



TOP LADIES OF *Distinction* Inc.



"Investing in V.A.L.U.E.S that Support,
Enhance and Sustain."

Prince George's County Chapter

Lady Jacqueline Wilcher
Chapter Organizer

P.O. Box 639
Temple Hills, MD 20757
www.tlodpgcc.org

April 17, 2016

Chapter Officers

Dear Parent or Guardian:

Lady Hope Ruffin
President

The Prince George's 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.

Lady Kym Elder
First Vice-President

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 after the integration of schools. Today, Top Teens of America provides all teens, regardless of their ethnic or socio-economic status, the opportunity to receive extra-curricular support, career and character development training, along with key community volunteer opportunities. Top Teens are the number one thrust and priority of TLOD.

Lady Dawna Dilworth
Second Vice-President

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 \$125.00 to include TTA National and Chapter Induction Fees, TTA Pin, TTA Governance Documents, TTA polo shirt and other incidentals. The recurring annual membership fee of \$75.00 to include National and Chapter fees is due 1 March of each year. The attached application, two wallet size photos of the teen, and a \$125.00 cashier's check or money order payable to PGCC TLOD must be received by **May 7, 2016**. Please mail two (2) copies of the application package to the above address.

Lady Jacqueline Wilcher
Director of Operations

The Top Teens of America Induction Ceremony will be held on Sunday, June 12, 2016 (Location and exact time to be announced). The attire for the young ladies, for the Induction Ceremony is a knee-length (or below) white dress or white skirt suit (no pants), flesh tone panty hose and white shoes. No bare legs. The attire for Top 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.**

Lady Ophelia Anderson
Recording Secretary

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.

Lady ShaDowna Jones
Corresponding Secretary

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!

Lady Samaria Lett
Treasurer

"My Pleasure to Serve"
Lady Hope V. Ruffin

Lady Gwendolyn Walton
Financial Secretary

President, Prince George's County Chapter
National Logistics Chair
Area II Membership Chair
Top Ladies of Distinction, Inc.

Lady Katina Robinson-Wright
Top Teens of America Advisor

Lady Yvonne Fowlkes
Chaplain

Lady Vanessa Williams
Sergeant-at-Arms

Lady DeShanta Rhea
Historian

Lady Claudia Wallace
Parliamentarian

Lady Crystal Davis
Chief Information Officer

Program/Project Chairs

Lady Jaki Scott
Status of Women

Lady Janet Rawls-Tull
Community Beautification

Lady Darlene Boykins
Community Partnership

Lady Sheila Ball
Senior Citizens

Lady Roslynn Garvin
Sickle Cell Disease Awareness

Lady Leslie Ridley
TLOD Literacy

Lady Charlotte O'Neal
UNCF

Lady Michele Williams
NCNW

Lady Cassandra Freeman
NAACP



TTA 2060

Top Teens of America™
National Membership Application
Personal Data Form

Induction Date: _____

**Return all copies to the
National TTA Director for distribution**

Name _____ Chapter Prince George's County

Age _____ Birth Date _____

Phone () _____ Fax () _____ Email _____

Address _____
Street City State Zip

School _____ Current Grade level _____

Parent(s)/Guardian _____ Phone () _____

Address _____
Street City State Zip

Hobbies _____

Community and Church Activities _____

School Activities _____

Recommended by: Lady _____

Top Teen _____ Top Teen _____

Signatures: _____
Candidate Chapter TTA President

Parent/Guardian Chapter TTA Advisor

TLOD Chapter President

National Use Only: Date Received _____ Induction Date _____

Distribute copies of Form TTA 2060 to Area TTA Advisor and Chapter TTA Advisor



Top Teens of America TM

Parent Permission Form

Copy Must Travel Top Teen Member

Chapter Prince Georges County City/State Temple Hills, MD Area II

This is to certify that my son/daughter, _____
has my permission to attend the Top Teens of America activities for the **July 1, 2016 – June 30, 2017** 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 with the group.

However, 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 destination.

Signature of Parent/Guardian Date

Signature of Chapter TTA Advisor Date

Parent/Guardian Telephone Number

Signature of TLOD Chapter President Date



Top Teens of America™
Chapter Code of Conduct

Chapter Prince George's County **Area II** _____

1. All Top Teens are expected to be present at all TTA activities. If a Teen is not going to be present, Chapter Advisor, Assistant to the Advisor and/or the TTA Corresponding Secretary should be notified at once as to where the Teen will be and the reason for not being present.
2. Top Teens are not to leave the site under any circumstances without the permission of and direction of the Chapter Advisor.
3. Alcoholic beverages, marijuana, illegal stimulants, depressants, or weapons are not permitted at any function or activity of Top Teens of America.
4. 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 behavior and character and avoiding unnecessary boisterousness.
5. Dress for the occasion: Proper attire for a Teen includes: hemlines no more than three (3) inches above the knees at anytime. 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.
6. Cooperation and self-control are necessary when participating in chapter meetings.
7. No Teen has the right to treat another in any manner that will cause physical or emotional pain. Therefore, harassment of any kind is unacceptable behavior.
8. Coercion or bullying, threats, or physical abuse will be dealt with accordingly.
9. Top Teens shall abide by the national TTA governance, the local chapter rules, and Bylaws.
10. A Top Teens Review Board shall be appointed to review cases of Teens allegedly or known to have violated the Code of Ethics.
 - a. The Chapter Review Board shall be composed of four (4) Top Teens of America, 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 Board. Should the original grievance be against the Chapter President, the next highest ranking officer shall be on the on the TTA Review Board.
 - b. The decision of the Board is final upon consultation with the Chapter President.

Penalties for infractions shall be as any of the following:

- (1.) If the Teen is an officer – removal/suspension from office
- (2.) Revoking of membership in the national organization
- (3.) Teen becomes ineligible to compete for awards.
- (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 for by the chapter
- (6.) Inability to attend a National, Area or Cluster event



**Top Teens of America Photograph
Release Form**

Top Teens of America is under the auspices of Top Ladies of Distinction, Inc. Teens are active in National, Area and Local activities. To chronicle activities of the thrusts and projects committees, photos are often taken for documentation. These photos may be used by members of Top Teens of America and Top Ladies of Distinction, Inc. in the following manners:

- Scrapbooks,
- Newsletters
 - Reports
 - Displays
- Publications

Teen _____ has permission to be photographed while participating in activities in conjunction with the purposes and goals of Top Ladies of Distinction, Inc. and Top Teens of America for the **2016 - 2017** fiscal year.

Signature of Parent or legal Guardian Date

ACKNOWLEDGEMENT

THE STATE OF _____ County/Parrish of _____ On this _____ day of _____.

_____, before me the undersigned notary public personally appeared _____ known to me the person(s), whose name(s), is/are subscribed to the foregoing instrument, and acknowledged to me that he/she/they executed the same for the purposes therein contained.

Notary Public



Top Teens of America

Medical Information Form

Name _____ Chapter Prince George's County Area II
 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

Parent _____ Home Phone _____

Address _____ Cell Phone _____

Parent _____ 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