



4. SCAN/HARBOR: AUTHORIZATION FORM

Today's Date: _____

Check Applicable Box:

Full Name: _____

Department / Program Affiliation: _____

Supervisor's Name: _____

Supervisor's Signature: _____
Date: _____

Current Employee: Initial Badge ID	_____
Replacement Badge ID	_____
New Employee	<input type="checkbox"/>
Student: Harbor K.I.D.S	<input type="checkbox"/>
Harbor T.E.E.N	<input type="checkbox"/>
Harbor Conservatory	<input type="checkbox"/>
Harbor Preschool Program:	<input type="checkbox"/>
Primary Contact	<input type="checkbox"/>
Secondary Contact	<input type="checkbox"/>
Parent/ Guardian: Harbor K.I.D.S	<input type="checkbox"/>
Volunteer / Contract Worker	<input type="checkbox"/>

*****INTERNAL USE ONLY*****

ID CARD ISSUED DATE: _____

BADGE ID#: _____

ID CARD PICK-UP DATE: _____

ID CARD WAS GIVEN BY: _____

TOTAL FEE AMOUNT COLLECTED: _____

Employee/ Parent/ Student/ Signature: _____

Badge ID card cannot be transferred to a different person as such, a volunteer, another student, employee, parent, volunteer or contracted worker. Any individual found to be in violation of these guideline standards will be penalize and risk immediate dismissal from Boys & Girls Harbor.