



Section I ← Contract information

1. Parties to the Agreement

Organization Name (hereafter "The Organization")	Child's Name
Parent/Guardian's Name (Please print)	Home Phone

Section II ← Signed consent to program terms and activities

1. Signed Consent to Collection of Information

By signing below, I hereby consent to my child's participation in providing information requested during and after the Youth Leadership Academy in surveys and questionnaires, and to the tracking and anonymous reporting of program outcomes collected from my child's performance on the various quizzes, projects and activities administered throughout the program.

Parent/Guardian Signature	Date
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2. Signed Consent to Public Health Education

By signing below, I hereby consent to my child's participation in discussions pertaining to public health education including AIDS and STI prevention.

Parent/Guardian Signature	Date
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3. Signed Consent to Field Trips

By signing below, I hereby consent to my child's participation in the field trips organized by the program. The Organization assumes no responsibility for accidents beyond their control in the use of public or private transportation.

Parent/Guardian Signature	Date
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4. Signed Consent to Mentorship

By signing below, I hereby grant permission for my son/daughter to participate in the YLA Mentor Program organized by The Organization.

Parent/Guardian Signature	Date
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5. Signed Consent to Internship

By signing below, I hereby grant permission for my son/daughter to participate in the YLA Internship Program organized by The Organization. I also grant permission for him/her to travel alone to and from the designated worksite with the knowledge that The Organization assumes no responsibility for travel arrangements and/or safety of my child's transportation.

Parent/Guardian Signature	Date
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6. Be sure to make a copy of this page before submitting to The Organization, and keep your signed copy as well as the following pages describing the program terms and activities for your records.

For staff use only (provide return information or attach sticker here.)

Staff Contact	Organization
Mailing Address	City/State/Zip
Fax	Phone

- **REMINDER:**
- ✓ Please check to make sure that all information is complete
 - ✓ All forms are signed
 - ✓ Please return to the local site address on the left.



1. Collection of Information from Minors: Objectives and Privacy Policies

Objectives of Collecting Information

Urban Tech believes that collecting and analyzing data about the training activities and program outcomes of its partner organizations is important for the following reasons: to identify areas of improvement for trainers, courses and Urban Tech curriculum; to justify continued funding for programs and help organizations obtain new support to expand the activities or extend the reach of their programs; and most importantly, to provide valuable information for evaluating the program's quality, effectiveness and sustainability in terms of empowering people to:

- ▶ Overcome their fear of technology and build their confidence in using computers - the tools of the 21st century!
- ▶ Learn practical and valuable skills that are transferable across most new jobs being created in today's economy;
- ▶ Obtain high-paying jobs in the computer industry and the field of information technology;
- ▶ Invest in computers for their businesses, homes and their children's futures.

Throughout the program, program participants, parents, instructors and mentors will submit personal and program-related information that will be available to the local organization running the YLA program and to the National Urban Technology Center. This information will be stored in a database and securely protected and restricted to individuals in those roles who have a "need to know" the information for instructional, mentoring or reporting purposes only. The information will not be distributed, sold or used for any other purpose than that explicitly stated here. In addition, those individuals will be required to be familiar with and abide by the privacy policies stated herein.

Urban Tech's Privacy Policy

Urban Technology respects the privacy of information of its partners, organizations' staff and community residents who participate in our programs. All information collected will be used solely for purposes of program evaluation and summary reporting. Urban Tech may post anonymous, aggregated data about program outcomes on its web site. Urban Tech respects the privacy and sensitivity of all personal and identifying information about organizations' administrators, trainers, staff and program participants, and it is our policy to ensure that all personal information remains private and secure.

On-Site Privacy Policy

Similar to the Urban Tech's privacy policy as it applies to individuals in the Administrative, Class Coordinator and Instructor roles that have access to personal and confidential student information as collected in class D forms and surveys.

2. Public Health Education

Life skills education and activities pertaining to public health education and AIDS and STD prevention are an important component of the YLA program. The following are the objectives of these sessions.

- ▶ To introduce abstinence as the only 100% method of protection from STDs and AIDS
- ▶ To instill a notion of responsibility for oneself and one's actions
- ▶ To delineate the differences between responsible and irresponsible sexual activity
- ▶ To differentiate individual readiness for sex vs. the effects of peer pressure
- ▶ To give factual information on AIDS and other STDs
- ▶ To understand transmission and prevention techniques
- ▶ To gain information on the treatment of AIDS and STIs

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3. Field Trips

Field trips will be regularly scheduled throughout the program to expose the participants to the resources in their community.

4. Mentorship

As part of the integrated program, the Youth Leadership Academy includes mentorship opportunities for your son/daughter in which volunteers will serve as mentors to our participants. A mentor is a caring, adult volunteer who is willing to spend time helping participants to succeed in school and prepare for challenging careers.

Mentors agree to e-mail participants twice a week to share information about their jobs and technology and to respond to participants' questions and concerns. To balance respect for privacy with protection for the participants, all copies of the e-mail that mentors send to the participants will be forwarded to the Job Coach.

Mentors also meet face-to-face with the participants twice a month at their workplace or at some other site where they will expose participants to technology as used in their job or career. It is highly encouraged that the participant's parent or guardian also meet with the child's mentor at least twice during the program to establish open lines of communication between all concerned adults taking an active role in the child's development throughout the program. Mentors are urged to attend the YLA graduation ceremony.

The Organization pre-screens all potential mentors by checking references and obtaining criminal background checks. The Organization does not approve of any individual mentoring activities that are not approved in advance by the parents. Participants will not be involved in activities without prior permission from the parents.

5. Internship

The YLA Internship Program is an opportunity for your son/daughter to obtain on-the-job training and workplace experience. Participants are expected to learn the day-to-day workings of the business and to assist in tasks related to the operation of the business.

The Internship Program will take place during the dates that your child is enrolled in the YLA Program. Participants will spend a certain number of hours and days at a designated worksite, which will be specified when the participant is matched with an employer.

Regular on-time attendance is mandatory. If you know that your child is not able to be at the worksite or will be late, it is the parent/guardian's responsibility to call and notify The Organization ahead of time.

Participants will be required to:

- ▶ Arrive at the worksite on time
- ▶ Wear appropriate office attire
- ▶ Bring their own lunch daily
- ▶ Respect his/her supervisor and co-workers
- ▶ Perform his/her work assignments in a professional manner
- ▶ Use only appropriate language in the office
- ▶ Strive to learn how to become a leader in the community

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