



## PROGRAM OVERVIEW

**Rising Stars Leadership Academy**

*City of Fort Worth- Neighborhood Services Department*

*“Working together to build  
a strong community.”*





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## Note to Parents

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*Thank you for your interest in the Rising Stars Youth Leadership Academy.*

*We have limited enrollment of students, and your child has been selected to be part of this very special group of youth leaders.*

*This packet and orientation will provide you with information related to the program and answer questions you may have.*

*Your child's journey to becoming a Rising Star begins here!*

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## DROP OFF/PICK UP

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### **Walking**

Parents may allow their child to walk home at the end of the program by completing the required form during registration. Children permitted to walk home must sign out, leave the premises, and not hang out around the facility.

### **Participant Driving Self**

Parents must inform staff of participants that have a driver's license and will be transporting themselves to the program. *Participants that are driving may not provide rides to other participants without written or verbal consent from the parent/guardian. Youth that drive is not permitted to drive to field trip venues (exceptions will be made on a case by case basis).*

### **Authorized pick-up**

An authorized sibling, 16 years of age or older, may pick up a participant. *Authorized siblings may not provide rides to other participants without written or verbal consent from the parent/guardian.*

Additionally, a code word has been added to verify that an individual **NOT** listed as an authorized pick-up person has parental permission to pick up a participant



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## ***PROGRAM OVERVIEW AND BACKGROUND***

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Rising Stars Youth Leadership Academy is a leadership-based, academically enriched program. It emphasizes the development of hands-on leadership training, career development, life skills, and problem-solving skills for youth 12 – 18 years of age. Rising Stars helps students prepare for careers in various fields; medical training, civic/community engagement, leadership, journalism, technology, engineering, and more.

Rising Stars is a year-round program in which students can re-apply each year. A certificate of leadership and community service recognition will be awarded to each student upon completion.

Youth participants are engaged in interactive sessions and learn firsthand about community issues. They will be educated on opportunities to expand their knowledge of career opportunities and interact with leaders in and around Tarrant County.

Youth will develop the ability to analyze their own strengths & weaknesses, set personal and vocational goals, and develop self-esteem, confidence, motivation, and the ability to achieve success and the resilience to overcome challenges.

<b>Youth Leaders will:</b>	<b>Activities center on:</b>
<ul style="list-style-type: none"><li>• Attend classes and workshops to enhance their future opportunities at college campuses, vocational school or within the workplace.</li><li>• Attend field trips to compliment classes they attend</li><li>• Connect with employers, businesses, and local government officials</li><li>• Be empowered with professional, personal etiquette, public speaking, networking, and technology skills</li><li>• Be introduced to training and employment opportunities</li></ul>	<ul style="list-style-type: none"><li>• Team-building and collaborative exercises</li><li>• Leadership skills workshops</li><li>• Outdoor education activities</li><li>• Creative problem-solving activities</li><li>• Group discussions</li><li>• Mock interviews</li><li>• Public speaking challenges</li></ul>



## PROGRAM LOCATION, DATES, TIME

Program Meeting Days are weekly. Regular session days are Tuesday and Thursday. Summer session operates Tuesday – Thursday. Special events or field trips may be held on other days. Information regarding these events will be given out prior to the event.

2024 Session Dates			Location
Tuesday – Thursday (Summer)	June 25 - August 8 <sup>th</sup>	8:30 am-4:00pm	Bradley Center 2601 Timberlawn Dr. Fort Worth, 76119

## PAYMENT INFORMATION

### ***Program fees may vary***

Fall, Winter and Spring – No fee

Summer - \$50 per student; \$25\* discounted fee for families that meet income-based criteria

The City of Fort Worth accepts debit and credit cards as payment. Payments can be made online by visiting

[https://anc.apm.activecommunities.com/cityoffortworth/home?onlineSiteId=0&from\\_original\\_cui=true&locale=en-US](https://anc.apm.activecommunities.com/cityoffortworth/home?onlineSiteId=0&from_original_cui=true&locale=en-US)

- In the search bar type “Rising Stars Leadership Academy”
  - Locate the current program session you are attempting to register your child for (fall XXXX, winter XXXX, spring XXXX, summer XXXX)
  - Once program session is selected the amount required will be shown and you will be redirected to another screen to make the payment
- When applicable, all registration fees and prior balances must be paid in full one week prior to participation.
  - Staff will request a birth certificate or school shots records to verify age.
  - To help us better serve you and your child, we utilize a digital system called ePACT to collect documents, agreements and waivers. This system will allow staff to have access to your child’s medical needs, dietary restrictions, emergency contacts and other pertinent information. These forms that may be completed electronically at home or even on your phone. These documents are required to be completed before your child is allowed to attend the program. After you register for camp, you will receive an email with the link to register with ePACT. If you haven’t received an email within 24-48 hours, check your spam folder or call the community center where you have registered your child for assistance or email [RisingStars@fortworthtexas.gov](mailto:RisingStars@fortworthtexas.gov)

## CITY OF FORT WORTH REFUND POLICY

***Refunds will only be given prior to the start of the program. If a program has started, no refunds will be given.*** A processing fee of \$10.00 will be assessed for all refunds. The coordinator must approve all refunds.



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## ***Participant Rules and Regulations: Please read the following***

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**\*WARNING: Failure to comply with rules may result in immediate dismissal from the program.\***

### **ATTENDANCE POLICY**

It is important that participants arrive on time. To fully benefit from the program, it is requested that students have no more than three absences.

- Participants may **NOT** leave the meeting area, field trip venue, or group during the sessions until dismissal time.
- Early dismissal is allowed with verbal or written consent from a parent/guardian.

### **ABSENCE**

Please notify the program coordinator if you are going to be absent via email, phone call, or text. Leave the student's name and the date they will be absent or late.

### **VISITORS**

Visitors are not allowed. Only program participants will be allowed to participate in program activities. Exceptions for visitors are interested guests (parents, siblings, friends, etc.), which must have prior permission to visit the program and require necessary liability forms.

### **BOOKS/MANUALS**

All books and manuals issued to you must be returned at the end of the program to receive your graduation certificate. You will be notified when you are allowed to keep materials.

### **DRESS CODE**

Rising Stars will be provided one program shirt, which must be worn on the program field trips or outings. Participants are asked to follow the outlined dress code at all times.

- Caps and beanies are allowed if worn as part of the outfit but must be removed during presentations/public speaking.
- All shirts must have a minimum of 2-inch straps on both sides of the shirt. No spaghetti straps. Muscle shirts or t-shirts with profanity, violent or inappropriate messages or graphics is not allowed. Shirts must fully cover the torso, front, and back. Crop tops and half shirts are prohibited.
- Pants and shorts must not be too tight or loose. No Sagging Pants. Pants must be worn at the waist. A belt is required if pants are loose. Shorts and skirts, when standing, must be no more than 2 inches above the knees.



- Tennis shoes should be worn when engaging in physical activities.
  - House shoes/slippers/slides are not allowed. Slides/water shoes are allowed if attending a swimming field trip.

## CONDUCT

Proper conduct is REQUIRED at all times.

i.e., Loud noises, excessive talking, use of profanity, or congregating in unauthorized areas is not allowed.

- RESPECT MUST BE SHOWN AT ALL TIMES TOWARD EVERYONE. Be respectful of others' personal space and opinions.

This includes but is not limited to the following:

- **People:** All staff, guest speakers/presenters, special guests, and ALL PARTICIPANTS.

Respect is shown to other people by not talking while others are speaking, paying attention when others are speaking, raising your hand to ask relevant questions/comments, or politely bringing attention to yourself to ask a relevant question ("Excuse me, I have a question/comment."), not making fun of what others say, introducing yourself when appropriate. Participants must remain engaged during presentations (sitting up straight, taking notes, not talking, etc.) Participants should not sleep, text, or display any other distracting behavior.

- **Spaces:** Facilities where meetings and/or activities are held, are to be left clean. You are responsible for picking up after yourself. Pick up all paper or other trash off the tables and floors. Restrooms are to be left as found. Ensure that trash is placed inside receptacles. Do not leave your seat or space with any trash/mess.
- Use of alcohol, all types of smoking or vaping, and drug use are prohibited.
- Electronic devices
  - Electronic devices can only be used during breaks.
  - Electronic devices cannot be used during sessions unless discussed with the coordinator first.
  - Phones and electronic devices must be placed on silent or turned off. These include but are not limited to the following: Smartphones/cell phones, iPods/mp3 players, portable gaming devices (PSP, Nintendo Switch, etc.).
  - Earbuds, headphones, AirPods etc. is not allowed to be worn or used during program activities.

**\*WARNING: Failure to comply with rules may result in immediate dismissal from the program. \***



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### *Closing Statement*

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The City of Fort Worth encourages people of all abilities to participate in programs and activities together. The staff strives to promote activities that provide a positive social, cultural, and recreational experience.

For more information, email our program coordinator at [RisingStars@fortworthtexas.gov](mailto:RisingStars@fortworthtexas.gov)

**By signing below, you indicate that you and your child have read and understand the Rising Stars Youth Leadership Academy Participant Rules and Regulations. As such, if your participant fails to comply with the rules and regulations set forth they will be held responsible for their actions within the program accordingly.**

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Parent/Guardian Signature

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Date

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Rising Star Participant Signature

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Date

