ZETA PHI BETA SORORITY, INCORPORATED

# YOUTH AFFILIATES

# FAMILY HANDBOOK

Zeta Youth with Dreams,
**become Zeta Women with Vision.**

**zphib1920.org**

Pearlette Amicette Archonette

# ACKNOWLEDGMENTS

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*Mama exhorted her children at every opportunity to 'jump at the sun. ' We might not land on the sun, but at least we would get off the ground.*

Soror Zora Neale Hurston

Dear Family Members,

We welcome you to the Zeta Phi Beta Sorority, Incorporated Zeta Youth Affiliate program!

This **ZYA Family Handbook** is designed to provide you with useful information about our program and is intended to be a resource for you for the duration of the calendar year.

If there is anything that we can do to make your child's experience more enjoyable, please do not hesitate to contact us.

We look forward to a great year!

Sincerely,
Pearlette, Amicette, and Archonette Youth Advisors

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# ABOUT

## Zeta Phi Beta Sorority, Inc.

Zeta Phi Beta Sorority, Incorporated was founded on the campus of Howard University on January 16, 1920. Five illustrious women-chartered this sisterhood to encourage the highest standards of **scholarship** through scientific, literary, cultural, and educational programs; promote **service** projects on college campuses and in the community; foster **sisterhood**; and exemplify the ideal of **Finer Womanhood**.

These ideals are reflected in the sorority's national programs for which its members and auxiliary groups provide untold hours of voluntary service to staff community outreach programs, fund scholarships, support organized charities, and promote legislation for social and civic change.

## Youth Affiliates History

Zeta Phi Beta Sorority, Incorporated was the first Greek-letter organization to create Youth Auxiliaries: the Pearlettes, Amicettes, and Archonettes. The first youth clubs were formed in the 1950's for all youth involved with the sorority, as Zetalites, Archonettes, or Amicettes. However, participation in club activities quickly increased to the point that the club was divided into two age groups. The high school girls kept the name of the **Archonette Club**, which accepts members who are in high school (ages 14-18). The younger girls became the **Amicette Club** (ages 9-13), and in the 1970's the **Pearlette Club** (ages 4-8) was organized.

Numerous chapters of Zeta Phi Beta Sorority, Incorporated sponsored these youth clubs. With continued program development and the establishment of guidelines, these clubs have become viable links to the sorority.

## Our Chapters

Zeta Phi Beta Sorority, Incorporated chapters are committed to serving the community while upholding the ideals of our sorority: Scholarship, Service, Sisterhood, and Finer Womanhood.

Our mission is to continue to build on the solid, meaningful, and flourishing relationships we have throughout our community through our various events, programs and community services.

# OUR VALUES

## MISSION

The mission of the Youth Affiliates of Zeta Phi Beta Sorority, Incorporated is to provide a carefully designed program of activities that will enhance youth affiliate members through mind, body, and spirit as they work within their various communities to help others. The purpose of the Youth Affiliates clubs is to help today's youth to grow culturally, socially, and educationally. Projects will vary according to their interests and the needs of the community. The project may be of service to their community and develop their special skills at the same time.

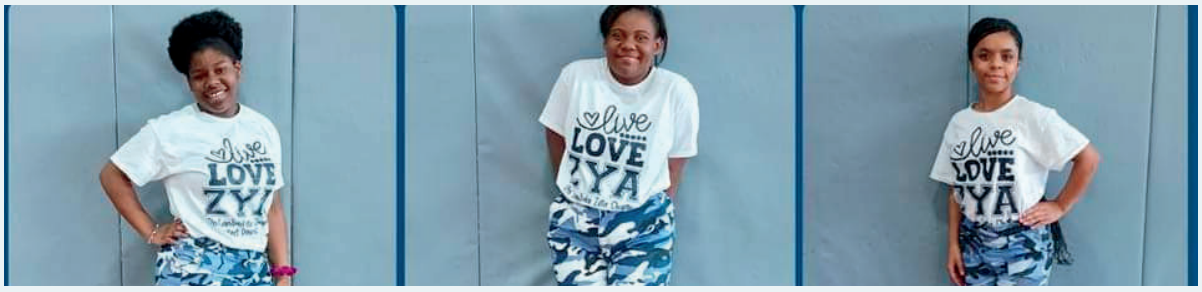
## VISION

The Zeta Youth are the future to a bigger and brighter tomorrow. Our role as members of this outstanding sorority is to guide, mentor, and mold our youth to ensure our organizational growth and development. While assisting them to become leaders of tomorrow through our Four Strand Youth Curriculum:

1. **Culture Awareness and Social Skills Enhancement**
2. **Educational Enrichment**
3. **Leadership Development**
4. **Community Service**

## GOALS

- To encourage the individual to accept responsibility.
- To encourage the individual to develop new interests.
- To develop an awareness of the need to share responsibilities and to understand one another to achieve a common goal.
- To work toward creating happiness for others.
- To develop your unique personality



# GENERAL INFO

## REQUIRED PAPERWORK

During the registration process, it is extremely important that families notify the club if the child has any medical conditions such as, but not limited to, allergies, asthma, diabetes, or other conditions (see First Aid Section for Medication Administration). Additionally, youth must submit all necessary documentation including but not limited to:

- Youth Club Membership Application
- Informed Consent & Release of Liability
- Youth Liability Form: Medical Release
- Youth Club Photo Release Form

## EMERGENCY CONTACT INFORMATION

Emergency Contact information must be completed before your child attends club activities. Those listed as emergency contacts should be individuals OTHER than the guardians. It is important that we are provided with this vital information. Also, please note that you must list the people AUTHORIZED to pick up your child from club activities. Every authorized person MUST be at least 16 years of age and MUST have a valid form of photo ID. Your child will NOT be released to anyone who is NOT listed on this form unless we receive previous written authorization.

## FEES

Registration and fees will be communicated to the family at the beginning of the calendar year. Please note that all fees paid are non-refundable.

## ATTENDANCE

Children are expected to attend and participate in Youth Club meetings and scheduled activities. If you know your child is going to be absent on a certain day, we ask that you notify the Youth Advisor by the specified deadline.

In the interest of accounting for our children's safety and location, every attempt will be made to notify the guardian by phone of any absence about which our office has NOT been informed. Please help both your child and the Advisors by letting us know in advance if your child will not be attending on any given day.

## ARRIVAL PROCEDURES

Please sign your Pearlette and Amicette child in on the Sign-In sheet and walk your child into the appropriate space. Please remember to bring your child to club activities on time.

## DISMISSAL PROCEDURES

Please note that you must list each person AUTHORIZED to pick up your child.

An authorized person MUST be at least 16 years of age and MUST have a valid form of ID. Youth will NOT be released to anyone who is NOT listed on this form unless we receive previous written authorization.

# INJURY/EMERGENCY PROCEDURES

## INJURY

All Zeta Phi Beta Youth Advisors are certified in CPR/First Aid, and ready to respond to emergencies. Youth Committee members will take whatever steps necessary to administer care and/or obtain emergency medical assistance.
These steps include, but are not limited to, the following:

- Administering First Aid
- Calling an ambulance or paramedic, if necessary.
- Attempting to contact guardians

If a family member cannot be reached, we will call those listed as Emergency Contacts.

It is very important to inform the Advisors if there are any changes in the Emergency Contact names and numbers.

- If necessary, the child will be taken to the hospital and accompanied by a committee member who will remain with the child until a guardian arrives.

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## ILLNESS

A sick child is to be taken to the doctor for their sake and for the sake of other youth. Many communicable diseases begin with cold-like symptoms. If the Youth Advisors determines that a child is too ill to attend youth activities, they will call the designated family member to arrange for someone to pick up the child.

## MEDICATION

Youth are encouraged to administer their own medicine with written permission from the legal guardian (including ointments and inhalers). Advisors cannot administer medication or topical ointments/ creams. If the youth cannot administer their medication, caregivers/guardians must arrange for someone to come to the club event to administer needed medications.

Guardians must speak to the Youth Advisor about asthma pumps. Youth are encouraged to learn how to administer their own asthma pumps. This should always be observed by an Advisor. Asthma pumps should always be kept in a container labeled with the child's first and last name and kept on the youth.

Guardians must speak to the Youth Advisor about epi-pens. Youth are encouraged to learn how to administer their own epi-pen. Trained Youth Committee members will assist as much as possible if an epi-pen is needed to prevent the youth from facing anaphylactic shock. Epi-pens should always be kept in a container labeled with the child's first and last name and kept on the youth.

Guardians must teach children how to administer sunscreen and about the importance of washing their hands and not rubbing their eyes.

# FAMILY PARTICIPATION

As parents, you play a vital role in the dedication and commitment our youth have to the program and activities. We charge you to continue to inspire your children to fulfill their dreams, flourish as young adults, achieve in academics, serve others, and create good habits by assisting them to attend all functions. These years are precious to their future, and we encourage you to continue to help them strive for excellence.

For families and children to get the most from our Youth program, we welcome any suggestions as to how we might best contribute to each youngster's development during their club year. Family members are encouraged to share any information about the child's wants, needs, and challenges that they believe would be helpful to the Advisors. This information will be reviewed by Youth Advisors and sensitive information will be handled discreetly.

## TRIPS AND GUESTS

Some family members are interested in accompanying their child's club on a trip. In these situations, the following procedures must be followed:

- The Youth Advisors will talk with the family prior to the trip about issues that may arise and the chain of command that will be utilized.
- No child other than their own should be alone with their guardian at any time.
- All concerns are reported to the Youth Advisors on the trip.
- In the event of an emergency or concern, the guardian should and must take direction from one person, i.e. the Youth Advisors on the trip.

# ATTIRE

The official youth club's branded attire should be worn to all events. In the event the youth does not have access to the official youth club's attire she must wear the youth club's colors. As representatives of the ZYA, all youth must be dressed neatly with properly fitting, clean clothes, and neat hair at all times. Youth Advisors will provide details on the type of clothing appropriate for the event (i.e. T-shirt, polo shirt, jeans, khakis, skirts, dresses, etc.).

## PEARLETTES

*PEARLETTE COLORS ARE BABY BLUE AND WHITE.*

*PEARLETTES MAY WEAR BLUE DENIM OR TAN BOTTOMS AS SPECIFIED BY THEIR YOUTH ADVISOR.*

## AMICETTES

*AMICETTE COLORS ARE NAVY BLUE AND WHITE.*

*AMICETTES MAY WEAR BLUE DENIM OR NAVY BOTTOMS AS SPECIFIED BY THEIR YOUTH ADVISOR.*

## ARCHONETTES

*ARCHONETTE COLORS ARE NAVY BLUE AND WHITE.*

*ARCHONETTES MAY WEAR BLUE DENIM OR NAVY BOTTOMS AS SPECIFIED BY THEIR YOUTH ADVISOR.*

# CONDUCT

## OUR EXPECTATIONS

- We are all responsible for our actions.
- We respect each other.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.
- No use of profanity, offensive language or name-calling will be tolerated.
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved.
- Treat others as you would like to be treated.
- Always stay with your group.
- Stranger danger – do not talk to strangers.
- Tell an Advisor if someone is bothering or upsetting you.

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## PERSONAL PROPERTY

Toys, Tablets, gaming devices, and all other electronics and personal items CANNOT be brought to Youth events. If your child brings one of the above items, their Advisor will remove the item from the youth and give it to a family member at dismissal. The Zeta Chapter is not responsible for any lost items. No cell phones may be used by youth during Youth activities unless they are given specific permission by their Advisor.

## YOUTH CONDUCT PLAN

When a youth group member does not follow the Code of Conduct, the following steps may be taken:

- The advisor will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and club rules, and a discussion will take place.
- The Youth Advisor will be notified of the behavior and will meet with the child if deemed appropriate.
- If the behavior persists, the family will be notified of the problem.
- A meeting will be scheduled with the child, the family, and the Advisors. A written agreement will be made to keep the youth on track.
- If an issue persists and a child continues to disrupt the youth program, the Youth Advisor reserves the right to suspend or remove the child from the program.

*A discussion with the Youth Advisor should take place prior to terminating anyone from programs. If this were to happen, the Youth will not grant a credit or refund for any youth club payments.*

**ZETA PHI BETA SORORITY, INC.**
**ZETA YOUTH AFFILIATES**
**FAMILY CONDUCT AND HANDBOOK AGREEMENT**

Advisors, participants, and their families are held to expectations that center around our core values of Honesty, Respect, Caring, and Responsibility. Advisors, participants, and families are always expected to maintain these values. This expectation creates smooth communication between Advisors and families while fostering positive development in our youth. Zeta Phi Beta Sorority, Incorporated Youth Groups holds the following expectations for interactions between Advisors and families:

- Advisors and families will maintain open communication with each other about their child's performance and progress in the program.
- Families are expected to complete all necessary paperwork involved with their child's participation.
- Families are expected to actively participate in program activities, such as performances, socials, and fundraisers.
- Should it be necessary to address a behavior issue, Advisors and families will work as a team to develop a plan that both meets the needs of the individual child and the needs of the overall program.
- Speaking in respectful tones; refraining from the use of vulgar or derogatory language; and dressing appropriately.
- Conflicts will be resolved in a respectful, honest, and caring manner; never resorting to physical contact or threatening gestures.
- Creating a safe,caring environment; never carry firearms or devices.

Adherence to the Zeta Phi Beta Sorority, Inc Youth Conduct Agreement and program policies outlined in the Family Manual is essential. Cooperation between Advisors and families is an important part of making our program welcoming to all. Suspension or termination may result from violating this Conduct Agreement or Family Manual.

- I have reviewed the policies and procedures with my child. All my questions or concerns have been discussed with the Youth Advisors and/or Youth Advisor.
- My signature indicates that I have read and fully understand what is listed in this Family Manual and Family Conduct and will be held accountable to the program policies.

_____ _____

**Guardian's Name (print)** **Date**

_____ _____

**Guardian's Signature** **Date**

ZETA PHI BETA SORORITY, INC.
Pearlette
ZETA PHI BETA SORORITY, INC.
Amicette
ZETA PHI BETA SORORITY, INC.
Archonette

# ZETA YOUTH
# **WITH DREAMS**

Pearlette · Amicette · Archonette

**BECOME**

# ZETA WOMEN
# **WITH VISION**

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