

D. Internal Risk Management Guides

The Guides 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 Guides, except for inserting the name of the Chapter, youth, parent/guardian, or volunteer.

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DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

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YOUTH INITIATIVE VIRTUAL MEETING & PUBLICITY GUIDE

Welcome to the Youth Initiative Virtual Meeting & Publicity Guide! This guide will serve as a tool for how to provide the safest virtual meeting environments for Chapters engaging in Youth Initiative programs via the use of virtual meeting platforms. To ensure all Chapters adhere to mandatory guidelines regarding virtual meetings, use of photography or videos, posting of youth participating in Youth Initiative programs (to include fundraising programs such as Jabberwock, Cotillions, etc.) the following guidelines and recommendations are being provided.

The Youth Initiative Virtual Meeting & Publicity Guide **should not** be regarded as a replacement to the *Delta Technology Guidelines (DTG)*¹, *Virtual Meeting Guidelines*, or any other applicable rules and guidelines. Rather, the Youth Initiative Virtual Meeting & Publicity Guide **should** be used in conjunction with, and should be treated as, a supplemental tool to be paired with all existing applicable guidelines and standards. Therefore, please adhere to the DTG and Virtual Meeting Guidelines, where relevant and applicable.

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¹ The Delta Technology Guidelines (DTG) stipulates that electronic meetings are authorized for all regional and chapter committees and subcommittees in the Constitution and Bylaws, Article XII Electronic Meetings & Communications. Please adhere to the DTG and Virtual Meeting Guidelines.

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I. **OPERATING GUIDELINES & CODE OF CONDUCT**

Delta Sigma Theta Sorority, Incorporated has developed these Operating Guidelines and Code of Conduct to provide Chapters and Members with a clear understanding of Delta's policies concerning the use of virtual meeting platforms for the facilitation and execution of Youth Initiative Programs. Any questions about the policies expressed in these Operating Guidelines and Code of Conduct should be directed to Risk Management at PPD@deltasigmatheta.org.

This guide incorporates the Virtual Meeting Guide and should be read and applied in conjunction with the manuals/guides referenced in the footnote below.² **READ THIS GUIDE BEFORE HOSTING AND FACILITATING ANY AND ALL YOUTH INITIATIVE PROGRAMS.**

Please be sure that all participants submit executed copies of the Virtual Meeting/Event Participant Agreement Form (**see Appendix A - include Schedules 1 and 2 when you disseminate the form**) prior to participating in any virtual program. You may find this form in Appendix A.

A. **RECOMMENDED PLATFORMS**

To provide uniformity across all Chapters and in consideration of virtual security enhancements, we recommend Chapters to host all Youth Initiative Programs via the Zoom virtual meeting platform, that can be found at <https://zoom.us>. Delta is aware that Chapters may wish to adopt virtual meeting platforms to meet their respective budgetary and technical needs. For example, *Microsoft Teams³ may be used, provided, that all transferable security measures are implemented (the instructions are targeted towards Zoom use and should also be applied to this alternative platform).*

Chapters may obtain a virtual meeting license to host Youth Initiative Programs via Zoom in accordance with the instructions distributed by National Headquarters. Irrespective of the selected platform, all Youth Initiative programming must adhere to the guidelines set forth below (as comparable).

B. **SECURITY**

All Chapters and Members hosting Youth Initiative Programs and/or any meetings involving minors (children under the age of 18), are required to adhere to the following security measures:

- 1. Require Registration.** Requiring registration for a meeting allows the organizer/presenter to have all youth participants register with their e-mail, name, and any other questions host may wish to record, prior to the beginning of the meeting. They will also have control over how registrations are approved. Changing the approval type from automatic to manual may offer for a higher level of security. For step by step directions on how to require registration, please visit <https://support.zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings>.
- 2. Require all participants to sign into the meeting with first and last name.**
- 3. Enable waiting room feature.** The waiting room feature allows the host to control when a participant joins the meeting. Organizers/presenters can choose to admit participants one at a time or they can hold all participants in the room and admit them all at once. This will significantly limit the ability for unapproved participants to join virtual meetings. For step by step directions on how to enable the waiting room feature, please visit <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>.
- 4. Use a random meeting ID.** Generating a random meeting ID limits the ability for a meeting ID to be shared multiple times.

² Code of Conduct – <https://members.dstonline.org/getmedia/3ad6828c-adeb-4c45-ba4e-dda6889e9800/CodeofConduct-RevApril2019.pdf>; Delta Technology Guidelines – https://members.dstonline.org/getmedia/198b7832-84be-4a3d-91c7-87e93ffc07e2/2020_Delta_Technology_Guidelines.pdf; and Virtual Meeting Guidelines – https://members.dstonline.org/getmedia/a805ba32-9fa1-4d67-b24f-75c0e40714f4/Delta_Virtual_Meeting_Guide.pdf

³ We aware that Chapters are conducting Delta business and hosting related programming on different virtual meeting platforms and may prefer to continue using these platforms. With that understanding, Chapters may do so long as Chapters abide by the security measures described above. Chapters are encouraged to visit the respective platforms' websites for details about their technical and security guidelines.

5. **Lock your meeting.** Once the meeting begins and all participants have joined, host can lock meeting. To do so, click “Participants” at the bottom of the Zoom window. In the Participants pop up, click the button that says, “Lock Meeting.”
6. **Require all cameras and/or mics to be turned on.** As means to ensure a safe and secure environment for all participants, presenters shall require that cameras be turned on during any programming. Presenters may require mics in lieu of cameras to be turned on for participants who do not have access and/or experience technical issues with their cameras before and during programming.
7. **Remove unwanted or disruptive participants.** If presenter encounters an instance where an unwanted participant joins a meeting, host can remove any unwanted participants. To do so, hover over participants name and click “Remove.” Once a participant has been removed, they cannot rejoin the meeting.
8. **Record all virtual meetings.** If a Virtual Youth Initiative meeting is going to be recorded, please make all participants aware that they are being recorded at the START of each virtual meeting.
9. **Disable private chat functions.** Disabling private chat functions between youth participants will limit disruptive and inappropriate dialogue from occurring while participating in Virtual Youth Initiative program meetings.

C. GENERAL USE

All Chapters and Members hosting any Virtual Youth Initiative programs **are required** to read the script below BEFORE continuing with any virtual programming. Please **also display** the *Media Release* (attached hereto as **Appendix B**) at the beginning of your program.

Required Script:

Thank you for joining our virtual meeting. For us to have a successful meeting, we remind you that you have agreed to follow the guidelines included in our YOUTH INITIATIVE CODE OF CONDUCT. Please make sure that you are in a noise-free environment and are free from distractions. If you are disruptive or display inappropriate behavior, we will ask you to leave the meeting or we will remove you from the meeting. Thank you in advance for following our guidelines. We appreciate your full attention and engagement as we actively participate in this virtual meeting together.

VIRTUAL MEETING GUIDELINES	
Required	<ul style="list-style-type: none"> <input type="checkbox"/> DO reference the DTG, where it applies, to host remote meetings. <input type="checkbox"/> DO exercise due diligence and caution in your cybersecurity efforts. <input type="checkbox"/> DO adhere to the security and other guidelines set forth in this document. DO distribute all forms attached to this Guide (see Appendix A - Participation Agreement INCLUDING the Schedules 1, 2, and 3 for review and signature). <input type="checkbox"/> DO have ability to create an attendance report. <input type="checkbox"/> DO work from a programming agenda.
Not Allowed	<ul style="list-style-type: none"> <input type="checkbox"/> DO NOT use your employer’s resources for Delta business, i.e. conferencing, copying, etc.
Best Practices	<ul style="list-style-type: none"> Δ Login early to test audio, confirm connectivity, and screen share. Δ Advise participants that they may not be able to fully participate in meeting polling or other virtual vendor platform features if they are in audio mode only and not logged in via computer or mobile application. Δ You may wish to limit meeting registration to a single week and close registration in a 24-hour time before meeting to review and verify all meeting registrants as member of sorority Δ Set-up known polls in advance of scheduled programming.

The Guidelines below outline the general policies regarding the use of Zoom as a virtual meeting platform for Youth Initiative Programs. These guidelines apply to all Chapters, Members, and Youth Participants. Included also is an excerpt from the *Virtual Meeting Guidelines* outlining the general practices for **all** virtual meetings.

1. **Prohibited Use. ALL CHAPTERS, MEMBERS, AND YOUTH PARTICIPANTS** engaging in Youth Initiative Programs **MUST ADHERE TO THE FOLLOWING**:
 - a. **DO NOT** take any photographs, screenshots, or screen recordings of any Youth Initiative virtual meetings unless photographs, screenshots, or screen recordings are being used for the purposes explicitly outlined in the *Participant Agreement and Media & Publication Release* (attached hereto as **Appendix A & B**).
 - b. **DO NOT** take or present any pictures of youth participants in settings or poses that are unrelated to a Delta-sanctioned activity.
 - c. **DO NOT** take or present any pictures or videos of youth in any state of undress (i.e. nude, partially nude, wearing pajamas, etc.).
 - d. **DO NOT** share or include any personal identifying information about youth participants (name, school, church, city of residence, etc.).
 - e. **DO NOT** use any vulgar or profane language.
 - f. **DO NOT** use any parent/guardian release forms that have not been provided by the National Program Planning & Development Committee.

2. **Permitted Use. ALL CHAPTERS, MEMBERS, AND YOUTH PARTICIPANTS** partaking in Youth Initiative Programs should engage in the following:
 - a. **DO** use the Required Script at the beginning of all Virtual Youth Initiative meetings.
 - b. **DO** abide by the supervising adult/youth participant ratio for each Virtual Youth Initiative meeting.
 - c. **DO** make sure that all youth participants are properly groomed and dressed for all Virtual Youth Initiative meetings.
 - d. **DO** inform all participants that the virtual meeting is being recorded, if you are recording the meeting.
 - e. **DO** reference the *Risk Management Manual, Section B (page 19)*.
 - f. **DO ensure the Participant Agreement (Appendix A) is executed prior to taking or using any photographs and/or videos for Virtual Youth Initiative meetings.**

D. ROLES & RESPONSIBILITIES

The table below outlines the **required** roles and responsibilities that must be met for all Virtual Youth Initiative Programs. Please note, that supplemental roles and responsibilities may be necessary to effectively carry out Virtual Youth Initiative Programs.

ROLES	RESPONSIBILITIES
Organizer/Presenter	One person responsible for sharing screen with presentations, does not have to be President
Tech Support	Reads intro script on troubleshooting audio/visual needs and monitors chat/question panes
Program Leader	Responsible for coordinating and scheduling all youth initiative virtual meetings, ensures youth initiative programs adhere to all applicable rules and guidelines.
Participant Check-In	Attest that all virtual meeting participants are invited and registered participants

II. PUBLICITY GUIDE

Navigating the safe and proper use of publicity when facilitating Youth Initiative Programs can be extremely difficult. This Publicity Guide provides the required guidelines to keep all youth participants safe while celebrating their participation and accomplishments. All Chapters and Members engaging with youth participants **must** adhere to **all** guidelines below.

A. GENERAL GUIDELINES

Prior to any youth participants' participation in all Delta sanctioned Youth Initiative Programs, all engaging Chapters and Members must **make sure to complete each of the following three (3) steps:**

Ensure the *Participation Agreement and Media & Publication Release* (attached hereto as Appendix A & B) is executed prior to taking and using any photographs and/or videos for Chapter-related activities.

1. **Ensure that all photographs and videos comply with Delta's Code of Conduct** and social media guidelines.⁴
2. **Inform parents/guardians that signed the authorization release form** that provides explicit language parent/guardian permission and allows the Chapter to use photographs and videos to promote Youth Initiative Programs.

B. PERSONALLY IDENTIFIABLE INFORMATION("PII")

Delta has a tradition of publicly celebrating the involvement and accomplishments of youth who participate in our Youth Initiative Programs. However, such celebration should not be offered up to the public in a way that opens our youth participants to any harm or danger. With that understanding, all publications featuring youth participants **must refrain** from or limit **any personally identifiable information (i.e. full name, school (past, future, and present), church, city and state of residence, home address, social media account names etc.)**.

C. SOCIAL MEDIA & LIVE STREAMS

1. Social Media Platforms & Posts:

All Chapters and Members responsible for facilitating/ hosting Youth Initiative Programs may use social media platforms to inform the public about youth's participation in Delta's Youth Initiative programs. However, in doing so, Chapters and Members **must** be aware of the PII featured on all social media posts.

ALL SOCIAL MEDIA POSTS (photographs and videos) **SHOULD NOT CONTAIN** any of the Participant's PII. Further, **UNDER NO CIRCUMSTANCES** should any social media posts from Chapters **tag any youth participant's personal social media accounts** in all social mediaposts.

2. Live Streams:

All Chapters and Members responsible for hosting/facilitating Youth Initiative Programs should refrain from any form of live streaming via social media platforms (i.e. Facebook Live, Instagram Live, etc.) for any and all Youth Initiative activities, including but not limited to, Jabberwock and Cotillions.

3. Video Recordings/Clips

All Chapters and Members responsible for hosting/facilitating Youth Initiative Programs may use video recordings and clips for disseminating information regarding Youth Initiative programs. However, use of video recordings/clips **MUST NOT** include any of youth participant's PII. Further, no video recordings/clips should reveal any identifying signage that risks exposing a youth participant's PII.

⁴ Code of Conduct – <https://members.dstonline.org/getmedia/3ad6828c-adeb-4c45-ba4e-dda6889e9800/CodeofConduct-RevApril2019.pdf>; Delta Technology Guidelines – https://members.dstonline.org/getmedia/198b7832-84be-4a3d-91c7-87e93ffc07e2/2020_Delta_Technology_Guidelines.pdf; and Virtual Meeting Guidelines – https://members.dstonline.org/getmedia/a805ba32-9fa1-4d67-b24f-75c0e40714f4/Delta_Virtual_Meeting_Guide.pdf

D. PRINT AND ONLINE PUBLICATIONS

All Chapters and Members responsible for hosting/facilitating Youth Initiative Programs may wish to acknowledge and/or celebrate youth participants' participation and/or accomplishments via online and print media outlets. However, no photographs, recordings, videos, or other information may be released to any online or print publications without **first providing notice to all parents/guardians** (for language regarding parental notices, **please see Appendix C**).

Additionally, Chapters and Members are **limited** to the information they may provide. Chapters and Members may provide youth participant's name accompanied along with one of the pre-approved selections listed below. In instances where youth participants have been awarded a scholarship or monetary prize, Chapters and Members **MAY NOT** disclose the value of the monetary award or scholarship to the public or any online or print publication.

- **Pre-approved selections:**

- Aspirations/goals
- Hobbies/community service activities
- Favorite quotes, books, music, etc.
- Best memories/aspects of Youth Initiative Programs
- Fun facts

E. CHAPTER WEBSITES

CHAPTERS MAY POST photographs, recordings, video recordings, and other relevant information regarding youth participants involvement in the Youth Initiative Programs.

However, any posts on Chapter websites **MUST AVOID** the use of any of youth participants' PII and **MUST REFRAIN** from disclosing any signage that might otherwise identify youth participants' PII.

As a reminder, individual Members are prohibited from posting photographs, recordings, video recordings, and other relevant information regarding youth participants involvement in the Youth Initiative Programs on their personal webpages.

III. YOUTH PARTICIPANT CODE OF CONDUCT

The Youth Participant Virtual Meeting and Publicity Code of Conduct serves as codified guidance for youth participation in Delta's Youth Initiative Programs, namely those of a virtual nature. It is recommended that the Youth Participant Code of Conduct be disseminated in all application materials, zoom meeting invitations, and **reviewed at the START of all Virtual Youth Initiative programs.** Youth Participants **MUST read and sign the Youth Participant Virtual Meeting/Event Participation Agreement in Appendix A (which includes the Code of Conduct – Schedule 1 and Media Release – Schedule 2).** Their signatures ensure their complete understanding and compliance with this Code of Conduct.

Failure to comply with this Code of Conduct may result in loss of privileges and/or removal from Delta's Virtual Youth Initiative Programs. As a youth participant in Delta's Virtual Youth Initiative Programs you are expected to:

- **Refrain from use of any profane, foul, hurtful, obscene, or otherwise vulgar language** in any virtual chatroom and during the virtual meetings and events.
- **Refrain from engaging in any violence, cyber-bullying⁵, or other aggressive behaviors** that may threaten the welfare of other participants;
- **Refrain from any disruptive behavior that may disrupt** the virtual meetings and events.
- **Be properly groomed and dressed** for all virtual youth initiative meetings and events, refrain from wearing articles of clothing that displays profane or obscene language and/or images.
- **Keep your camera on at all times** during all virtual youth initiative meetings and events; As means to ensure a safe and secure environment for all participants, you are required to keep your camera on during the course of any programming. If you do not have access to a camera and/or experience technical issues with your camera, please inform the organizer/presenter as soon as issue arises to continue participation in the program.
- **Provide a noise-free environment** while participating in all virtual youth initiative meetings and events.
- **Refrain from taking, presenting, and posting any photographs, screen shots, video recordings, and/or screen recordings** of any virtual youth initiative meetings or any confidential information disseminated during any virtual youth initiative meetings.
- **Refrain from taking, presenting, and posting all inappropriate content** including photographs, screen shots, video recordings, and/or screen recordings of any other youth participants of Delta's youth initiative programs.
- **Contact the leader of your youth initiative program** if you have any questions or need clarification regarding the Code of conduct.

SANCTIONS FOR VIOLATING CODE OF CONDUCT

1. **Bad Language/Abusive Teasing and Related Acts:**

- 1st Time: Verbal warning, *parent or guardian notified from this point forward*
- 2nd Time: Loss of privileges
- 3rd Time: 1-week suspension from program
- ***Next occurrence youth is removed from the program.***

2. **Physical Violence and Other Misconduct:**

- 1st Time: Removal from situation, loss of privileges, *guardian notified from this point forward*
- ***Next occurrence youth is removed from the program.***

3. **Illegal Substances or Dangerous Weapons – 1st Time: Youth is removed from the program.** If a youth is in possession of an illegal substance or dangerous weapon, the police will be notified as well.

⁵Cyber-bullying is defined in Delta's *Technology Guidelines* as identified in Footnote 1.

IV. VIRTUAL MEETING CHECKLIST

Feeling prepared for your Chapter’s Virtual Youth Initiative Programs? If not you are almost there! This checklist serves as a tool to help Chapters get over that finish line. The checklist below **IN NO WAY** indicates the full list of responsibilities and guidelines that **must** be adhered to for all Virtual Youth Initiative Programs. However, it can serve as a useful tool to measure your progress along the way.

Status	Task	Description
<input type="checkbox"/>	Screen Sharing	Create agenda and associated visual aids, like PowerPoint®, to share during programming.
<input type="checkbox"/>	Video Presenter	If using video, ensure that there is proper lighting, audio, and use of business attire by the Presenter. Should programming require audio and/or video recording, please provide disclosure at the beginning of every program.
<input type="checkbox"/>	Meeting Invite	Send registration link or personal invites in advance of scheduled programming.
<input type="checkbox"/>	Participation	Identify best tool(s), like hand-raising, emoji reactions, chat, polls, etc., and prepare in advance.
<input type="checkbox"/>	Training	Offer test sessions with participants to ensure effectiveness of audio, visual, and interactive tools.
<input type="checkbox"/>	Resources	Create FAQ document with screenshots or links to reference videos/articles
<input type="checkbox"/>	Communication	Make available to participants virtual meeting resources and FAQs prior to commencement to programming and access throughout its term.
<input type="checkbox"/>	Role Assignment	Clearly communicate who will serve as tech support before, during, and after meetings.
<input type="checkbox"/>	<i>*Other</i>	<i>Add additional tasks as applicable to your Virtual Youth Initiative Program.</i>

APPENDIX A
YOUTH INITIATIVE VIRTUAL MEETING/EVENT
PARTICIPATION AGREEMENT⁶

I/We, _____ (“Parent/Guardian”), as parent(s) or legal guardian(s) of _____, give permission for Delta Sigma Theta Sorority, Inc. (“the Sorority”) and the _____ Chapter of Delta Sigma Theta Sorority, Incorporated (the “Chapter”, together with the Sorority, “Delta”) to host and facilitate closed virtual meetings/events using Zoom (“the Virtual Meeting Platform”), that my/our child will attend during participation in _____ Youth Initiative Program activities, without payment or any consideration and without notifying me in advance and hereby acknowledge, understand, and agree to the terms enumerated below, including the terms set forth on any Schedules attached hereto and incorporated by reference (the "Participation Agreement").

I/We also understand that the Virtual Meeting Platform may collect information about its users and has its own privacy terms and conditions to which users must adhere. I/We will be responsible for reviewing the virtual meeting platform’s privacy terms and conditions before registering for virtual meetings/events.

I/We also understand that my/our child will need the following to participate in a virtual meeting platform.

- A computer, mobile, or tablet device with access to the Internet
- A quiet space in which participants can participate in the virtual meeting/event under the supervision of an adult
- Registration for the virtual meeting/event platform and provide some customer data (including but not limited to an email address, first and last name, etc.)

I/We also understand, acknowledge and agree to indemnify, defend, protect and hold harmless the Chapter and any of its officers and members; and the Sorority and any of its officers; National Executive Board; employees; members; representatives; agents; and assigns from and against any and all liability, whether in law or in equity, should there a breach of security of the Virtual Meeting Platform and any subsequent injury, malice, or harm that might occur as a result, and waive and release any and all rights with respect to the same.

I/We hereby hold harmless and release and forever discharge the Chapter and any of its officers and members; and the Sorority; its officers; National Executive Board, employees; members; representatives; agents; and assigns from any and all claims, costs, suits, actions, judgments, and expenses which my child, his/her heirs, representatives, executors, administrators, or any other persons acting on his/her behalf have or may have by reason of the use of the Virtual Meeting Platform as a venue for meetings or events. This release specifically includes, without limitation, a complete release and discharge of any liability by virtue of any editing, distortion, alteration, or optical illusion, whether intentional or otherwise, that may occur or be produced in the taking of or editing of said images and content of the virtual meeting/event, unless it can be shown that such was maliciously caused, produced and published solely for the purpose of subjecting my child to conspicuous ridicule, scandal, reproach, scorn and indignity.

I/We hereby certify that I/we are the p a r e n t s /guardians of _____, authorized legally to give this consent, and do hereby give my/our consent without reservation to the foregoing behalf of my/our child.

I/We have fully read and understand the *Code of Conduct* (attached hereto as **Schedule 1**). I understand that my child’s compliance with the *Code of Conduct* is a condition of her/his participation in the program. I further acknowledge, understand, and agree that the sanctions for violating the *Code of Conduct* are reasonable and should my child be non-complaint, they will be subject to the prescribed disciplinary action.

I/We also give permission for the Chapter and the Sorority to highlight my/our child’s achievements and activities in efforts to promote the youth initiative program through the Virtual Meeting Platform that will include the use of still photographs, moving images or live images, and chats including, if applicable any sound recordings accompanying the images (“Images”) taken of my/our child or provided by my/our child during

⁶ Please distribute all pages of the Participation Agreement INCLUDING Schedules 1 & 2 to Participants for review and signature.

participation in the _____ Youth Initiative Program in accordance with the terms set forth in the Media and Publication Releases (attached hereto as **Schedules 2**).

Participant Acknowledgement (Student Participant)

With my parent/guardian, I have fully read and understand the Participation Agreement. I acknowledge that should I fail to abide to the *Code of Conduct* that my actions will be subject disciplinary action as defined. I hereby acknowledge, understand, and agree to comply with the terms set forth in the Participation Agreement.

Participant Signature

Date

Participant Print Name

Parent/Guardian Acknowledgment

I have fully read and understand the *Participation Agreement*. I also understand that my child's compliance with the *Code of Conduct* is a condition of her/his participation in the program. I hereby acknowledge, understand, and agree to comply with the terms set forth in the Participation Agreement.

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

APPENDIX A – SCHEDULE 1
YOUTH INITIATIVE VIRTUAL MEETING AND PUBLICITY
CODE OF CONDUCT

The Youth Participant Virtual Meeting and Publicity Code of Conduct serves as codified guidance for youth participation in Delta’s Youth Initiative Programs, namely those of a virtual nature. Your signature on the Participation agreement indicates your complete understanding and agreement to comply with this Code of Conduct.

Failure to comply with this Code of Conduct may result in loss of privileges and/or removal from Delta’s Virtual Youth Initiative Programs. As a youth participant in Delta’s Virtual Youth Initiative Programs you are expected to:

- **Refrain from use of any profane, foul, hurtful, obscene, or vulgar language** in any virtual chatroom and during the virtual meetings and events.
- **Refrain from engaging in any violence, cyber-bullying⁷, or other aggressive behaviors** that may threaten the welfare of other participants;
- **Refrain from any disruptive behavior that may disrupt the virtual meetings and events.**
- **Be properly groomed and dressed for all virtual youth initiative meetings and events**, refrain from wearing articles of clothing that displays profane or obscene language and/or images.
- **Always keep your camera on during all virtual youth initiative meetings and events.**
- **Provide a noise-free environment while participating in all virtual youth initiative meetings and events.**
- **Refrain from taking, presenting, and posting any photographs, screen shots, video recordings, and/or screen recordings of any virtual youth initiative meetings or any confidential information disseminated during any virtual youth initiative meetings.**
- **Refrain from taking, presenting, and posting all inappropriate content** including photographs, screen shots, video recordings, and/or screen recordings of any other youth participants of Delta’s youth initiative programs.
- **Contact the leader of your youth initiative program if you have any questions or need clarification regarding the Code of conduct.**

SANCTIONS FOR VIOLATING CODE OF CONDUCT

4. Bad Language/Abusive Teasing and Related Acts:

- 1st Time: Verbal warning, *parent or guardian notified from this point forward*
- 2nd Time: Loss of privileges
- 3rd Time: 1-week suspension from program
- ***Next occurrence youth is removed from the program.***

5. Physical Violence and Other Misconduct:

- 1st Time: Removal from situation, loss of privileges, *guardian notified from this point forward*
- ***Next occurrence youth is removed from the program.***

6. Illegal Substances or Dangerous Weapons – 1st Time: Youth is removed from the program. If a youth is in possession of an illegal substance or dangerous weapon, the police will be notified as well.

⁷Cyber-bullying is defined in Delta’s *Technology Guidelines* as identified in Footnote 1.

APPENDIX A – SCHEDULE 2
MEDIA & PUBLICATION RELEASE

In accordance with the terms of the Participation Agreement, Delta Sigma Theta Sorority, Inc. (“Delta”) will be filming, recording and photographing this event for use in Delta promotional videos, photography, advertisements, social media platforms, web pages, and other future Delta events, as the case may be, (the “Production”). In addition, Delta may use and publicize the name, image, likeness, and any other personal characteristics or other information provided by or related to the Participant that is derived from the filming, recording and photographing of this event for use in Delta videos, photography, articles, as well as any advertising and promotional materials on mediums that may include on-demand, streaming, or other web services, social media platforms, and print news and information outlets, and any other the case may be (the “Publication”).

As specified within the Agreement therein, participant and participant’s parent/guardian (participant and participant’s parent/guardian together, “Participant”), via continued participation in and by continuing to remain logged into this event, hereby:

- (i) acknowledges that Participant may be photographed, filmed, or otherwise recorded while on the premises of the event,
- (ii) grants Delta, its successors, assigns and licensees (“Authorized Persons”) irrevocable consent to include Participant’s name, likeness, photographic image, mannerisms and voice or other recording (“Media”) in any Publication or for any purpose whatsoever in any and all mediums now known or hereafter devised throughout the universe in perpetuity without compensation and/or credit,
- (iii) acknowledges no right to review or approve Materials before they are used by Delta, and that Delta has no liability to me for any editing or alteration of the Materials or for any distortion or other effects resulting from Delta’s editing, alteration, or use of the Materials, or Delta’s presentation of me, should Delta choose create or use the Materials or to exercise any rights given by this Agreement,
- (iv) acknowledges that Delta is the exclusive owner of all display, publication, and ownership rights, including copyright, trademarks, and any other intellectual property, from Media and Materials arising in any jurisdiction throughout the universe in perpetuity, including all registration, renewal, and reversion rights, and the right to sue to enforce such intellectual property against infringers,
- (v) acknowledges that Delta holds and shall forever hold all display, publication and ownership rights, licenses and privileges to any and all Media, whether in law or in equity, which may be asserted, ascertained, registered or in any way utilized with respect thereto,
- (vi) waives all legal and equitable rights against Delta and any authorized persons relating to all liabilities, claims, demands, actions, suits, damages, and expenses, including but not limited to claims for copyright or trademark infringement, infringement of moral rights, libel, defamation, invasion of any rights of privacy (including intrusion, false light, public disclosure of private facts, and misappropriation of name or likeness), violation of rights of publicity, physical or emotional injury or distress, or any similar claim or cause of action in tort, contract, or any other legal theory, now known or hereafter known in any jurisdiction throughout the world, arising directly or indirectly from Authorized Persons’ exercise of their rights under this Release and whether resulting in whole or in part from the negligence of the Sorority, the Chapter, or any other persons, and
- (vii) agree that this Agreement cannot be terminated, rescinded, or modified, in whole or in part.

Participant further agrees to abide by and comply with any and all terms of use and/or additional participation rules as applicable and specified during relevant sections of the program and acknowledges, understands, and agrees that violation of such participation rules shall result in legal recourse and disciplinary action.

APPENDIX B
MEDIA RELEASE

(TO BE DISPLAYED AT THE BEGINNING OF ALL VIRTUAL PROGRAMMING)

In accordance with the terms of the Participation Agreement, Delta Sigma Theta Sorority, Inc. (“Delta”) will be filming, recording and photographing this event for use in Delta promotional videos, photography, advertisements, social media platforms, web pages, and other future Delta events, as the case may be, (the “Production”).

As specified in the Participation Agreement, participant and participant’s parent/guardian (participant and participant’s parent/guardian together, “Participant”), via continued participation in and by continuing to remain logged into this event, hereby: (I) acknowledges that Participant may be photographed, filmed or otherwise recorded while on the premises of the event, (ii) grants Delta, its successors, assigns and licensees irrevocable consent to include Participant’s name, likeness, photographic image, mannerisms and voice or other recording (“Media”) in the Production or for exploitation for any purpose whatsoever in any and all media now known or hereafter devised throughout the universe in perpetuity without compensation and/or credit, (iii) represents, warrants and agrees that Delta holds and shall forever hold all display, publication and ownership rights, licenses and privileges to any and all Media, whether in law or in equity, which may be asserted, ascertained, registered or in any way utilized with respect thereto (“Rights”), and (iv) waives, releases and transfers, as the case may be, any and all such Rights, whether in law or equity, as may be necessary or required to effectuate Delta’s establishment of ownership.

Participant further agrees to abide by and comply with any and all terms of use and/or additional participation rules as applicable and specified during relevant sections of the program and acknowledges, understands, and agrees that violation of such participation rules shall result in legal recourse and disciplinary action.

APPENDIX C – PRINT AND ONLINE PUBLICATIONS
PARENTAL NOTICE

You are receiving this notice in accordance with the youth program Participation Agreement. Your youth participant’s name, image, likeness, or other personal characteristics may be featured on the website and/or in the publication listed below.

DATE: _____

CHAPTER: _____

PROGRAM: _____

PUBLICATION #1: _____

WEBSITE (IF APPLICABLE): _____

DATE OF PUBLICATION: _____

ADDITIONAL DETAILS: _____

PUBLICATION #2: _____

WEBSITE (IF APPLICABLE): _____

DATE OF PUBLICATION: _____

ADDITIONAL DETAILS: _____

All references will be made in accordance with the terms specified in the Participation Agreement. To confirm, Chapters/Members are **limited** to the information they may provide and may only provide the youth participant’s name accompanied along with one of the pre-approved selections listed below.

Pre-approved selections:

- Aspirations/goals
- Hobbies/community service activities
- Favorite quotes, books, music, etc.
- Best memories/aspects of Youth Initiative Programs
- Fun facts

In instances where youth participants have been awarded a scholarship or monetary prize. Chapters are prohibited from disclosing the value of the monetary award or scholarship to the public or any online or print publication.

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. 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 Sigma Theta 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

<p>Evacuation Routes/Exits</p>	<p>Designate approved Risk Management volunteer (DST) 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>
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Evacuating Children/Staff	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? Who will be responsible for supervising all efforts inside and outside the evacuation area, including volunteers?
Notification	Once all the youth participants are safely evacuated: Assign approved RM volunteer to coordinate outside emergency services: <ul style="list-style-type: none"> • Call 911 • Contact Parents/Guardians according to the parent notification section below • Chapter President
Evacuation/Relocation Sites	Neighborhood (e.g., for fire, gas leak) Address: Contact Phone:
	Out of Neighborhood (e.g. explosion, flooding) Address: Contact Phone:
	Out of Town (e.g., widespread flooding) Address: Contact Phone:

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.

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.

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.

ACKNOWLEDGEMENTS

The members of the Risk Management subcommittee of the National Program Planning and Development Committee would like to thank each of you for your feedback in the creating of a document wherein our chapters are able to plan, prepare for, and conduct their youth programs successfully, minimizing any risk to our participants, parents, volunteers, sorors, the community. We look forward to this continued collaboration. Please join us as we offer special thanks to the following:

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