



Top Teen of America Guilford County Chapter

Sponsored by
Top Ladies of Distinction, Inc.
Informational Session

Join us for a general interest meeting for teens and parents to learn about the Top Teens of America Program

"Participation is Our Foundation as Leaders of Tomorrow"

Top Teens of America is a co-educational program, which includes cultural, academic and civic activities, volunteer service projects and other worthwhile community endeavors. Seeking future leaders age 13-18

<http://www.tlodinc.org/TopTeensofAmerica.html>



Greeting Parent or Guardian:

The Guilford County Chapter of Top Teens of America (TTA) is accepting applications for the Top Teens of America Program and your child has been identified as an excellent candidate for membership. Teens receive the opportunity to participate in ideal community service activities that not only add value to college and job applications but also provide an opportunity for networking. Top Teens work with organizations such as the March of Dimes, NAACP and many others. Seniors, that have been members for at least two years, are eligible to compete for local, area and national scholarships as well as other awards throughout the year. Teens receive mentors and learn important skills in the area of managing meetings, events planning, etiquette, leadership, conflict resolution, team building and much more. Top Teens of America is a program of Top Ladies of Distinction Inc. (TLOD), a nonprofit organization that was founded in 1964 to sponsor a youth organization.

Today, Top Teens of America provides all teens, regardless of their ethnic or socio-economic status, the opportunity to receive extracurricular support, career and character development training, along with key community volunteer opportunities. Top Teens are the number one thrust and priority of TLOD. Membership in Top Teens of America requires a commitment from both the parents, guardians and teen members to participate in as many activities as possible and attend the monthly meetings. Attendance to the Local, Area and National Conferences is strongly encouraged.

The first year membership fee for the teen is \$100.00 to include TTA National and Chapter Induction Fees, TTA Pin, TTA Governance Documents, TTA tee shirt and other incidentals.

The recurring annual membership fee of \$75.00 to include National and Chapter fees are due the first of March of each year.

The Top Teens of America Induction Ceremony will be on Sunday, October 13, 2019 (Location and exact time to be announce later).

The attire for the teen (young Ladies), for the Induction Ceremony is a knee-length (or below) u interrupted white, white dress or white skirt white blouse (no pants), flesh tone panty hose and white shoes. No bare legs. The attire for teen (young men) is a dark suit, white shirt, dark tie, dark socks and dark shoes. Teens that are inappropriately dressed will not be allowed to participate in the Induction Ceremony. **NO EXCEPTIONS.**



Parents, Grandparents, Relatives, God Parents, Guardians, Teachers, Neighbors, and Friends may attend the Induction Ceremony. More information regarding the Induction Ceremony to include teen arrival time will be provided at a later date. As you know, parents, schools and community organizations must work together to make sure that our young people have every educational advantage. Organizations like Top Teens of America are essential partners in helping to provide those extra-curricular opportunities that are no longer "extra" but required for students to compete in today's society.

Please take advantage of this valuable opportunity and congratulations on your teen being identified as a potential member in Top Teens of America!

“Participation is Our Foundation as Leaders of Tomorrow”



Guilford County Top Teen of America

TOP TEENS OF AMERICA APPLICATION CHECKLIST

Applicant Name: _____

- For this package Two wallet size photos
- Cashier's check or money order for \$100.00 made payable to:
Guilford County TLOD
- Signed TTA Form 2060 National Membership Application
- Signed Parent Permission Form
- Signed Code of Ethics Form
- TTA National Medical Form 2075
- Copy of this checklist to be used as the cover

CONGRATULATIONS!

If all of the above is completed, you are on your way to becoming a member of the Guilford County Top Teens of America Program!



Top Teens of America

National Membership Application Personal Data Form

Name _____ Chapter _____

Address _____ City _____ State _____ Zip _____

Email _____ Home Ph. _____ Cell Ph. _____

School _____ Current Grade Level _____ Age _____ Birth Date _____

Parent(s)/Guardian _____

Address _____ City _____ State _____ Zip _____

Email _____ Home Ph. _____ Cell Ph. _____

Hobbies

Community and Church Activities

School Activities

Recommendation (applicants must be recommended by one Lady OR two Teens)

Lady _____ Teen _____ Teen _____

Signature of Candidate

Signature of Chapter TTA President

Signature of Parent/Guardian

Signature of Chapter TTA Advisor

Signature of TLOD Chapter President

For National Use Only

_____ Received _____ Induction Date _____



Top Teens of America

Parent Permission Form

THIS FORM MUST TRAVEL WITH THE TTA ADVISOR AT ALL TIMES.

This is to certify that my son/daughter, _____
has my permission to attend and participate in the activities for the _____ Chapter of
Top Teens of America for the _____ year.

It is my understanding that these trips/activities, which are taken under the auspices of the Top Ladies of Distinction, Inc. will be supervised by competent members who will travel and work with the group. I hereby release the Top Ladies of Distinction, Inc. and Top Teens of America from liability and waive any and all claims against the organizations, individually and collectively, for injuries which might be incurred on any trip/travel to and from or after reaching the selected destination.

Name of Parent/Guardian

Parent/Guardian Phone Number

Signature of Parent/Guardian

Date

Signature of Chapter TTA Advisor

Date

Signature of TLOD Chapter President

Date



TOP TEENS OF AMERICA

CODE OF ETHICS

Chapter _____ Area _____

The following “Code of Ethics” must be adhered to while participating and/or attending any Local, Area or National Top Teens of America event. You are required to read this document in its entirety and acknowledge your understanding of the complete “Code of Ethics” which must be followed at all times.

1. All Top Teens are expected to be present at all TTA meetings and activities. If a Teen is unable to attend, the Chapter Top Teens Advisor (TTA) and Assistant Top Teens Advisor must be notified. Approval of where the Teen will be will be determined by the Chapter Top Teens Advisor or the Chapter Assistant TTA Advisor in the absence of the Chapter TTA Advisor.
2. All Top Teens must strictly adhere to the established curfew at all times. All Top Teens must be settled in their room by 12:00 AM (MANDATORY). All visitations in other rooms ends at 12:00 A.M. (Midnight). The National Top Teens Director with the agreement of the National TLOD President will determine any extensions of this hour, and said extension will be communicated to all Top Teens.
3. Top Teens are not to leave the meeting/convention site and/or hotel under any circumstances without the permission of and direction from their Top Teens Advisor. Any Teen doing so without permission, will be disciplined. All TLOD members (mother, aunt, grandmother or other relatives) must respect the directives of TTA Advisors when TTA members are under the auspices of TLOD members.
4. Alcoholic beverages, marijuana, illegal stimulants, depressants, or weapons are not permitted at any function or activity of Top Teens of America. Any Top Teen found with any of these substances will be disciplined. Parents and the proper authorities shall be notified of any Teen’s involvement in any illegal activities and shall be sent home at the parent’s expense.
5. There shall be no co-ed visitations in the hotel sleeping rooms at conferences. **THERE ARE ABSOLUTELY NO EXCEPTIONS.** Any co-ed visitation will be considered a breach of the Code of Ethics and will be handled accordingly.
6. Top Teens, and especially the TTA Officers, represent TLOD and should therefore be role models and shall conduct themselves in a manner that will be a credit to the organization: demonstrating good manners, dressing in the proper attire, exhibiting high moral and ethical behavior and character and avoiding unnecessary boisterousness.
7. Top Teens may not be a parent, and if a Teen becomes a parent, the Teens membership shall be terminated.
8. Dress for the occasion: Proper attire for a Teen includes: hemlines no more than three (3) inches above the knees at any time. No sagging. No see-through tops or extremely low cut tops. No short shorts where pants can be worn. Mid-calf capris may be worn when pants are used. **No jeans shall be worn unless communicated by TTA Advisor.**
9. Cooperation and self-control are necessary when participating in chapter meetings.
10. No Teen has the right to treat another in any manner that will cause physical or emotional pain. Therefore, harassment or bullying of any kind is considered unacceptable behavior.
11. Coercion or bullying, threats, or physical abuse will be dealt with accordingly.



12. Top Teens shall abide by the national TTA governance, the local chapter rules, TTA Code of Ethics and TTA Bylaws.
13. A Top Teens Review Board shall be appointed to review cases of Teens allegedly or known to have violated the Code of Ethics.
 - The National Review Board shall be composed of seven (7) Top Teens consisting of the National TTA President and one Teen from each Area, three (3) TTA Advisors from the National Advisory Council and the National TTA Director. The National TTA President shall preside. Should the original grievance be against the National TTA President, the National Officer on the Review Board shall be the National TTA First Vice President.
 - The Area Review Board shall be composed of five (5) Top Teens within the Area, consisting of three (3) TTA Chapter Advisors and the Area TTA Advisor. The Area TTA Advisor shall appoint the five (5) Teens and three (3) TTA Chapter Advisors. The Area TTA President shall preside over the Review Board. Should the original grievance be against the Area TTA President, the Area Officer on the Review Board shall be the Area TTA First Vice President.
 - The Chapter Review Board shall be composed of four (4) Top Teens consisting of three (3) members of the Chapter and the Chapter President, the TTA Chapter Advisor and two (2) Top Ladies of Distinction, Inc. from the Chapter TTA Service to Youth Committee. The Chapter TTA President shall preside over the Review Board. Should the original grievance be against the Chapter TTA President, the Chapter Officer on the Review Board shall be the Chapter First Vice President.
 - The decision of the Board is final upon consultation with the Chapter TLOD President of the chapter where the Top Teen is considered a member. If the infraction takes place at Area, it will be in consultation with the respective Area Director, if at National, it would be the National TLOD President.

Penalties for infractions shall be any of the following:

1. If the Teen is an officer – removal/suspension from office
2. Recommendation to National for revocation of TTA membership
3. Teen becomes ineligible to compete for awards. Chapter shall forfeit any awards received.
4. Fines may be imposed upon the Teen(s) determined by the chapter per infraction; and/or Community service time (documented by the Chapter TTA Advisor)
5. The use of monies collected from fines shall be designated by the chapter
6. Inability to attend a National, Area or Cluster event

Please refer to TTA Governance, 2015 Edition, National Bylaws, Article III Membership, Sections 4 and 5 for additional clarification.

14. Inappropriate physical contact of any type (i.e. PDA, twerking, groping, touching, fondling, bumping and grinding) and any other conduct and behavior that are not considered appropriate are prohibited.
15. There is zero-tolerance for fighting or other illegal and immoral activities. Violators will be subject to established consequences.
16. Top Teens must follow all local, state and federal laws without question.
17. All cell phones, smartphones, and other electronic devices (e.g., tablets, iPods) must be turned off during TTA meetings unless approved by the TTA Advisor.
18. Profanity and abusive language is prohibited.



19. Teens are prohibited from taking inappropriate photos or recordings of other Top Teens with cell phones or other electronic devices and down loading, uploading or sharing them electronically.

20. Documentation of service is a required and valuable part of our program, therefore a photo release form must be on file for all Teens.

I have read, understand and will comply with the established Code of Ethics. Failure to do so will result in National, Area and Chapter imposed sanctions as previously listed, and my parents being notified.

Reviewed Code of Ethics with Teen and Parent/Guardian present:

| Teen Name | Teen Signature | Date Reviewed |
|-----------|----------------|---------------|
|-----------|----------------|---------------|

| Parent/Guardian Name | Parent/Guardian Signature | Date Reviewed |
|----------------------|---------------------------|---------------|
|----------------------|---------------------------|---------------|

Reviewed by TLOD President: _____
Signature Date Reviewed

Reviewed by Chapter TTA Advisor: _____
Signature Date Reviewed



Top Teens of America

Medical Information Form

Name _____ Chapter _____ Area _____
Address _____ City _____ State _____ Zip _____
Email _____ Home Ph. _____ Cell Ph. _____
Current Grade Level _____ Age _____ Birth Date _____

Please list any known allergies (medication, food, etc.) and any other health problems:

Details of any of the above and another important medical information

Current medication being taken: _____

Date of last Tetanus Toxoid Injection _____ Date of last Health Exam _____

Insurance Carrier _____ Policy # _____ Group # _____

Name of Insured (Parent/Guardian) _____

Emergency Information

Father _____ Home Phone _____

Address _____ Cell Phone _____

Mother _____ Home Phone _____

Address _____ Cell Phone _____

Alternate Contact (if parent/guardian not available)

Name _____ Home Phone _____

Relationship _____ Cell Phone _____

Original Must Travel With Top Teens Advisor