



Teens with Promise, 4360 Montebello Drive, Suite 200, Colorado Springs, CO 80918, PH. 719-266-0106

**Professional Referral**  
**One student per application**  
**Return by Fax: 1-866-853-4463**  
Please print clearly

**Referring Agency:** \_\_\_\_\_ **Date** \_\_\_\_\_

Youth's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Sex M / F

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ School Attending \_\_\_\_\_

GPA \_\_\_\_\_ Grade 6 7 8 9 10 11 12 Days missed from school in the prior 90 days \_\_\_\_\_

**Guardian's Name** \_\_\_\_\_ **Guardian Contacted? YES NO**

Who should be contacted for appointment? \_\_\_\_\_ Phone \_\_\_\_\_

**Is the youth currently involved in one or more legal services? YES/ NO**

If yes, please explain \_\_\_\_\_

**Does youth qualify for free and reduced lunch? YES/ NO**

Is there involvement with DHS? **YES/ NO** Is the child in Foster Care or a Group Home? **YES/NO**

**Is child involved with other social service providers such as;** Urban Peak, mental health services, homeless shelter, group home, Dale House, etc.

Medicaid/Insurance? **YES/ NO** Other Health Insurance? **YES/NO** Dental Insurance? **YES/NO**  
If yes, please explain \_\_\_\_\_

***PLEASE EXPLAIN REQUEST:***

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\_\_\_\_\_  
**Referring Agency Contact Person**

\_\_\_\_\_  
**Phone Number**

**Please answer all questions, incomplete applications may be denied.**

**Please give copy to parent or student (do not return this form by fax)**

**PRIVACY POLICY  
OF  
CHILDREN OF PROMISE, INC.,  
A Colorado nonprofit corporation**

In the ordinary course of its activities, Children of Promise, Inc. ("COP") will sometimes be in possession of confidential, personal information regarding various participants in its programs, including but not limited to, minor children who are beneficiaries of a COP program, their parents, and others ("Private Information"). This Policy was adopted by the Board of Directors of COP, effective January, 2007, and may be changed at any time, and from time to time, by action of the Board of Directors.

**1. COP may use and disclose Private Information in connection with any proper purpose.**

COP may use and disclose Private Information about any person in the course of conducting any of its programs in which such person participates or requests participation, or for the purpose of identifying potential participants in any COP program. This may include communicating with counselors, health care providers, social workers, school officials, and others any such person.

To the extent any COP programs require payment for goods or services, COP may use and give Private Information to others to bill and collect payment for the goods and services provided.

COP may use and disclose Private Information in performing internal activities of COP that enable COP to operate consistent with its charitable purpose, including but not limited to:

- Reviewing and improving the quality, efficiency and cost of goods and services that COP provides to participants.
- Cooperating with outside organizations that assess the quality of the services COP and others provide.
- Assisting various people who review COP activities. For example, Private Information may be seen by accountants, lawyers, and others who assist us in complying with applicable laws.
- Planning for COP's future operations.
- Conducting business management and general administrative activities for COP.
- In connection with transactions in which COP sells or otherwise transfers its programs or property or gives control of its programs or property to someone else, provided that they agree to adhere to this policy.
- Complying with applicable law or otherwise in connection with or as required by law enforcement activities.

**2. Except as described above, other uses and disclosures of Private Information about any person will be made only with such person's written authorization.**

Such written authorization may be implied with respect to any use or disclosure that is reasonably necessary or convenient in connection with any COP program in which such person participates voluntarily. If a person has been required to give written authorization, he or she may revoke such authorization in writing at any time. However, that revocation may not be effective to the extent that COP has already relied upon the authorization.

**3. COP will maintain reasonable safeguards to protect Private Information from theft or inadvertent disclosure.**

COP will make reasonable efforts to notify any person whose confidential, personal information is lost or stolen by contacting such person using the address, phone number or e-mail address of such person provided to COP in writing.

**Rights of Persons Who Have Provided Private Information to COP**

**COP will provide a copy of this policy, upon request, to any person who provides Private Information to COP.**

**Any person may request that COP restricts the use and disclosure of Private Information about such person.**

COP is not required to agree to any requested restrictions. However, even if COP agrees to any request, in certain situations such restrictions may not be followed, including uses and disclosures required by law.