



After School Enrollment Process SRCS Elementary & Middle School Clubs



As we prepare for a new school year, we work with our key community and school district stakeholders when enrolling Members in the Boys & Girls Club. Our goal is developing a simplified and straight-forward process that works best for everyone involved: schools, the Club, and most importantly, families. In collaboration with district and community Leaders, we have developed the following enrollment process aimed at providing a uniform and organized system for our Clubs. This enrollment process fulfills requirements for open and free access for all student as well as provides us with the chance to see the positive, long-term effects of Members attending the Club year-to-year.

Member Enrollment Process:

1. Club Leader and Principal review current list of Members to identify students transferring and leaving the school (if known). Following this meeting, the Club Leader provides electronic Member Enrollment (available in English and Spanish) to families of currently enrolled Members. We help families enroll in our programs through phone calls, in person meetings, and registration events in English and Spanish. Club Leader track total enrollment. All current Members invited to stay in the Club should submit applications by **May 1st**.
2. Club Leader, in conjunction with Principals, solicits referrals from teachers for students who most need the Club, based on academic performance, family circumstances, and overall need. Referrals should be given to Club Leader by **May 1st**.
3. Club Leader reviews the referral list, and returning Member applications, and compiles priority enrollment list. The Club strives to serve those who need the Club most. This list will include current Members who've been invited back and teacher referrals who need Club the most. Priority is given to need based families, homeless families, and children in foster care. We strive to enroll all families.
4. Club Leader meets with Principal to review referral list and discuss potential changes. Referral list is finalized with Principal and Club Leader input.
5. Club Leader sends home enrollment Flyer to all families, including referrals. Club Leader will help families enroll through phone calls, in-person meetings, and registration events (English and Spanish). Families are invited to enroll for Club Membership through our digital application (English and Spanish) by **May 19th**.
6. If a waitlist is created, Club Leader works with Principal to prioritize contacting families on waitlist, as space becomes available. See [Waitlist Policy](#). Once the waitlist has been prioritized, Club Leader communicates with families. This communication should happen as soon as possible after all applications have been returned, and no later than **May 29th**.
7. In **Fall**, Club Leader meets with Principal to recheck list of enrolled Members, identifying any students who will not be returning to the school. Waitlist is cleared as availability opens. Beginning October 15th, unfilled spots in a school's Club program may be offered to non-ELOP qualifying students/families from the site's After-School Program Wait List.