Louisville Alumnae Chapter

B. Parent/Guardian Forms

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

Delta Sigma Theta Sorority, Incorporated Youth Initiative Information Sheet

Please select one

Delta Academy(Girls Grades 6-8)	Delta GEMS(Girls Grades 9-12)	EMBODI (Boys Grades 7-12)
	Participant Information	
First Name	Last Name	
Date of Birth	Age	
T-Shirt Size: Youth	Adult	
Mailing Address	Zip Code	e
Email Address		
Cell Number	Home Phone	
School	Grade	
	Parent/Guardians Information	
First Name	Last Name	
Cell Number	Email	
First Name	Last Name	
Cell Number	Email	
Do you have siblings participating in any of the of $\mathbf{Y} = \mathbf{N}$	ther Youth Initiative Programs provided by	Delta Sigma Theta Sorority, Inc?
If so, which program?	Sibling's Name	
Which program?	Sibling's Name	
Which program?	Sibling's Name	

PARENTAL/GUARDIAN AFFIRMATION

I,		give	my	permissi	on	to	the
Louisville Alumnae	Chapter of Del	lta Sigı	na The	ta Sorority	y, Inc	orpor	ated
for	to		particij	pate	in		the
you	ath initiative (inclu	uding p	olanned	activities), and	d Iher	eby
attest, under penalty of perjury, that I have the le	gal authority to au	uthorize	e suchp	articipatio	on.		
Printed Name:							
Signature:							
Relationship to child: _							
Date:							
WAIVER	AND RELEASE	E					
Ι,	, Parent/	/Guard	ian, on	behalf of	•		
	("Participant Min	nor Cl	nild") d	lo hereby	relea	se, wa	aive,
discharge, covenant not to sue and agree to he	old harmless Delta	a Sign	na The	ta Sororit	y, Inc	corpor	rated
("DST"), its officers, National Executive Board	l, employees, mer	mbers,	local (Chapters, 1	repre	sentat	ives,
agents, affiliates, and assigns (collectively "Rele	ases"), from any a	and all	claims,	demands	, and	action	ns of
any and every kind directly or indirectly arising	g out of, or relatir	ng in a	ny resp	ect to Pa	rticip	ant M	Iinor
Child's participation in the				Yo	outh I	[nitiati	ive.
My waiver and release of all claims,	demands, actions,	, and	liability	y shall in	clude	with	out
limitation, any injury, illness, death, property da	mage or loss to the	e Parti	cipant	Minor Ch	ild w	hich n	nay
be caused by any act, or failure to act, by the Rele	ases, unless such i	injury,	illness,	death, pro	perty	y dam	age
or loss is a direct result of the willful misconduct	of any Releases.						
I understand that, without limitation of t	he foregoing, neit	ther D	elta, no	or the Prog	gram,	, shall	be
liable and each is hereby released from all claim	s that may arise fi	rom lo	ss or da	amage to t	he Pa	articip	ant
Minor Child's personal property.							
Parent/Guardian Signature:							
Date:							
Ciamas Thata Cararity Inc. This southent is mustacted and an IIC Com	100 22 0 21 71/ their	04 01 1 00	d athor fo	doral law and	J aball	nat ha n	uhliaha

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PHOTOGRAPH, MEDIA, AND VIDEO AUTHORIZATION RELEASE FORM

I/We,("Parent/Guardian"), as parent(s) or legal
guardian(s) of	icable any sound recordings accompanying the ion in Youth
I/We also give permission for the Chapter to highlight promote the youth initiative program through newspap and other types of media without payment or any cons	pers, radio, TV, the web, DVDs, displays, brochures,
I/We understand and agree that these Images will be complete ownership of the Images. I hereby irrevoca these Images for the purpose of publicizing the Chapte Youth Initiative addition, I waive any right to inspect or approve the fire Additionally, I waive any rights to royalties or other of the Images.	ably authorized the Chapter to publish or distribute er's programs, including the we Program or for any other lawful purpose. In hished product wherein my child's likeness appears.
I/We hereby hold harmless and release and forever members; Delta Sigma Theta Sorority, Incorporated; members; representatives; agents; and assigns from a and expenses which my child, his/her heirs, representations acting on his/her behalf have or may have specifically includes, without limitation, a complete rediting, distortion, alteration, or optical illusion, whe produced in the taking of or editing of said Images, caused, produced and published solely for the purpos scandal, reproach, scorn and indignity.	its officers; National Executive Board; employees; any and all claims, costs, suits, actions, judgments, sentatives, executors, administrators, or any other by reason of the use of the Images. This release elease and discharge of any liability by virtue of any ther intentional or otherwise, that may occur or be unless it can be shown that such was maliciously
I/we hereby certify that I/we are theparents/guardians authorized legally to give this consent, and do hereby foregoing on behalf of my/our child.	
Parent/Guardian Signature	Date
Print Name	_
Parent/Guardian Signature	Date
Print Name	_

YOUTH CODE OF CONDUCT

- 1. Respect all participants (other youth and adult volunteers) by not using foul, hurtful or obscene language or engaging in physical violence, bullying (including cyber-bullying) or other aggressive behaviors that threaten the safety of others.
- 2. Respect the property rights of others. This means do not damage or deface the building or property within the building where chapter activities are held; do not damage or take the personal property of any other participant or volunteer; and do not use Delta's name or any symbol or logo (Delta's intellectual property) on any clothing, books, bags, or other items.
- 3. Return supplies to their proper place after using them.
- 4. Clean up all work areas properly.
- 5. Listen carefully to directions and when someone else is talking.
- 6. Respect designated quiet areas, such as homework/reading area.
- 7. Stay within the program's designated areas within the building.
- 8. Cooperate and participate in organized activities.
- 9. Assume full responsibility for all personal belongings. Please leave valuables at home.
- 10. Do not bring any weapons, cigarettes/drugs, alcohol, or anything illegal to any activity at any time.

Sanctions for Violating Code of Conduct

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.

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.

Illegal Substances or Dangerous Weapons

1^{set} 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.

(Continued on next page)

¹ Cyber-bullying is defined in Appendix C4, which sets out the *Internet Use Policy*.

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(Student Participant)

	Date
is a cond	ating the <i>Code of Cond</i> dition of her/his partici the sanctions for violati

YOUTH PICK-UP AUTHORIZATION FORM

initiatives program. For be asked to show photo authorized persons of th	my child's safety, I understand that identification before my child is rel is requirement so that they will hav	m theyouth all authorized persons on the list belowwill eased to them; therefore, I will notify all the photo identification with them when they per parents or guardians on list below).
Name	Relatio	onship
Home Phone	Work Phone	Cell Phone
Name	Relatio	onship
Home Phone	Work Phone	Cell Phone
Name	Relatio	onship
Home Phone	Work Phone	Cell Phone
Name	Relatio	onship
Home Phone	Work Phone	Cell Phone
Name	Relatio	onship
Home Phone	Work Phone	Cell Phone
authorize the <u>L</u> listed above. I also agr	ouisville Alumnae	Student Pick-Up policies described above and _Chapter to release my child to the personsChapter in writing of
Mother/Guardian Signat	ure	Date
Father/Guardian Signatu	ıre	Date

APPENDIX B5(a)

PARENT WAIVER AND PERMISSION TO TRANSPORT YOUTH

Name of Child:
Event:
Location:
Driver:
I give permission for my child/charge ("child") to be transported in a motor vehicle driven by the individual identified to an event at the specified location on the date indicated. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver.
 I have read, understand, and discussed with my child that: (1) They will be traveling in a motor vehicle driven by an adult and they are to wear their safety-belt while traveling. (2) They are expected to respect the vehicles they ride in, and the person they travel with during the trip. (3) Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and (4) They are to remain in their seats and not be disruptive to the driver of the vehicle.
I recognize that by participating in this activity, as with any activity involving motor vehicle transportation my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume an expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.
As a condition for the transportation received, I, for myself, my child, my executors, and assigns, further agree to release and forever discharge Delta Sigma Theta Sorority, Incorporated and the Louisville Alumnae Chapter from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those bases on negligence, in any manner arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.
Parent/Guardian Signature Date Print Name

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APPENDIX B5(b)

PARENT WAIVER AND PERMISSION FOR TEENAGE DRIVER TO TRANSPORT YOUTH ALL TEENAGE DRIVERS MUST HAVE A NON-PROVISIONAL DRIVER'S LICENSE

Name of Child:
Event:
Location:
Student Driver:
I give permission for my child/charge ("child") to be transported in a motor vehicle driven by the individual identified to an event at the specified location on the date indicated. I understand my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver.
 I have read, understand, and discussed with my child that: They will be traveling in a motor vehicle driven by a teenage driver and they are to wear their safety-belt while traveling. They are expected to respect the vehicles they ride in, and the person they travel with during the trip. Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and They are to remain in their seats and not be disruptive to the driver of the vehicle.
I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.
As a condition for the transportation received/provided, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Delta Sigma Theta Sorority, Incorporated and the Chapter from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.
Date

(Student Participant)

Date
*
etions for violating the <i>Code of Conduct</i> . I <i>nduct</i> is a condition of her/his participation in I agree that the sanctions for violating the oly.

APPENDIX B6

OFF-SITE PERMISSION

I/We,	("Parent/Guardian"), as parent(s) or legal
guardian(s) of	("Child"), give permission for my/our Child to
participate in the	Youth Initiatives Program's (the
"Initiatives") activities taking place off site. I	we understand that transportation to and from these activities
will be provided for my/our Child by the Chi	apter.
I/We understand that the field trips ar	re part of the Initiatives and if I/we choose to not have my/our
Child participate in one or more off-site act	tivities, I/we must make other care arrangements for my/our
child during the times of that field trip activi	ty.
	Floss or injury of any kind that may arise in connection with ntional infliction of harm by the Initiatives, its officers, agents,
I/We do hereby agree to release and	I hold harmless the Initiatives, Delta Sigma Theta Sorority,
Incorporated, its officers, National Executive	ve Board, employees, members, representatives, agents and
assigns from any and all claims, costs, suits	s, actions, judgments, and expenses for any damage, loss, or
	child's property arising from my/our child's participation in
	that results from gross negligence or intentional infliction of
	orority, Incorporated, its officers, National Executive Board,
employees, members, representatives, agents	s and assigns.
Parent/Guardian Signature	Date
Print Name	
Parent/Guardian Signature	Date
Print Name	

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MEDICAL INFORMATION AND TREATMENT AUTHORIZATION PACKET

Today's Date:			<u> </u>	
Name of Minor:				
Date of Birth:				
Address:				
City/State/Zip Code:				
Parent/Guardian: (Home) _		(Cell l	Phone)	
E-mail Address:				
Minor's Gender:				
	<u>I</u>	HEALTH INFO	<u>ORMATION</u>	
require medication du Asthma Inhaler requi Vision Problems: Hearing Problems:	red at Program: Glasses	Yes	No	
ADD/ADHD:	Yes	No		
Other:				
List all medications and do	sages your child	receives on a c	ontinual basis:	

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`	l, 1 11 St, 1V1.1. J.		
Gender (check one		Female	
Parent/Guardian N	ame:	Does Parent/Guardia	n live in home with child?
Parent/Guardian N	ame:	Does Parent/Guardia	n live at home with child?
s/Has child been u	under the regular supervis	ion of aphysician?	<u> </u>
Name, address, and	d phone number of physic	ian	
	al exam: opmental History:		_
~			
Childhood illness: Measles	Check any that apply Mumps	Asthma	Chickenpox
	Mumps Diabetes	Asthma Epilepsy	Chickenpox Whooping Cough
Measles	Mumps		

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Allergies/Sensitivities	(be	specific))
-------------------------	-----	-----------	---

Foods:			
Medicines:			=
Bee sting or insect bi	ee:		_
Other:			=
			_
Does child have any	significant health l	history, conditions, communicable illness, or restrict	ions
that may affect child	l's participation in t	the_youth initiatives program?	
(Check one)	None	Yes	
If yes, please provid	e detailedexplanation	on	
Does child have any	significant food/m	nedication/environmental allergies that may require	
emergency medical	care at the youth in	itiatives program?	
(Check one)	None	Yes	
If yes, please provid	e detailed explanati	ion	
			w- 1 · · · · · · · · · · · · · · · · · ·

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List all medications and dosages your child receives on a continual	basis:	
Does child take prescribed medications? Yes No		
Name the medications:		
Traine the medications.		
Frequency Taken:(For any medications or treat	tment required	during the co
The youth initiatives program, a Medication Authorization For with this form.)	rm should be co	ompleted and su
	Yes	Nie
Does child take any over the counter medications frequently?	1 05	No
Does child take any over the counter medications frequently? Name of the medications:		

NON-PRESCRIPTION MEDICATION PERMIT

<u>PLEASE CHECK</u> those medications you give permission for your child to receive (generic equivalent may be used). I/We understand that medications will be administered with discretion by an authorized Program employee and in accordance with established protocols developed by the Program.

For headaches/fever/muscle aches/pain/cramps: Acetaminophen (e.g., Tylenol, including Junior Strength), Ibuprofen (e.g., Advil, including Children's liquid, Motrin), Naproxen (Aleve), Midol, & Excedrin

For bites/allergic rashes: Anti-itching lotion (e.g., Calamine or Hydrocortisone cream 1%), Benadryl liquid or capsules.

For nasal congestion/sinus pressure: Decongestant

For sore throat: Throat lozenges (e.g., Capitol lozenges)

For Cough: drops/lozenges or cough suppressant.

For upset stomach: Antacid liquid or chewable tablets (e.g., Mylanta)

For sun protection: Sunscreen lotion SPF 30.

DO NOT WANT ANY MEDICATIONS GIVEN TO MY CHILD.

Parent/Guardian Signature: _	
Date:	

PHYSICIAN & INSURANCE INFORMATION

Name of Child's Physician	Phone
Health Insurance Company	Phone
Policy Number	Group Number
Insurance Company Address	
City/State/ZipCode	
Name of PolicyHolder	
Name of Policy Holder's Employer	

EMERGENCY CONTACT INFORMATION

Parent/Guardian #1

Name		Relationship
Street Address		
City		Zip Code
Home Phone	Work Phone	
Cell Phone	E-mail address	3
Parent/Guardian #2		
Name		Relationship
Street Address		
City		Zip Code
Home Phone	Work Phone	
Cell Phone	E-mail address	3
If for any reason I/we cannot be reac emergency medical or surgical care f	· -	g person(s) whom I/we hereby authorize to seek
Name:	Relatio	nship to Student
Home Phone	Work F	hone
Cell Phone	<u></u>	
Name:	Relatio	nship to Student
Home Phone	Work F	hone
Cell Phone		
and secure any emergency medical or	surgical care for my/our child. I/	omptly by phone, I/we authorize the Program to seek We will be responsible for all expenses incurred and necessary information to my/our insurance company.
Parent/Guardian Signature		Date
Parent/Guardian Signature		Date

APPENDIX B8

MEDICATION AUTHORIZATION FORM

(To be filled out by the physician dispensing the medication)

Name of Minor
Birthdate
Medication
Dosage
Time of administration
Reason for medication
Route of administration
Possible side effects and significant information
Physician's signature
Date
Physician's telephone number:

PARENTAL PERMISSION FORM ADMINISTRATION OF PRESCRIPTION MEDICATION

I/We hereby give permission for	to take
	_youth initiatives program as ordered by his/her physician identified
above.	
I/We understand that it is my/our C	hild's responsibility to report to the chair of the program
at the appropriate time for the Adm	inistration of the medication.
I/We further understand that it is	my/our responsibility to furnish this medication and any authorized
refills. I/We further understand th	at Delta Sigma Theta Sorority, Incorporated ("DST"), its officers
National Executive Board, emplo	yees, members, local Chapters, representatives, agents, affiliates,
assigns, the	youth initiatives program, its agents, and/or any
employee who administers any dru	ng to my/our child, in accordance with written instructions from the
prescriber, shall not be liable for o	damages as a result of an adverse drug reaction or any other injury
suffered by my/our child due to the	administration or failure to provide thedrug.
The	_youth initiatives program reserves the right to refrain from
administering medication if in the ju	udgment of the Chair of youth initiatives
program, or other authorized Progra	am officer, agent, or employee the circumstances do not warrant
medication administration.	
I/We understand that the medication	n must be brought to theyouth
initiatives program by me/us in the	original appropriately labeled container.
If I/we cannot bring the medication	to theyouth
initiatives program, I/we will call	theyouth initiatives program to
inform them that my/our child will	be bringing it, indicating the amount of medication in the container.
Parent/Guardian's Signature	Date

MEDICATION ADMINISTRATION PROCEDURES

Prescription Medication

l.	We require the Medication Authorization Form to be completed by the prescribing physician and the
	parent. For each prescription medication ordered, the physician must give the following information:
	(1) the student's name, (2) the medication, (3) the dosage, (4) the time of administration, (5) the reason
	for administration, (6) the route of administration, (7) the possible side effects, and (8) any other
	significant information. The form must then be signed and dated by the prescribing physician. Signed
	parental consent is also required for each medication. This consent releases Delta Sigma Theta
	Sorority, Incorporated, the
	officers, National Executive Board, employees, members, local Chapters, representatives, agents,
	affiliates, and assigns from liability if the medication causes adverse reactions. The Medication
	Authorization Form is updated annually.
2.	The original prescription container must accompany all medication to be given at the
	youth initiatives program. Medications should be brought to the
	youth initiatives program by the parent or responsible adult and
	taken to the chair . The original prescription container should be
	labeled with the following information: name of student, name of medication, dosage of medication
	to be given, frequency of administration, route of administration, name of physician ordering
	medication, date of prescription, and expiration date.
3.	If possible, the parent should provide 1 days' worth of the medication if it is to be
	given every day. It is the parent's responsibility to provide adequate refills on a timely basis.
4.	All medication is always kept in a locked cabinet or locked container. If not retrieved by a parent or
	responsible adult, all medication will be destroyed one week after the expiration date or at the end of
	the term for the
5.	A record will be maintained every time a medication is given. The record includes the student's name, date, time of administration, and dosage.
r-1	the-Counter Medication
1.	Written parental/guardian consent for the administration of over-the-counter medication is obtained

Ove

- through the emergency forms.¹
- 2. A record will be maintained every time a medication is given. The record includes the student's name, date, time of administration, and dosage.

¹A copy of the Medical Treatment Authorization is attached hereto as Appendix B8.

APPENDIX C1

CONFIDENTIALITY POLICY

	It is the policy of	Louisville	Alumnae	Chapter of Delta	Sigma Theta	Sorority,
Incorp	porated ("DST") to prote	ect the confid	entiality of its you	uth participants and	d their familie	s. Except
as pro	vided below, Louisville	Alumnae	Chapter will only	share information	about partici	pants and
their	families with other Del	ta chapter me	embers and Delta	employees assigned	ed to assist w	ith youth
initiat	ive programs, on a "need	l to know basi	s."			
	To carry out the miss	sion of its			_program and	to better
serve	the needs of the youth pa	articipants, the	Louisville Alum	nnae		
Chapt	er must collect certain p	ersonal inform	ation about youth	participants and the	eir families, in	cluding,
but no	ot limited to, the following	ng "Confidenti	al Information":			

- Name, address, and age of participant
- School participant attends
- Names and addresses of parents or guardian.

- Medications and physical conditions/limitations
- Any distinguishing marks or characteristics (such as disfigurement or physical limitations)

Limits of Confidentiality: Confidential information may be shared with individuals or organizations as specified below under the following conditions, and provided that the party to who seeks any disclosure agrees in writing to maintain the confidentiality of the disclosed information as specified in this Confidentiality Policy:

- Delta Officers and Members of the Board have access to any participant's files only upon directive by the National President. Any directive shall identify the person(s) authorized to review such records; the specific purpose for such review; and the period during which access shall be granted. Such Officers or Members of the Board granted access shall be required to comply with this Confidentiality Policy and may use the information only for purposes specified in the National President's directive.
- Information may only be provided to law enforcement officials or the courts pursuant to a valid and enforceable subpoena or court order.
- Information may be provided to Delta's legal counsel in the event of litigation or potential litigation involving Delta and/or the Program participants or any aspect of the Program.

• Members of <u>Louisville Alumnae Chapter and volunteers</u> who observe or suspect child abuse are "mandatory reporters" and, as such, must disclose suspected abuse to the proper authorities, and in making such reports, may disclose "Confidential Information."

Safekeeping of Confidential Records: The President of Louisville Alumnae Chapter or her designee shall be the custodian of confidential records. It is her responsibility to supervise the management of Confidential Information to ensure safekeeping, accuracy, accountability, and compliance with this Confidentiality Policy. Requests for Confidential Information by Other Agencies: Any request from other organizations or persons for Confidential Information shall be honored only if the request is accompanied by written authorization from the parents or guardians of the youth participant expressly permitting the release of the requested information. Violations of Confidentiality: Known violations of this Confidentiality Policy (by volunteers or youth participants) shall be reported to the chapter president or her designee. A violation of this Confidentiality Policy shall result in disciplinary action up to and including suspension or termination from the Program, as appropriate. No Liability. There shall be no liability to Delta Sigma Theta Sorority, Incorporated, the Louisville Alumnae Chapter, or any volunteer or youth participant for disclosing information that is required to be disclosed by a court, an administrative body of competent jurisdiction, a governmental agency, or by operation of law. Parent/Guardian (Print Name):

Parent/Guardian (Signature):

APPENDIX C2





Child Abuse Reporting Numbers

The following organizations are among many that have information on Child Abuse Reporting Numbers. Inclusion on this list is for information purposes and does not constitute an endorsement by Child Welfare Information Gateway or the Children's Bureau. For the most current information, please refer to the National Organizations section of Child Welfare Information Gateway at http://www.childwelfare.gov/organizations/index.cfm.

Recommended updates and additions to the Information Gateway Organization database can be emailed to: OrganizationUpdates@childwelfare.gov

Alabama

http://dhr.alabama.gov/services/Child_Protective_Services/Abuse_Neglect_Reporting.aspx Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Alaska

Toll-Free: (800) 478-4444

http://www.hss.state.ak.us/ocs/default.htmexternal link

Arizona

Toll-Free: (888) SOS-CHILD(888-767-2445) https://www.azdes.gov/dcyf/cps/reporting.asp

Arkansas

Toll-Free: (800) 482-5964

http://humanservices.arkansas.gov/dcfs/Pages/ChildProtectiveServices.aspx#Child

California

http://www.dss.cahwnet.gov/cdssweb/PG20.htm

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Colorado

Local (toll): (303) 866-5932

http://www.colorado.gov/cs/Satellite/CDHS-Main/CBON/1251633944381 Click on the website above for information on reporting or call (303) 866.5932

Connecticut

Toll-Free: (800) 842-2288 TDD: (800) 624-5518

http://www.ct.gov/dcf/cwp/view.asp?a=2556&Q=314388

Delaware

Toll-Free: (800) 292-9582

http://kids.delaware.gov/services/crisis.shtml

District of Columbia

Local (toll): (202) 671-SAFE (202-671-7233)

http://cfsa.dc.gov/service/report-child-abuse-and-neglect

Florida

Toll-Free: (800) 96-ABUSE(800-962-2873) http://www.dcf.state.fl.us/abuse/external link

Georgia

http://dfcs.dhs.georgia.gov/child-abuse-neglect

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Hawaii

Local (toll): (808) 832-5300

http://humanservices.hawaii.gov/ssd/home/child-welfare-services/

Idaho

Toll-Free: (800) 926-2588 TDD: (208) 332-7205

http://healthandwelfare.idaho.gov/Children/AbuseNeglect/ChildProtectionContactPhoneNumbers/tabid/475/Def

ault.aspx

Illinois

Toll-Free: (800) 252-2873 Local (toll): (217) 524-2606

http://www.state.il.us/dcfs/child/index.shtmlexternal link

Indiana

Toll-Free: (800) 800-5556 http://www.in.gov/dcs/2398.htm

Iowa

Toll-Free: (800) 362-2178

http://dhs.iowa.gov/report-abuse-and-fraud

Kansas

Toll-Free: (800) 922-5330

http://www.dcf.ks.gov/Pages/Report-Abuse-or-Neglect.aspx

Kentucky

Toll-Free: (877) 597-2331

http://chfs.ky.gov/dcbs/dpp/childsafety.htm

Louisiana

Toll-Free: (855) 452-5437

http://dss.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=109

Maine

Toll-Free: (800) 452-1999 TTY: (800) 963-9490

http://www.maine.gov/dhhs/ocfs/hotlines.htm

Maryland

http://www.dhr.state.md.us/blog/?page id=3973external link

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Massachusetts

Toll-Free: (800) 792-5200

http://www.mass.gov/eohhs/gov/departments/dcf/child-abuse-neglect/

Michigan

Toll-Free: (855) 444-3911 Fax: (616) 977-1158 Fax: (616) 977-1154

http://www.michigan.gov/dhs/0,1607,7-124-5452 7119---,00.html

Minnesota

http://mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/contact-us/index.jsp Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Mississippi

Toll-Free: (800) 222-8000 Local (toll): (601) 359-4991

http://www.mdhs.state.ms.us/fcs prot.htmlexternal link

Missouri

Toll-Free: (800) 392-3738

http://www.dss.mo.gov/cd/rptcan.htm

Montana

Toll-Free: (866) 820-5437

http://www.dphhs.mt.gov/cfsd/index.shtml

Nebraska

Toll-Free: (800) 652-1999

http://dhhs.ne.gov/children family services/Pages/children family services.aspx

Nevada

Toll-Free: (800) 992-5757

http://dcfs.state.nv.us/DCFS_ReportSuspectedChildAbuse.htmexternal link

New Hampshire

Toll-Free: (800) 894-5533 Local (toll): (603) 271-6556

http://www.dhhs.state.nh.us/dcyf/cps/contact.htmexternal link

New Jersey

Toll-Free: (877) 652-2873 TDD: (800) 835-5510 TTY: (800) 835-5510

http://www.nj.gov/dcf/reporting/how/index.html

New Mexico

Toll-Free: (855) 333-7233

http://cyfd.org/child-abuse-neglectexternal link

New York

Toll-Free: (800) 342-3720 TDD: (800) 369-2437 Local (toll): (518) 474-8740

http://www.ocfs.state.ny.us/main/cps/external link

North Carolina

http://www.dhhs.state.nc.us/dss/cps/index.htmexternal link

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

North Dakota

http://www.nd.gov/dhs/services/childfamily/cps/#reporting

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Ohio

Toll-Free: (855) 642-4453

http://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm

Oklahoma

Toll-Free: (800) 522-3511

http://www.okdhs.org/programsandservices/cps/default.htmexternal link

Oregon

http://www.oregon.gov/DHS/children/abuse/cps/report.shtml

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Pennsylvania

Toll-Free: (800) 932-0313 TDD: (866) 872-1677

http://www.dpw.state.pa.us/forchildren/childwelfareservices/calltoreportchildabuse!/index.htmexternal link

Puerto Rico

Toll-Free: (800) 981-8333 Local (toll): (787) 749-1333

Rhode Island

Toll-Free: (800) RI-CHILD (800-742-4453) http://www.dcyf.ri.gov/child_welfare/index.php

South Carolina

Local (toll): (803) 898-7318

http://dss.sc.gov/content/customers/protection/cps/index.aspx

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

South Dakota

http://dss.sd.gov/cps/protective/reporting.asp

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Tennessee

Toll-Free: (877) 237-0004

https://reportabuse.state.tn.us/external link

Texas

Toll-Free: (800) 252-5400

https://www.dfps.state.tx.us/Contact Us/report abuse.aspexternal link

Utah

Toll-Free: (855) 323-3237 http://www.hsdcfs.utah.gov

Vermont

After hours: (800) 649-5285

http://www.dcf.state.vt.us/fsd/reporting child abuseexternal link

Virginia

Toll-Free: (800) 552-7096 Local (toll): (804) 786-8536

http://www.dss.virginia.gov/family/cps/index.html

Washington

Toll-Free: (866) END-HARM (866-363-4276)

Toll-Free: (800) 562-5624 TTY: (800) 624-6186

http://www1.dshs.wa.gov/ca/safety/abuseReport.asp?2

West Virginia

Toll-Free: (800) 352-6513

http://www.wvdhhr.org/bcf/children adult/cps/report.aspexternal link

Wisconsin

http://dcf.wisconsin.gov/children/CPS/cpswimap.HTM

Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

Wyoming

https://sites.google.com/a/wyo.gov/dfsweb/social-services/child-protective-servicesexternal link Click on the website above for information on reporting or call Child help® (800-422-4453) for assistance.

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



Child Welfare Information Gateway Children's Bureau/ACYF 1250 Maryland Avenue, SW Eighth Floor Washington, DC 20024 800.394.3366

Email: info@childwelfare.gov

APPENDIX C3

YOUTH SIGN IN/SIGN OUT POLICY

It is	the policy of the	Louisville	Alumnae	Chapter,	<u>De</u> lta	Sigma	Theta	Sorority
Incorporated	that all participants	s (youth, me	embers, and c	ther volunte	ers) and	l visitors	must s	ign in and
out of its				Youth	ı	Initiativ	/e	Program
("Program").	The required sign i	n/sign out p	rocedures are	as follows:				
initiati for the The f	apter shall maintai ive; the date; the tir e participant and vi- form should distir fobserver.	me in and the sitors to che	e time out; an ck her/their st	d the names atus (as men	of the pander, you	articipan uth, volu	ts, with nteer, o	a column r visitor).
the Prounted	othorized persons (to ogram. Volunteers ted to the youth, we the youth.	shall refuse	to release a	participant to	o any p	erson, w	hether r	elated or
. One of	the following proce	edures shall	be observed o	luring depart	ure and	return:		
a.	Parents or an auth	norized repre	sentative will	sign out you	ıth.			
b.	Older youth who on their own. Mer an approved volu initialed the attendard	mbers will es nteer; the ap	stablish a syste	em where the	youth c	heck the	mselves	out with
c.	When Chapters prand implement as bus or other vehice	system to ens	ure that all yo	outh participa	iting for	the day	board th	ne correct
	e to pick up your o made with the loc					•		contact
. If a pare	ent or guardian wis	shes to arrang	ge alternative	transportatio	on for th	eir child	to atten	d an off-
site ac	tivity, the youth ma	ay join the g	roup at the ev	ent or activit	y, but th	ne		
	L	ouisville Al	umnae Chapte	er assumes n	o respon	nsibility o	or liabili	ity for
the yo	uth participant for	any non-cha	pter-sponsore	d activity or	transpor	tation.		
Parent/C	Guardian (Signatu	ıre):						

APPENDIX C4

INTERNET USE POLICY

1. Purpose

This policy relates to the use of computers or Internet access through, during, or as part of any Delta Sigma Theta Sorority, Incorporated ("DST") Youth Initiative Program ("Program") or sponsored event. The purpose of the policy is to protect the participating youth from gaining access to undesirable materials on the Internet; from making undesirable contacts over the Internet; and to prevent unacceptable use of the Internet by youth participants, including, but not limited to, using the Internet for cyberbullying. The focus of the policy is on both personal and shared responsibility.

2. Definitions and Illustrative Examples

A. Examples of Prohibited Materials

- Pornographic images or obscene images or text on Internet web sites.
- Material that contains abusive, profane, inflammatory, coercive, defamatory, blasphemous, or otherwise offensive language on web sites or in e-mail messages.
- Racist, exploitative, or illegal material or messages on web sites or ine-mail.

B. Examples of Prohibited Contacts

- Responding to e-mail messages or solicitations (through advertisements or web
 postings) from unknown or unverified parties who seek to establish a youth's
 identity and/or to communicate with the youth for any purpose.
- Initiating contact with unknown or unverified parties or parties seeking contact youth for any purposes.

C. Examples of Prohibited Use

- Deliberately searching for and accessing prohibited materials.
- Creating and transmitting e-mail messages that contain unacceptable language or content such as that listed above in 2A, bullet 2; and
- Creating and publishing Internet materials that contain unacceptable language and content.

D. Examples of Cyber-bullying

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another individual by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings which has the effect of:

- Physically, emotionally, or mentally harming an individual.
- Placing an individual in reasonable fear of physical, emotional, or mental harm.
- Placing an individual in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with an individual's educational opportunities.

3. Unintentional Exposure of Youth to Prohibited Materials on the Internet

It is Delta's policy that Chapters must undertake every reasonable step to prevent exposure of youth participants to undesirable materials on the Internet. It is recognized that this can happen not only through the youth deliberately searching for such materials, but also unintentionally when a justifiable Internet search yields unexpected results.

To prevent such occurrences the chapter shall adopt the following practices:

- **A.** Chapters should use an Internet Provider or software that blocks access by:
 - Filtering sites by a grading process, and
 - Filtering sites by language content and prohibit sites withunacceptable vocabulary.
- **B.** Chapters must strictly supervise Internet usage:
 - Adults must strictly supervise youth participant's Internet activity, and there should be no searching of the Internet without a supervisor checking periodically during use and reviewing the sites accessed after a youth logs off.
 - Install appropriate language filtering software (e.g., Net Nanny).

4. Intentional Access of Prohibited Materials by Youth

Chapter shall explain clearly and firmly to the youth that they are prohibited from intentionally accessing prohibited material on the Internet. The youth also must be informed that if she/he violates this policy, she/he will be disciplined, and her/his parents or guardian will be notified. Chapters must follow through with disciplining the youth and notifying the parents or guardian.

5. Deliberate Access to Prohibited Materials by Adults

Adults are prohibited from deliberately accessing prohibited materials. Any adult who violates this policy will be terminated as a volunteer.

6. Receipt and transmission of e-mails by youth

It is recognized that, even with training and supervision, youth may receive or transmit e-mail messages that contain unacceptable (or even prohibited) language or content. It is also recognized that some people may try to use e-mail to identify and contact children for unacceptable reasons.

To avoid these problems, Chapters should adopt the following practices:

- **A.** Use an Internet e-mail service that guarantees the bona-fide nature of e-mail communicants and that vets youth's e-mail for undesirable content.
- **B.** Depending on the circumstances and the age or maturity of the youth, allow youth to read e-mail messages only when an adult is present or when the messages have been previewed by an adult.
- C. Take steps to verify the identity of anyone seeking to establish regular e-mail communications with youth.
- **D.** Allow youth to send e-mail messages only when the contents have been approved by an adult.

If staff or volunteers believe that youth have been targeted with e-mail messages by parties with criminal or inappropriate intent, **immediately take the following steps**: retain the messages; record the incident by completing the Risk Management incident Report form; inform the youth's parents; report the incident to law enforcement or other local or state authorities, and report the incident to the Chapter president and the Regional Director.

7. Publishing Materials on the Internet

No materials, whether created by volunteers or youth participants, that contain any prohibited images, language, or content shall be published on the Internet. Infringement of this rule shall result in disciplinary action.

No materials shall be published on the Internet that reveals the identity of any youth.

8. Use of Delta's Internet by Visitors and Guests

No visitor or guest shall be allowed to use any Delta computer.

9. Intellectual Property Rights

A. Delta's Intellectual Property. No individual member owns any of Delta's intellectual property (which includes any Delta logo, word(s), or phrase(s) commonly associated with, and understood to refer to, Delta, and the "look" of any Mark used to distinguish merchandise and service as being associated with

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or related to Delta. Thus, no member is authorized to use such property for any inappropriate or any commercial purpose (*i.e.*, to make money from using the property or to promote other causes), or to authorize any third party to use Delta's intellectual property for **any** purpose. *See* Delta's Code of Conduct, Social Media Guidelines, and Primer on the Use of the Intellectual Property of Delta Sigma Theta Sorority, Incorporated.

B. Third Partiers" Intellectual Property Rights. All materials on the Internet are copyrighted and/or trademarked unless copyright has been expressly waived. Delta respects the intellectual property rights (copyright, trademarks, service marks, and related rights) of third-party owners Internet materials, and Delta assumes no liability for violations of any intellectual property rights by volunteers or youth participants.

10. Parental Approval of Publication of Photographs or Other Materials

Chapters may publish photographs of youth participants on the Internet only if the parent or guardian has granted authorization. Depending on the nature and content, other materials may be published so long as the parent or guardian has given written consent. Delta must obtain the signed Photograph, Media, and Video Authorization Form from the Parents/Guardians of a youth before publishing any content that includes images of a youth participant (Appendix B2).

Parent/Guardian (Print Name):	
Parent/Guardian (Signature):	
Youth Participant Name:	

APPENDIX A YOUTH INITIATIVE VIRTUAL MEETING/EVENT PARTICIPATION AGREEMENT⁶

I/We,	("Parent/Guardian"), as parent(s) or leg	al guardi	an(s) of
	, give permission for Delta Sigma Theta Sorority, Inc.	c. ("the S	Sorority")
and the Louisville Alumnae	Chapter of Delta Sigma Theta Sorority, Incorporated (the "Chap	ter", toge	ther with
the Sorority, "Delta") to h	nost and facilitate closed virtual meetings/events using Zoom ("th	e Virtual	Meeting
Platform"), that my/our ch	ild will attend during participation in	_Youth	Initiative
Program activities, withou	at payment or any consideration and without notifying me in ad	vance an	id hereby
acknowledge, understand,	and agree to the terms enumerated below, including the terms	set fort	h 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 thesame.

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 parents/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 disciplinaryaction.

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

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

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participation in the	Youth Initiative Program in accordance with the terms set attached hereto as Schedule 2
Participant Acknowledgement (Student Pa	urticipant)
should I fail to abide to the Code of Conduc	and understand the Participation Agreement. I acknowledge that that my actions will be subject disciplinary action as defined to comply with the terms set forth in the Participation Agreement.
Participant Signature	Date
Participant Print Name	

Parent/Guardian Acknowledgment	
•	ation Agreement. I also understand that my child's compliance with a participation in the program. I hereby acknowledge, understand 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 andevents.
- 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

- 2. 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.
- 3. Physical Violence and Other Misconduct:
 - 1st Time: Removal from situation, loss of privileges, guardian notified from this pointforward
 - Next occurrence youth is removed from the program.
- **4.** Illegal Substances or Dangerous Weapons <u>1st Time: Youth is removed from the program.</u> If a youth is in possession of an illegal substance or dangerous weapon, the police will be notified as well.

⁷ Cyber-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 hereto,
- (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.