



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996-1514

REPLY TO
ATTENTION OF:

IMNE-MIL-MWC

31 March 2011

CHILD, YOUTH & SCHOOL SERVICES (CYSS)
STANDING OPERATING PROCEDURE (SOP)

Middle School and Teen Program Guest Policy

1. PURPOSE. To create a teenage guest policy in the West Point CYSS programs.
2. REFERENCE. AR 215-1, Morale , Welfare and Recreation, dated 16 August 2007.
3. OBJECTIVE. To maximize military teen participation in Youth Services by allowing teens enrolled in the CYSS program to bring guests on a regular basis.
4. SCOPE. This SOP applies to Youth Services, and Youth Education and Support Services, and Outreach Services programs and staff members.
5. BACKGROUND. At the 2009 Army Teen Panel Meeting, one of the issues discussed by the teen delegates was the reduction of participation of military teens in Youth Services programs due to CYSS restrictions preventing them from sponsoring guests. West Point teens have also requested a guest user policy be established to allow them to participate in CYSS programs with their non-military friends on a consistent basis. This policy allows these objectives to be met.
6. PROCEDURES:
 - a. Teens enrolled in the CYSS Middle School & Teen program are allowed to sponsor one guest per Youth Center visit twice a week.
 - b. Teens will also be able to sponsor a guest on a space available basis on Youth Center trips or CYSS special events on or off the Installation.
 - c. Eligible users will be responsible for ensuring their guest follows the Youth Center Code of Conduct. Guests would also be required to have a signed permission slip by their parent for any activity that requires transportation or is held off the Installation. Additionally, guests are responsible for filling out the USMA Military Form 15-5, USMA CYSS Registration and Special Needs Screening Form, and submit up-to-date immunizations records.
7. OTHER. If there are guests who are Military or Department of Army dependents, they will be asked to fill out CYSS membership forms. Those that are eligible for CYSS membership will be unable to sign in as a guest after three visits. There is no fee associated with the membership.

It is expected that most guests Army teens sponsored will be Highland Falls youth who are currently eligible to participate on a space available basis; however, with a growing number of Army Families living off the Installation additional guests are expected from other towns. This policy will allow them to be sponsored by eligible teens.

a. These youth potential members are allowed to use guest passes up to three times before they will be asked to leave until proper registration documents have been filled out and returned to Parent Central.

b. Expired members are NOT allowed to utilize the guest pass system since it is not the intent of the program. Expired members are given ample time to re-register and are notified by Parent Central of the upcoming expiration of their pass.



ANTHONY G. BROWN
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Welfare, and Recreation