bgcchey.org), and post updates on our Facebook page.

### **Vehicle Arrangements in a Breakdown/Emergency Situation:**

Should the bus fail to operate, or the driver of the bus determine that the bus is unsafe while away from the BGCC, a safe, alternative form of transportation will be arranged.

BGCC staff will ensure the safety of all members while awaiting alternative transportation. Should a BGCC bus fail to operate properly while in transit, the bus driver will use his/her best judgment and training received as to when to evacuate a vehicle in a breakdown/emergency situation. In such an event, members will be quickly, but safely, moved (across road if necessary) to a secure location away from the vehicle.

# Boys & Girls Club of Cheyenne

## TRANSPORTATION APPLICATION 2019-2020

### BGCC MEMBER INFORMATION

Club Member Name:

Current address:

Home Phone:

Age:

School:

### PARENT/GUARDIAN #1

Parent/Guardian Name:

Full Home Address:

Employer Name:

Hours of the Day at Work:

Home Phone:

Cell Phone:

Email:

Work Phone:

### PARENT/GUARDIAN #2

Parent/Guardian Name:

Full Home Address:

Employer Name:

Hours of the Day at Work:

Home Phone:

Cell Phone:

Email:

Work Phone:

### EMERGENCY CONTACT #1

Name of a person not residing with you:

Street Address:

Phone #1:

City:

State:

Phone #2:

Relationship:

### EMERGENCY CONTACT #2

Name of a person not residing with you:

Street Address:

Phone #1:

City:

State:

Phone #2:

Relationship:

**OVER**

**Boys & Girls Club of Cheyenne**  
**TRANSPORTATION APPLICATION**

2019-2020

**SIGNATURE/RELEASE OF LIABILITY & ASSUMPTION OF RISK**

I am aware that certain risks and dangers may be encountered during the course of the program offered by Boys & Girls Club of Cheyenne, its agents and associates. These risks may result in the loss of property, personal injury, including emotional trauma and in extreme cases even death. I acknowledge and voluntarily assume these risks and all others associated with the activities in which my child/ward will be participating and accept full responsibility for my child/ward's safety, personal property and well-being in encountering such risks.

I agree to release the Boys & Girls Club of Cheyenne, its agents, representatives, officers, directors, overseers, employees, drivers, independent contractors, other participants and all others associated with it, from any right, claim or cause of action which I may have for any injury, damage or loss to person arising from my child/ward's participation in any activity of the Boys & Girls Club of Cheyenne. I further agree to defend, hold harmless and indemnify the Boys & Girls Club of Cheyenne and those persons and entities described above, from any claim, and from any liability, loss damages or expenses (including attorney's fees) resulting from a claim, brought by a fellow student or other person for loss or damage caused in whole or in part by my child/ward's participation.

I am aware that the Boys & Girls Club of Cheyenne is a 501(c)(3) charitable corporation located in Cheyenne, Wyoming, USA. This release of liability and assumption of risk shall be governed by the laws of the State of Wyoming. If any part of this agreement is found to be invalid, the remainder of the agreement nevertheless shall be of full force and effect.

I have read, understand and agree to the terms as detailed above, which are binding upon me, my spouse, heirs, executors, administrators and assigns.

I am aware that transportation fees need to be paid prior to receiving service.

On behalf of myself and my child, I hereby authorize and request Boys & Girls Club of Cheyenne to provide transportation services to my child in conjunction with the Laramie County School District One.

Member Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_