



Dear Parent/Guardian:

To continue serving members during Club closure, Boys & Girls Clubs of Topeka is providing distance-based Club experiences through which Club staff will facilitate program activities through an online platform. Boys & Girls Clubs of Topeka will use an application provided by a third party that members (platforms such as Zoom or Webex), parents/guardians and/or staff will access via the Internet and use for purposes of communication and programming.

This letter seeks your consent for BGCT staff to interact with your child for the purpose of distance-based Club program purposes. These platforms provide an opportunity to deliver video and chat-based educational experiences to members via any device. Please be aware that Zoom & Webex collect information about their users and have their own privacy terms and conditions to which members must adhere. Please review these privacy terms and conditions carefully before registering your member:

Zoom <http://zoom.us/terms> and <http://zoom.us/privacy> or **Webex**

<https://www.cisco.com/c/en/us/about/legal/cloud-and-software/cloud-terms.html>

<https://www.cisco.com/c/en/us/about/legal/privacy-full.html>

In order to participate in distance-based Club experiences, you will need to provide the following:

- A computer, mobile, or tablet device with access to the Internet
- A quiet space at home in which members can participate in distance-based experiences under the supervision of an adult
- To register for both Zoom or Webex you will be asked to provide some customer data, including but not limited to: your email address and first and last name (for more information, see each platform's privacy policy linked above)

We will use the listed platforms for the following anticipated program activities:

- Group chats
- Video conferencing
- Media sharing (for example, uploading images of artwork or other projects)

Our commitment to keeping the young people we serve safe is always our number one priority. Boys & Girls Clubs of Topeka will actively monitor member activity on these platforms during program times, and will make every effort to protect member information by, among other things, maintaining control of, and access to, the data collected; prohibiting re-disclosure of member information; limiting the purposes for which the online platforms may use member information; ensuring there is no advertising and that no member information is collected for commercial purposes.

Furthermore, all activities online must comply with Boys & Girls Clubs of Topeka's safety policies, including the Code of Conduct, Acceptable Use Policy, Internet Safety Policy, Prohibition of 1:1 Contact Policy, which are available <https://www.bgctopeka.org/our-commitment-safety>

Please complete the attached form to record your consent for your child's use of these video conferencing platforms.

Please return the completed form to Ahjah Alexander, VP of Program Measurements & Design @ ahjahalexander@bgctopeka.org

If you have any questions, please feel free to contact me directly.

Sincerely,

Ahjah Alexander



BOYS & GIRLS CLUBS
OF TOPEKA

Adams Club -Administrative Office
550 SE 27th St. Topeka, KS 66605
785-234-5601 phone 785-234-4512 fax
www.bgctopeka.org

Parent/Guardian Permission

I, _____, parent/guardian of

Print parent/guardian name

Print member's name

give permission for him/her to participate in distance-based online Club experiences at Boys & Girls Clubs of _____

Parent/Guardian's Email Address

Parent/Guardian's

Signature _____

Date _____