



Republic of the Philippines
Province of Cavite
City of Bacoor



SANGGUNIANG PANLUNGSOD

COMMITTEE/S		TITLE OF PROPOSED MEASURE	CONTROL NUMBER	
<i>Committee on Rules and Privileges. Laws and Ordinances.</i>		"City Resolution rarifying the license agreement between the Clubhouse Network and the City of Government of Bacoor for the benefit of the Bacoor Computer Clubhouse"	POCR-045-2022	
VENUE	Sangguniang Panlungsod Session Hall 2nd Floor, Bacoor Government Center		DATE/TIME	September 01, 2022 09:00 a.m.

COMMITTEE REPORT NO. CRPLO-POCR-045-2022

During the 9th Regular Session of the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite, held last August 30, 2022 at 10:30 a.m. via zoom videoconferencing application, Presiding Officer Hon. Rowena Bautista Mendiola referred the above-mentioned proposed measure to the Committee on Rules and Privileges, Laws and Ordinances.

A committee hearing was held last September 01, 2022, 09:00 a.m. at the session hall of the Sangguniang Panlungsod of the City of Bacoor presided by Hon. Reynaldo C. Palabrica, Committee Chairman on Rules and Privileges, Laws and Ordinances with its committee members and resource persons.

FINDINGS:

The proposed agreement has no cost on the part of the City Government of Bacoor and the project is beneficial to the constituents of Bacoor in terms of computer literacy.

RECOMMENDATION:

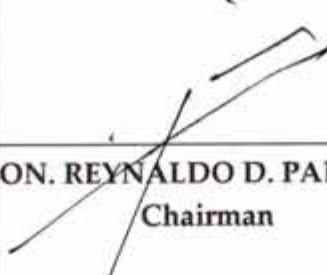
The committee unanimously approved the City Resolution ratifying the license agreement between the Clubhouse Network and the City of Government of Bacoor.

WE HEREBY CERTIFY that the contents of the foregoing report are true and correct.


Signed this 1st day of September 2022 at the City of Bacoor, Cavite.



Republic of the Philippines
Province of Cavite
City of Bacoor




HON. REYNALDO D. PALABRICA
Chairman



HON. LEVY TELA
Vice Chairman



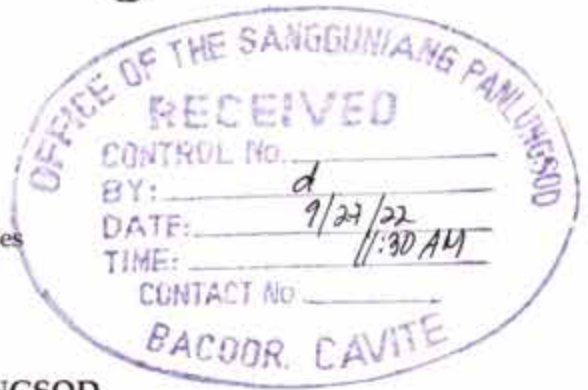
HON. ALEJANDRO GUTIERREZ
Member



HON. ADRIELITO GAWARAN
Member



Republic of the Philippines
Province of Cavite
City of Bacoor



SANGGUNIANG PANLUNGSOD

COMMITTEE/S		TITLE OF PROPOSED MEASURE	CONTROL NUMBER	
<i>Committee on Rules and Privileges, Laws and Ordinances.</i>		"City Resolution rarifying the license agreement between the Clubhouse Network and the City of Government of Bacoor for the benefit of the Bacoor Computer Clubhouse"	POCR-045-2022	
VENUE	Sangguniang Panlungsod Session Hall 2nd Floor, Bacoor Government Center		DATE/TIME	September 01, 2022 09:00 a.m.

MINUTES OF COMMITTEE HEARING

1. The committee hearing was called to order at exactly 09:00 a.m. on September 01, 2022 held at the session hall of the Sangguniang Panlungsod of the City of Bacoor.
2. The committee hearing was presided by Hon. Reynaldo C. Palabrica.
3. The Presiding Officer introduced to the resource persons the members of the committee on Rules and Privileges, Laws and Ordinances.
4. The Presiding Officer asked the resource persons to introduce themselves before the committee.
5. The Presiding Officer called the attention of Mr. Lodgene Asuncion, head of Management Information System Office of the City of Bacoor and asked him to explain before the committee the scope of the licensing agreement.
6. Mr. Lodgene Asuncion narrated that the Clubhouse Network is a foundation that caters free computer literacy education and scholarship programs for the youth and adults who are still willing to learn computer technology.
7. Mr. Lodgene Asuncion added that there are only two Clubhouse Network in the Philippines, one in Trece Martirez and one in the City of Bacoor.
8. Mr. Jessie Salvador, City Administration Office representative asked if the licensing agreement will cost the City of Bacoor and who will benefit from it.
9. Mr. Lodgene Asuncion said that the constituents of the City of Bacoor will benefit from it and the City Government of Bacoor will have no cost on the said agreement.
10. Since the licensing agreement is beneficial to the constituents of the City of Bacoor and will have no cost on the part of the City of Bacoor, the Presiding Officer approved the ratification of the licensing agreement between the Clubhouse Network and the City of Bacoor, duly seconded by the members of the committee.



Republic of the Philippines
Province of Cavite
City of Bacoor

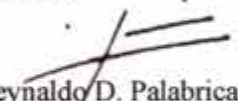
11. There, being no matters to be discussed, Hon. Levy Tela moved for the adjournment of the hearing, seconded by the majority of the committee members.
12. The committee hearing ended at exactly 9:20 a.m

Prepared by:



Ronaldo M. Verona

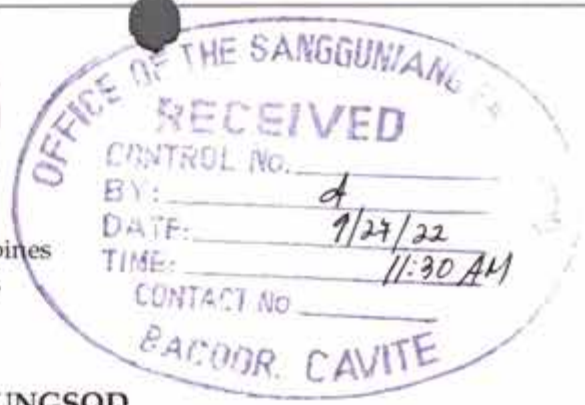
Noted By:



Reynaldo D. Palabrica
City Councilor



Republic of the Philippines
Province of Cavite
City of Bacoor



SANGGUNIANG PANLUNGSOD

COMMITTEE/S		TITLE OF PROPOSED MEASURE	CONTROL NUMBER	
Committee on Rules and Privileges, Laws and Ordinance		CITY RESOLUTION RATIFYING THE LICENSE AGREEMENT BETWEEN THE CLUBHOUSE NETWORK AND THE CITY GOVERNMENT OF BACOODR FOR THE BENEFIT OF THE BACOODR COMPUTER CLUBHOUSE.	POCR-045-2022	
VENUE	Sangguniang Panlungsod Session Hall 2nd Floor, Bacoor Government Center		DATE/TIME	September 01, 2022 9:00 AM

ATTENDANCE

Name/Signature	Office Address	Position/ Designation	Cellphone/ Email Address	Company/ Government Office
<u>JESSIE SALVADOR</u>	<u>BACOODR CITY, CAVITE</u>	<u>SAD</u>	<u>0998989086?</u>	<u>CAO</u>
<u>Lodgerne [Signature]</u>	<u>Bacoor</u>	<u>MIS Head</u>	<u>09175081394</u>	<u>MIS</u>
<u>[Signature]</u>	<u>SP</u>		<u>0929-3239607</u>	<u>LGU</u>
<u>ALEJANDRO [Signature]</u>	<u>SP</u>			
<u>LEVY TELA</u>	<u>SP</u>			



G.10 For Committee Hearing: [POCR-045-2022](#) – Request for approval of a city resolution entitled: CITY RESOLUTION RATIFYING THE LICENSE AGREEMENT BETWEEN THE CLUBHOUSE NETWORK AND THE CITY GOVERNMENT OF BACOR FOR THE BENEFIT OF THE BACOR COMPUTER CLUBHOUSE.



theclubhousenetwork.org

Board of Directors

Amon Milner
TCN Board Chair
Olin College of
Engineering

Fran Baker
Gold Crown Foundation

Beck Busnes
Charles River Ventures

Annie Davis
Sci-Bios Discovery
Centre

Stephanie Khurana
Draper Richards Kaplan
Foundation

Steve Osterweyher
Federal Reserve Bank of
Boston

Mitchel Resnick
MIT Media Lab

Larry Weber
Racepoint Global

Andrea Wood
Best Buy

Gail Breslow, ex-officio
The Clubhouse Network

July 18, 2022

The Honorable Strike Revilla
Mayor, Municipality of Bacoor
Bacoor City Hall Bacoor Government Center Barangay Bayanan
Bacoor Cavite, 4102
Philippines

Dear Strike:

We are pleased to offer this licensing agreement as official confirmation that *The Clubhouse: Where Technology Meets Imagination* at **Municipality of Bacoor** has been approved for another year of membership in The Clubhouse Network. This license is being offered subject to the terms and conditions described in the attached document, "The Clubhouse Network License Agreement." If you agree to these terms and conditions, please sign a copy and return it to our attention via email, fax or postal service to our office. Please also take this opportunity to print a copy for your records. The term of this agreement is from July 1, 2022, to January 31, 2023, subject to renewal at the end of that time period.

We're delighted to be working with you and your team to enable youth from your community to develop confidence in themselves and gain valuable skills through the use of technology at The Clubhouse.

As you know, there are many benefits that will come from your participation in The Clubhouse Network in the coming year. These include:

The Clubhouse Learning Model

- *Access to a learning model*, created, tested, and refined over the past 28 years based upon research conducted at the MIT Media Laboratory and The Clubhouse Network in Boston.
- *Research and Development*— Application of new technologies, new programming, and innovative ideas for Clubhouse implementation from the "flagship" Clubhouse, from community-based Clubhouse sites, as well as from the MIT Media Lab, incorporated and developed as Clubhouses evolve.

[BACK](#)



Connection and Collaboration with a Global Community

- *Global/National Resource Leveraging* – Identifying Network-wide or region-specific resources and opportunities, such as in-kind donations of software, discounted equipment, or supplies, funding earmarked for initiatives and collaborations with global organizations with complementary missions.
- *Tools for Communication and Collaboration* – The Clubhouse Intranet and social networking site (the Clubhouse Village, Clubhouse Connect), Listservs.
- *Licensing* – Quality assurance to ensure the strength of the Network and integrity of the Clubhouse learning approach and to enable licensees to benefit from the affiliation.
- *Use/protection of The Clubhouse name* - Each Clubhouse will have access to The Clubhouse name. Sites will be able to attach the name of their sponsor(s) or "host organizations," such as The Procter & Gamble Clubhouse of Cincinnati, or The Clubhouse at the Yawkey Boys & Girls Club. The Clubhouse name and logo are trademark-protected.
- *Teen Summit for youth (funding and COVID-19 permitted)*- Occurring once every 2 years (2014, 2016, 2018...) in Boston, each Clubhouse is eligible to send up to 3 members (ages 14-18), plus a staff chaperone, to this global summit. Teens work in groups on projects related to skills that they learn and enjoy in their own Clubhouses, and have an opportunity to become connected to other members from many countries and cultures, building global awareness and understanding.

Professional Development Opportunities

- *Clubhouse start-up orientation and support*, including a week-long initial orientation session, start-up support from your geographic liaison and our entire staff, start-up materials and resources.
- *Ongoing Clubhouse-related professional development*, including technical and youth development training materials and resources, support from your geographic liaison, and professional development events/workshops.
- *Worldwide Annual Conference (3 days plus optional post-conference technical workshops of 1-2 days)* - Occurring each spring in a different host city each year (or virtually, if required by the COVID-19 pandemic), the Annual Conference is a required professional development opportunity for all Clubhouse Coordinators for staff to learn about new technology, share best practices and network with other Clubhouses. (CBO representatives are also encouraged to attend.) The Conference will be held virtually in 2021.
- *Regional Meetings* - Occurring in the fall of alternating years with the Teen Summit (2015, 2017, 2019...), Clubhouse Coordinators are required to attend the meeting in their region. Meetings include technical software

[BACK](#)



training, discussions and sharing of best practices, learning new skills, and Network news and announcements.

Access to Resources and Ongoing Support

- *Monthly Regional Meetings (1 hour)* - Occurring once each month (by phone, Skype, or other online medium), at a time agreed upon by the Clubhouse Coordinators in the region, these meetings address timely issues that concern Clubhouses, as well as sharing recent news.
- *Mentoring resources* – materials for recruiting, training, and supporting mentors, such as the Mentor Toolkit, the Mentor Handbook, and the on-line Mentor Connector.
- *Youth Development Resources* – including Clubhouse-to-College/Clubhouse-to-Career (C2C), inclusiveness and family engagement resources, best practices, and materials
- *Safety Training Resources* – including workplace violence, active shooter, situational scenarios, safety culture/safety plans, cyber security and internet safety including phishing, and physical security.
- *Sustainability and marketing/PR resources*– resources/materials for fund-raising and sustainability; materials to assist with marketing the Clubhouse locally and network-wide, and direct fund-raising assistance (as resources permit).
- *Evaluation and assessment* – data collection, tools for evaluation and assessment, process for sharing information, aggregated analysis and interpretation of Clubhouse data Network-wide.
- *Geographic Liaison Support* – support via in-person visits, phone, online chats, and/or email on the application of the Learning Model, best practices, needs assessments.

Of course, the biggest benefit to your participation in The Clubhouse Network is the opportunity for hundreds more young people from underserved communities to gain access to technological tools and resources they otherwise would not have, and to enable them to gain valuable skills through the use of technology. On behalf of The Clubhouse Network staff, thank you for your commitment to the goals of the program.

Please let me know if you have any questions. I can be reached at (617) 318-3470, or by e-mail at gbsiow@theclubhousenetwork.org.



Sincerely,

Gail Breslow

Gail Breslow
Executive Director
The Clubhouse Network



**The Clubhouse Network
License Agreement**

Licensee: Municipality of Bacoor
Bacoor City Hall Bacoor Government Center
Barangay Bayanan
Bacoor Cavite, 4102
Philippines

Project Director: The Honorable Strike Revilla

Project Name: The Bacoor Clubhouse

Purpose: Support and sustain The Clubhouse program

Period of License: July 1, 2022 - January 31, 2023

**The Clubhouse
Network Contact:** Gail Breslow
Executive Director, The Clubhouse Network
2101 Washington Street
Roxbury, MA 02119
(617) 318-3470
gbreslow@theclubhousenetwork.org



The Clubhouse Network License Agreement

A. Program Requirements

1. This license sets forth the terms by which The Clubhouse Network will support the Municipality of Bacoor ("the Licensee") as a member of The Clubhouse Network.
2. The Licensee agrees to adopt the learning approach of The Clubhouse Network by implementing the following basic program standards:
 - The Clubhouse will provide opportunities for open-ended exploration (versus classes with set curriculum) during the time that The Clubhouse is open.
 - The Clubhouse will provide high-end professional software for creative expression and scientific and technological exploration (versus computer games and/or web-surfing for entertainment only) during the time that The Clubhouse is open.
 - The Clubhouse will encourage the participation of adult mentors who can serve as role models and support the development of a sense of community.
 - The Clubhouse Coordinator will demonstrate a commitment to participation in The Clubhouse Network, for example by sharing best practices and lessons learned, and by encouraging youth to participate in on-line activities for youth around the Network.
3. The Licensee agrees to provide a dedicated space that can safely house high-end technology equipment, and to work with The Clubhouse Network staff to furnish, decorate, and maintain The Clubhouse in a warm, inviting manner, to encourage creativity, self-expression, and collaboration.
4. All software, hardware, other materials, and services provided to the Licensee through The Clubhouse Network for use in the Clubhouse must be exclusively used in the Licensee's Clubhouse, and it is the responsibility of the Licensee to ensure the security, maintenance, and upkeep of all such property and services.



5. The Licensee agrees to operate The Clubhouse program a minimum of 20 hours per week (after school and/or on week-ends) throughout the term of this Agreement, and to ensure that youth from underserved communities have access to the program.

6. The Licensee agrees to secure, retain, and supervise Clubhouse staff as necessary to meet the program standards described in #2, #3, #4, and #5 above. The Clubhouse Coordinator position shall be a full-time position throughout the term of this Agreement. Full-time Clubhouse staff must attend a one-week orientation and professional development program at the "flagship" Clubhouse in Boston, Massachusetts (or virtually, if required by the COVID-19 pandemic). In the event a new Clubhouse Coordinator is hired by the Licensee during the term of this Agreement, he or she must attend the one-week orientation and professional development program. Out-of-pocket expenses (for travel, lodging, meals, and incidentals) are the responsibility of the Licensee. In the event the Licensee does not employ a Clubhouse Coordinator for more than 60 consecutive days during the term of this Agreement as required, the Licensee will be subject to termination of the Agreement.

Licensee will ensure employment policies and practices are in place that comply with applicable laws addressing privacy and safety concerns when working with minors, including criminal background checks of staff and volunteers who may interact with minors, using the following searches to the extent permitted by law:

(i) National Identification Number Trace/Validation which develops addresses and aliases associated with Staff Member within no less than seven (7) years of the date of the Background Investigation (the "Search Period"), and validates the National Identification Number is not on the "deceased list."

(ii) Felony and misdemeanor searches of records for all counties and/or states included in both developed and provided addresses during the Search Period, using both provided and developed addresses/aliases.

(iii) Federal Criminal Check search of federal criminal records for all federal territories included in both developed and provided addresses within the Search Period, using both provided and developed addresses/aliases.

(iv) Felony and misdemeanor search of records during the Search Period within a national criminal database that meets industry standards.

(v) If the Staff Member will operate a motor vehicle, Motor Vehicle Records search of driving history records within no less than three (3) years of the date of the Background Investigation (which may include more than one driver's license) to verify that driving history meets requirements. Compliant driving history includes a current, valid driver's license and none of the following in the past three (3) years: violations for operating a vehicle while intoxicated,



reckless driving, and/or leaving the scene of an accident resulting in injury/death/property damage; or a combination of three (3) or more moving violations and/or at fault accidents.

(v) A search for whether the Staff Member is registered on the National Sex Offender Registry at the time of the Background Investigation.

(c) Subject to applicable law, Licensee will not assign a Staff Member to work with minors in the Clubhouse if the Staff Member is found to have been convicted during the Search Period of a felony or a misdemeanor offense that is job related, or is registered on the National Sex Offender Registry at the time of the Background Investigation and the conviction is job related. In conducting Background Investigations, Licensee agrees to consider the following factors in determining whether to assign a Staff Member to the Clubhouse:

- (i) The job responsibilities of the position.
- (ii) The relevance of any prior conviction to the Staff Member's ability to perform the job responsibilities.
- (iii) The time elapsed since the conviction and/or completion of the sentence.
- (iv) The Staff Member's age at the time of the conviction and/or completion of the sentence.
- (v) The seriousness of the offense.
- (vi) Information provided by the Staff Member about their rehabilitation since the conviction and/or completion of the sentence.

Licensee will establish clear expectations on what constitutes a disqualification from working with minors in a Clubhouse and will not assign Staff Members who are not suitable for the position based on the foregoing requirements.

Licensee will notify the appropriate governmental authorities upon learning of any concern or claim of a Clubhouse member or their parent/guardian, and will inform The Clubhouse Network that Licensee has notified the authorities.

7. Participation in all Clubhouse Network meetings, including The Clubhouse Network's Annual Conference for Clubhouses from around the world, biennial mid-year Regional Workshop, and monthly phone or on-line meetings of all Clubhouse Coordinators, is mandatory for the Licensee's Clubhouse Coordinator. Travel and other expenses, as required, are the responsibility of the Licensee.



8. The Licensee acknowledges The Clubhouse Network's commitment to supporting all Clubhouse participants as they become active, engaged, informed citizens of the world. To that end, the Licensee will embrace and celebrate the diversity of Clubhouse youth, mentors, and staff from around the globe and participate in dialogue across our communities that increases awareness, tolerance and inclusiveness throughout The Clubhouse Network.

9. The Clubhouse Network will have the right to use all content created, including youth-generated content from The Clubhouse, for marketing and communication purposes.

10. The Licensee will comply with all applicable national, state, or local privacy laws and regulations, including the U.S. Children's Online Privacy Protection Act and associated regulations (COPPA), in connection with operating The Clubhouse. The Clubhouse Network Privacy Requirements are described in the attached, "Exhibit A."

11. The Licensee will develop, implement and maintain policies and procedures designed to address and protect the safety of youth, staff and volunteers, which shall include the following:

- A Code of Conduct for all employees, volunteers and youth addressing the following: (a) general behavioral expectations, (b) relationship policies with youth, including social media practices and interaction outside of the Clubhouse, and (c) policies against allowing an adult to be alone with a youth member.
- Existence of minimal policy and training content required for full-time employees, part-time employees, volunteers and members (as appropriate) including: (a) Active Shooter/Workplace Violence Policy and Training, (b) Situational Scenarios (e.g., child molestation & abuse, sexual harassment, psychological first aid, bullying, etc.), (c) safety culture training, (d) cybersecurity policies and training, including Internet safety and phishing, and (e) physical security policies and training.
- Practices for securing all wireless networks and developing a regular schedule to change passwords, monitor usage and update security measures.
- Practices for frequently disposing of all relevant personal information via shred bins or electronically wiping all devices of personal information on a regular basis.

11. The Licensee will undertake efforts to secure funds sufficient to meet the program standards described above during the term of this Agreement.

B. Reporting/Evaluation Requirements

1. The Licensee must inform The Clubhouse Network staff of all major Clubhouse events, prior to their occurrence. The Licensee must promptly inform



the Clubhouse Network Contact listed on the front of this Agreement of any proposed change in key personnel at the Clubhouse, or any proposed change in the space dedicated to The Clubhouse.

2. To meet The Clubhouse Network's reporting requirements, the Licensee must provide semi-annual reports to The Clubhouse Network addressing the items outlined in Exhibit B, attached, "Assessment and Planning Reporting Requirements." Required reports must be submitted within 10 business days of the end of each six-month period to the Clubhouse Network Contact listed on the front of this agreement.

3. The Licensee must fully cooperate with any independent evaluation team assigned to the Clubhouse, including timely participation in interviews, surveys, evaluation team visits, and other data collection activities.

C. License Grants and Acknowledgments

1. For the term of this Agreement, The Clubhouse Network hereby grants to the Licensee a non-exclusive, non-transferable, royalty-free, revocable license to use "The Clubhouse" and "The Clubhouse Network" name and licensed logo (Exhibit C, attached, the "Clubhouse Licensed Logo") on collateral and promotional materials, including, but not limited to the Licensee's website and marketing and advertising materials for The Clubhouse.

The Licensed Logo shall be used and maintained in strict compliance with the branding requirements included in The Clubhouse Design & Branding Guidelines and be given prominent placement on any such collateral or materials. Upon the termination or expiration of this Agreement, the Licensee shall (a) cease use of the Clubhouse Licensed Logo within thirty (30) days, and (b) assign to The Clubhouse Network any domain name registration that it owns that includes The Clubhouse Trademarks to The Clubhouse Network within seven (7) days.

2. Throughout the term of this Agreement, the program for which the License is provided hereunder will be known and identified as "The Clubhouse: Where Technology Meets Imagination" and as "a Member of The Clubhouse Network." The Clubhouse Licensed Logo must be used prominently on all collateral, promotional materials, and advertising materials for The Clubhouse throughout the term of this Agreement. The tag line, "a member of The Clubhouse Network, a collaboration with the MIT Media Laboratory" must appear on all collateral, promotional materials, and advertising materials for the Clubhouse throughout the term of this Agreement. The Clubhouse Network reserves the right to review any such material prior to any public use or distribution of such materials by The Clubhouse.

3. The Licensee must provide proper acknowledgment of any gifts received from any sponsors of The Clubhouse Network (including software vendors, equipment



providers, and other contributors). The Clubhouse Network will provide a list of any sponsors, as required.

D. Non-Profit Status or Government Entity Classification

1. The Licensee must be a non-profit or public agency organized for the purpose of supporting community undertakings related to culture, social activities, and education for children, youth, and/or adults. In the case of U.S.-based organizations, the Licensee must be a tax-exempt agency under Section 501(c)(3) of the Internal Revenue Code, or a comparable government-sponsored youth or social services agency. In all cases, the Licensee must not derive a profit or otherwise benefit financially from The Clubhouse program. The Licensee must promptly notify The Clubhouse Network if there is any change in this status or classification.

2. The Licensee will make reasonable efforts to assure that no gifts received from any sponsors of The Clubhouse Network are used in such a manner that they constitute a taxable expenditure, such as would be incurred by a commercial, for-profit enterprise.

E. Licensing Timeframe

The timeframe covering this Agreement is July 1, 2022 to January 31, 2023, and the Agreement is subject to renewal at the end of that time period at The Clubhouse Network's discretion.

F. Termination

Either party may terminate this Agreement in the event that the other party materially breaches this Agreement and fails to cure such breach (in the non-breaching party's reasonable discretion) within thirty (30) days of receipt of notice of such breach from the non-breaching party. For the avoidance of doubt, the Licensee's failure to comply with any of the Program Requirements set forth in Section A, above, shall be considered a material breach of this Agreement.

G. Entire Agreement

This document constitutes the entire Agreement between The Clubhouse Network and the Licensee concerning the subject matter hereof and supersedes all proposals, oral or written, all negotiations, conversations, and/or discussions between the parties relating to this Agreement and all past courses of dealing or industry customs. This Agreement may not be modified except in a writing signed by authorized representatives of both parties. This Agreement may not be assigned or otherwise transferred by the Licensee without the express written consent of The Clubhouse Network. In no event shall The Clubhouse Network or



any other sponsor have any liability to the Licensee for incidental, consequential, or other indirect damages.

By: The Clubhouse Network

Gail Breslow

7/18/2022

Signature

Name: Gail Breslow

Title: Executive Director, The Clubhouse Network

Date

By: Municipality of Bacoor

Strike Revilla

Signature

Name: Strike Revilla

Title: Mayor

Date

SCRIBED AND SWORN TO before ME this
AUG 08 2022
IN CITY OF BACOR, PHILIPPINES

DOC No: 714
PAGE No: 20
BOOK No: 16
SERIES No: 2021

Atty. Peter Augustin
ATTY. PETER A. AGUSTIN
NOTARY PUBLIC
UNTIL DEC. 31, 2022
ROLL No. 65678
BP No. 227168/01-00-22, BACOR CITY
MCLE No. VINC 022382
COMMISSIONED IN INUS, CAVITE



Exhibit A

The Clubhouse Privacy Requirements

Goals:

1. Protect children from harm
2. Comply with the law

Requirements:

- 1. Permission Slip:** Obtain a signed permission slip from a parent or guardian of each participating child.
- 2. Privacy Education:** Explain to the participating children the dangers of sharing their Personal Information (defined below). Instruct the children to discuss the issue with their parents. Instruct the children that they should not include any Personal Information in their postings to The Clubhouse Internet website, and they should not submit Personal Information while surfing the Internet at The Clubhouse.
- 3. Web Page Creation:** Clubhouse Web pages must be reviewed to make certain they do not include Personal Information.
- 4. No Ongoing Posting:** Children should not have the ability to post content to The Clubhouse Web site from locations outside The Clubhouse. The Web site should not include links to external Web sites, which may include a child's Personal Information (e.g., a child's Google+).
- 5. Limited Information:** Limited Personal Information (photograph, e-mail address) may be posted on the password-protected Clubhouse Village Intranet, or other materials that will not be shared publicly. However, these pieces of Personal Information must be called out on the parent/guardian permission slip.
- 6. Personal Information:** Personal Information is any information that could be used to locate or identify a particular child. The following are examples of Personal Information, which should not be included in any Web Page:
 - a. Photographs, unless they have been altered so they cannot be used to identify the child
 - b. Last name
 - c. Teacher's name
 - d. E-mail address
 - e. Home address
 - f. Phone number
 - g. Social security number

[BACK](#)



h. Other information that could be used to locate a child (e.g., I play third base for the Main Street Bomber's Little League Team, and we practice every Tuesday at 4 pm at Lincoln Park.)

Exhibit B

"Assessment and Planning" Reporting Requirements

The Clubhouse Assessment and Planning process is designed to identify areas of strengths and weakness at a Clubhouse, and to help the Clubhouse and its parent organization (Community-based Organization, CBO) improve the overall quality of the Clubhouse program and ensure its sustainability. In particular, the process aims to assess whether a Clubhouse and its parent organization are working toward the goals of The Clubhouse learning model and the terms and conditions of The Clubhouse licensing agreement (and funder grant agreements, as appropriate).

The Licensee must provide semi-annual reports that briefly address the topics below. Reports must be submitted within 10 (ten) business days from the end of each period. An on-line form provides details on the information required.

1. Clubhouse goals and learning model
2. Youth programming in the Clubhouse
3. Staff and volunteer skills, training, and development
4. Organization support
5. Financial administration and planning
6. Attendance statistics