

Why Mentoring?

THE NEED

Children living in foster care are at the highest risk for serious emotional, social, academic and physical problems. The age of RFKC campers (6-12) is considered especially vulnerable, but as they move through their teen years and leave the system at age 18, life seldom gets easier:

- 45% of kids leaving foster care are homeless within the year

Within 4 years:

- 60% of the young women had given birth
- 40% had been on public assistance or in jail

THE IMPACT OF MENTORING

According to a 1995 Big Brothers/Big Sisters study, after 1 year of mentoring, children are

- **more confident in their schoolwork performance**
- **able to get along better with their families**
- **46% less likely to begin using illegal drugs**
- **27% less likely to begin using alcohol**
- **52% less likely to skip school**

The most exciting finding was that children who are 'at risk' benefit even MORE from mentoring than other children!

THE OPPORTUNITY

The Official Journal of the American Academy of Pediatrics reported that foster children who had adult friends achieved better health, higher self-esteem and more academic success; in addition, they were less at risk for suicidal thoughts and aggression. If adult friends can make such an important difference, what could trained mentors do?

THE GAP

- Sadly, most foster children miss out on mentoring programs. Big Brothers Big Sisters, TMC, Mentoring USA, MentorKids USA, National Mentoring Partnership, etc. serve general populations of at-risk kids, but they are not designed primarily for foster children. Because foster children can be moved frequently, the national programs often have difficulty even getting them matched and then sustaining the matches.
- While there are some efforts to mentor foster children on a local or regional level, Royal Family KIDS Mentoring Club was the first national mentoring organization for pre-teen foster children.

The Indirect Impact of Mentoring

Mentor Panic: My Mentoring Club Kid isn't learning anything! He/she hates me. This isn't working!

1. My Mentoring Club Kid will hardly talk to me!
2. My Mentoring Club Kid disrupts every meeting with me or the group.
3. My Mentoring Club Kid tore up her Adventure Book.

Head Fake Principle: While you are sharing character and values and new positive explanations, remember that these are important, but not the main event.

"It is the relationship that heals."¹

Psychiatrist Irving Yalom

THE PURPOSE OF MENTORING: Helping to Heal the Original Wound

CHILD ABUSE AND NEGLECT:

The failure of a PERSONAL relationship.

HEALING requires experiencing trustworthy and loving personal relationships where promises are kept and people are safe.

WILL WE SEE THE 'PROMISED LAND' OF HEALING IN THE MENTORING CLUB KID'S LIFE?

FAITH is required to believe that God will bless the time and love you are investing, but in HIS time and for HIS glory.

¹ Irving Yalom, *Love's Executioner* (New York: Harper & Row, 1989), p. 12

Mentoring Club Director Position

MENTORING CLUB DIRECTOR

1. LEADERSHIP/RESPONSIBILITY

- Key leader and spokesperson for your Royal Family KIDS Mentoring Club and the key contact for social services and caregivers
- Responsible to report any life-threatening injuries, emergencies, or serious problems with Mentoring Club kids to RFK, Inc.

2. RECRUIT YOUR MENTORS AND MENTORING CLUB KIDS

(Mentoring Club Directors Manual Section 5)

- Work with the RFK Camp Director to plan a coordinated Camp to Mentoring Club transition, including sharing opportunities to Mentor or volunteer at Mentoring Club as part of the Camp Training. Recruit 7 or more Mentors.
- Work with the Camp Director and/or the Camp Child Placement Coordinator to contact caregivers about mentoring. Mentoring Club information, including the Mentoring Club Application and a Medical/Transportation Visit log form should go to caregivers with your CAMP applications.

3. SAFETY CHECKS AND APPLICATIONS

(Mentoring Club Directors Manual Section 4)

- **Camp Counselor/Staff Applications and References** can be copied and used with an interest form but you will need your own **secure locked file** with the applications, references for those who become Mentors and Mentoring Club Staff. See the Manual for details on interviewing and screening.
- **FBI Fingerprints or Level 3/2 Background checks** are required for all Mentors and Mentoring Club Staff. Requirements regarding the filing of volunteer personal information varies by state. It is the Mentoring Club Directors responsibility to follow state laws regarding the filing of volunteer personal information. At minimum you must note the date clearance was received and the agency which provided the clearance.

4. MATCHING YOUR MENTORS

Optional First Step is to ask Camp Counselors and staff to let you know by Wednesday of camp week if there is a camper they are interested in

- Mentoring. Check the camper's address and discuss pick-up distance, etc. Record the potential match but do not make promises and warn volunteers not to inform the camper.
- With the Camp Child Placement Coordinator and/or the Mentoring Club Matching Coordinator, review Camper Applications. You will need access to these files during the Mentoring Club year (especially in interacting with social services) but keep in a secure locked location. Consider potential matches at Camp—but don't make promises or inform campers about decisions.
- Follow up with Caregivers as soon after Camp as possible.
- Once the Caregiver has approved, you may send the prospective Mentor to the home to collect any additional signatures.

5. TRAINING YOUR TEAM

- **With the Mentoring Club Coordinator's assistance**, schedule and provide a 1 Day Mentoring Club Training Day for Mentors and Mentoring Club Staff (5+ Hours). using the materials from the Leaders' Manual, the RFK Mentor/Staff Training as well as the Training Day Power Point Slides. Provide a copy of the Mentoring Club Staff Manual.
- **Present Mentoring Club ID/Certification Cards** to Mentors and Mentoring Club Staff who complete all of the requirements and have cleared their background check.

6. SUPPORTING YOUR TEAM

- Supervise the Mentoring Team. Encourage, advise and help Mentors as they form relationships with their Mentoring Club Kids. Observe Mentors and Mentoring Club Kid pairs together at Mentoring Club meetings and events. Review Mentor's Transportation Logs and Mentoring Logs each month. Affirm and recognize excellence and help to support or re-direct mentors when needed, including the Club Psychologist in this effort whenever possible.

- Schedule a 15-20 minute Mentor Support & Supervision Meeting Time each month (ideally during the Activity time for Mentoring Club Kids). See section 2 for details. Use this time to collect Mentoring/Transportation Logs and have each Mentor meet with his or her Buddy Mentor for reflection and prayer.
- Act as official RFK Mentoring Club liaison with social services including notifying social services if a mentor has to make a report on possible abuse or neglect with a Mentoring Club Kid. Also follow up with social services if a Mentoring Club Kid was moved to a new placement.
- Contact caregivers once or twice during the year for feedback and make sure they have your phone number to contact you in case of concerns. Pray for Mentoring Club and your Mentors!

MENTORING CLUB SUPERVISION

Once a mentoring match has been made, providing support and supervision can make a huge difference in its success—and an effective intervention if there are problems. The RFK Mentoring Club Supervision System includes a number of avenues for the Mentoring Director (and key Mentoring Club Staff including the Mentoring Club Psychologist) to evaluate mentoring relationships and encourage, advise and make suggestions or corrections.

1. **DIRECT OBSERVATION OF MENTORING PAIRS (MONTHLY):** Mentoring Club Directors and Mentoring Club Staff observe mentoring pairs each month at the Mentoring Club meeting or event.
2. **MENTORING LOGS:** Each month, Mentoring Club Directors receive (1) completed and signed Mentoring Log and (2) Transportation Log (see Forms section) from each Mentor to document the time the Mentor spent with the child, who else came along, etc. Mentoring Directors find that this often gives them insights on how the relationship is working, where the Mentor needs help and specific things to affirm and encourage. **Keep these logs in a locked cabinet**—they are important legal documentation if an insurance issue, allegation, etc., arises.
3. **SMALL GROUP DEBRIEFING ORAL REPORTS (MONTHLY):** During the Cohort time, Mentoring Directors can check in with Mentors and debrief on how things are going with Mentoring Club Kids.
4. **CAREGIVER REPORTS:** Mentoring Director makes the first call to the Mentoring Club kid's caregiver each year and gives the caregiver his or her contact information to call if there are any questions or concerns about mentoring during the year. Mentoring Director (or a designated Mentoring Club Staff assistant) contacts the caregivers twice during the nine months of Mentoring Club to see how the mentoring is going from their perspective. It is very encouraging to share positive reports from caregivers with the Mentoring Cohort. One mother told the Director that her son had gone from sullen to 'singing and laughing' on days he was with his Mentor!
5. **CHILD REPORTS:** The Mentoring Club Director and the Mentoring Club Staff can check in with Mentoring Club kids informally during Mentoring Club time (when separate from the mentor) about how things are going. Once or twice a year, reports should be received more formally. One way to do this is to assign Mentoring Club Staff to take a short 'survey' of Mentoring Club kids apart from their Mentors with not more than two to four questions—What do they like best about having a Mentor? Is there anything they want to change about meeting with their Mentor? What is their favorite part of Mentoring Club? Do they have any ideas or suggestions about Mentoring Club Kids? Coaches can write down answers like 'reporters' or 'poll takers' to share with the Mentoring Club Director later—Club kids will love feeling like sought-after 'experts.'

BASIC REQUIREMENTS for RFK Mentoring Club Director

	MENTORING CLUB DIRECTOR RFK CERTIFIED
RFK Annual Application —Can use Mentoring Club app OR RFK Camp app	YES
RFK Interview by Camp Leadership	YES
Level 3 or 2 Background Check	YES
Annual DMV driving record check	YES
References Checked (every 1-2 yrs.) can combine with Camp	YES
RFK Camp Training + Camp Experience	YES
RFK National Mentoring Club Training Institute	YES
Copy of driver's license and Insurance info (on file with Mentoring Club)	YES—authorized to drive Mentoring Club Kid(s) if carrying signed medical/transportation waivers
RFK MENTOR/ MENTORING CLUB STAFF CERTIFICATION ID CARD	YES

BASIC REQUIREMENTS for RFK Mentors and Mentoring Club Volunteers

RFK Mentoring Club Role:	MENTOR-RFK CERTIFIED 4 hrs. mo. Mentor appts + monthly Mentoring Club meetings	MENTORING CLUB STAFF-RFK CERTIFIED Monthly Mentoring Club Events	MENTORING CLUB STAFF – NON CERTIFIED Monthly Mentoring Club Events Provides '2 deep' safety and help at (1) Mentoring Club events AND/OR (2) mentoring in less public settings	Mentor-in-Training Under 18 yrs old Assists at Mentoring Club events, etc. but can NOT count towards '2 deep' rule	SAFETY COMPANION AKA Second Cleared Adult NO Monthly Mentoring Club Events/Meetings
RFK Annual Application —Can use a Mentoring Club app OR RFK Camp app	YES	YES	YES	YES	YES
RFK Interview by 2 or more RFK leaders*	YES	YES	YES	YES	At minimum interviewed by Mentor Director
Level 3 background check for new and lapsed Mentoring Club Volunteers OR Level 2 for returning Volunteers	YES	YES	YES	NO - teen helpers are not considered 'cleared', must be supervised	YES
Annual DMV Driving Record Check	YES	YES	YES	NO	YES
References checked (every 1-2 yrs) can combine with Camp	YES	YES	YES	YES	YES
RFK Camp Experience + Training	YES	YES	NO	NO	NO
RFK Mentoring Club Training New-6 hrs Returning-3 hrs	YES – signed/dated annual commitment form from RFK Mentor & Mentoring Club Staff manual on file	YES – signed/dated annual commitment form from manual on file	YES- signed/dated annual commitment form from manual	YES- signed/dated copy of section 4. Rules & Policies	NO But signed/dated copy of section 4. Rules & Policies
Copy of driver's license and insurance info on file with Mentoring Club (if Volunteer is a driver)	YES—authorized to drive Mentoring Club Kid(s) if carrying signed medical/transportation waivers	YES —authorized to drive Mentoring Club Kid(s) if carrying signed medical/transportation waivers	YES- but can only drive Mentoring Club Kid(s) if certified Mentor or Mentoring Club Staff is in vehicle+ signed waivers	NO – No person under the age of 18 may drive children.	YES- but can only drive Mentoring Club Kid(s) if certified Mentor or Mentoring Club Staff is in vehicle+ signed waivers
RFK MENTOR/ MENTORING CLUB STAFF CERTIFICATION ID CARD	YES	YES	NO	NO	NO

***Interviews are only required for first year Mentors and Mentoring Club Staff. However, annual interviews are to be done at the discretion of the Mentoring Club Director for any volunteer who is changing roles in the Mentoring Club program or who needs further discussion of the expectations required of their position for the Mentoring Club year.**

Mentor Code of Conduct

“And you should imitate me, just as I imitate Christ.”

I Corinthians 11:1 (NLB)

3 KEYS TO MENTORING ABUSED CHILDREN

1. Commit to Following Christ's Example: I Corinthians 11:1 sets the standard for mentoring. Your own love for God and your commitment to imitating Christ is the foundation for your success as a Mentor. Encouraging Mentors in their own spiritual lives and as examples to the children they serve is the focus of the Mentoring Meeting, which creates a prayer support and accountability group for each RFK Mentor.
2. Mentor by Example: More important than what we say about God to our Mentoring Club Kids is who we are in their presence. The “Teachable Moments” that happen naturally and spontaneously when you are with the child you mentor are opportunities to show the difference that God's love makes in your everyday life—and to answer any of his or her questions from an honest and personal perspective.
3. Have Faith in God's Work: Do not focus on all of the things the Mentoring Club Kid you mentor should change about his or her behavior or thinking. Foster children are surrounded by adults who want to change them! Instead, remember that when this child was born, God gave gifts and characteristics that may be hidden or hard to detect now, but these talents and personal strengths are clues to God's plan for that life. If you notice and comment on a child's strengths and have faith in what God is doing in his or her life, it will communicate the kind of acceptance every child craves—and that is a great introduction to (and example of) the love of God!

Mentoring and Boundaries

Moving From Camp to Mentoring Club: RFK Camp is a wonderful introduction to mentoring. As a Camp Counselor or Staff member, you already 'get' foster kids and have seen the impact that abuse can have on youngsters who just want to be loved. You have already worked with a team of volunteers to provide five days of lifelong memories. You already know the rules necessary when doing outreach work with children who are under court supervision.

The transition from Camp to Mentoring Club, however, is important. At Camp, you were all on 'neutral' territory—the campground. With mentoring, you will be much more involved with your Mentoring Club Kid's day-to-day life, and you will be interacting with his or her caregivers on a regular basis and in their environment.

It is important that Mentors and staff are clear on what RFK volunteers' roles are during the Mentoring Club year. There are also important boundaries to keep in mind.

MENTORS ARE **NOT**

➤ MENTORS ARE NOT BABYSITTERS

- You have committed to spending time with your Mentoring Club Kid each month but you are not an 'on call' babysitter for that child and/or other children.
- The family's other children should NOT be regularly included in your time with your Mentoring Club Kid—that focus belongs to him or her.
- If the sibling is not a member of RFK, you are not legally covered to take that child in your car or to include them in any activities.

➤ MENTORS ARE NOT TAXIS

- Since you have the transportation permission slip for your Mentoring Club Kid in your possession (and in your car), you may choose to help out by picking or dropping off that child at soccer practice or a therapist's appointment, if it coordinates with your mentoring time plan for the month.
- You may also give Mentoring Club Kids a ride to any RFK activity if you have their permission slips. You should NOT however, feel obligated to be an on call 'car pool' taking RFK children to non- Mentoring Club events. Be gracious in explaining to the caregivers that you simply cannot take the legal risk of providing transportation when it is not related to RFK or church activities. Do not give rides to non-RFK kids (see Mentors Are Not Babysitters above).

NOTE: Mentoring Club Directors may give all mentors a full 'set' of all Mentoring Club Kids' transportation slips to keep in their RFK binder so that they can give rides to any RFK child as needed for Mentoring Club events.

➤ MENTORS ARE NOT SANTA

- It is fun to give presents to children—especially to children who have very little of their own. This is one reason why there are Mentoring Club-specific items (from capes to puppets) available for Mentoring Club Kids.
- You may want to give inexpensive presents to your Mentoring Club Kid from time to time, but be careful not to do this routinely. It is easy to set up an expectation that you will always provide presents and that can distort the relationship and make you feel used. Remember that it is natural for children to beg for gifts and to try and make you feel guilty if you say 'no' – especially if those children have learned to manipulate to get what they need.
- Be known as a Mentor/friend who gives primarily time and attention—which is the deepest need your Mentoring Club Kid has. Let gifts and/or a more expensive meal or event be the occasional dessert, not the main course, of your relationship.

➤ MENTORS ARE NOT BANKS

- A mentor should NOT write a personal check or give cash to the caregivers or the child. You should never loan money to your Mentoring Club Kid or his or her caregivers. If you are asked to do this, explain that this is forbidden under RFK policy.
- If there is a legitimate family need for a financial gift, and you think the Mentoring Club and/or church could help (donating a Thanksgiving turkey or school uniforms or Christmas gifts, etc.), simply listen to the need without making any commitments. Bring the matter back to the Mentoring Club Director to decide whether the Mentoring Club or the host church has a program that could provide help and go through that process to review the matter.

If you wish to help your Mentoring Club Kid by underwriting part or all of a significant gift yourself (music lessons, a cheerleading outfit, etc.), you must arrange to do this through the Mentoring Club Director as a Mentoring Club

- scholarship or a church donation NOT a personal gift. If you wish to provide support for that approved project, you must donate the money directly to the Mentoring Club or the church and have them handle the purchase.

➤ MENTORS ARE NOT FAMILY COUNSELORS

- It is important that the family caregivers see you as helpful and positive but remember that you are focused on attention for the child, not the family as a whole. Be careful not to get pulled into long conversations about family dynamics. Do not offer family counselor suggestions other than to let the caregiver know if you have some resources or groups that others have found helpful (a local church-based family counseling program, etc.) and leave it at that—you are not their therapist!
- Make a special effort to share the good things you see in your Mentoring Club Kid with caregivers who may be too busy or stressed to notice a child's personal strengths and gifts. Avoid spending a lot of time talking and listening about the child's problems and negative behavior—there are lots of people paying attention to the problems.

SPECIAL NOTE:

➤ MENTORS ARE MANDATED REPORTERS OF ABUSE

- Get in touch with the Mentoring Club Director immediately if you see a child being abused or your Mentoring Club Kid reveals abuse. In consultation with the Mentoring Club Director, you must make a report* to the agency, but remember to keep your language factual and resist sharing your opinion about caregivers, etc.
- NOTE: Do not attempt to investigate whether a child's allegation about being hit or sexually abused is true. The law is clear that you must report allegations and let the social service professionals substantiate or clear the case.
- Also, Mentoring Club Director must notify RFK, Inc. of any life-threatening injuries, emergencies, or serious problems with Mentoring Club kids.

* Form SS 8572, Suspected Child Abuse Report, sample can be found in Section VI – General Use Forms.

Q&A: PLANNING YOUR MENTORING TIME WITH YOUR MENTORING CLUB KID

1. When do I get matched with my Mentoring Club Kid?

The Mentoring Club Director will notify you of the match when applications and emergency release forms have been received. This may be very close to the start of Mentoring Club.

2. When can I contact my Mentoring Club Kid?

The RFK Mentor must wait until the Mentoring Club Director confirms the match and gives the Mentor the caregiver contact information and permission to call. The Mentoring Club Director needs to make the first call to the child's caregivers about the Mentoring Club Kid's participation. This is important as a 'check and balance' so that the caregiver has an official RFK leader to contact with problems or as a back-up to talking to the Mentor.

This is an especially important boundary for mentors and staff who served at Camp and know the Mentoring Club Kid already. It is important to wait until the Mentoring Club Director has received the emergency releases and confirmed the match, or you may get a camper's hopes up when he or she does not end up joining the program because of lack of caregiver cooperation, etc.

RFK volunteers who contact the camper's caregiver before the Mentoring Club Director has finalized the match or who exchange contact information with a camper directly can be permanently barred from future participation in RFK Camps and/or Mentoring Clubs. (See section 5)

3. How do I contact my Mentoring Club Kid?

Once you have received the Mentoring Director's approval and he or she has given you the caregiver's contact information, you may call the caregiver to set up your first appointment or to arrange the Mentoring Club Kid's transportation to the first Mentoring Club meeting.

4. What 'counts' towards the 4 hour per month commitment?

- a) MENTORING APPOINTMENTS 1-on-1 or in small groups or extra Mentoring Club outings: Any time with your Mentoring Club Kid outside of the regular Mentoring Club meetings counts toward your 4 hour mentoring commitment. Teaming up with other mentor pairs is encouraged.
- b) DRIVE TIME: Commuting time with the Mentoring Club Kid in the car can count toward the mentoring commitment. For a Mentoring Club Kid who

lives at some distance, talking as you drive to Mentoring Club meetings and to outings or appointments can be a great way to get to know him or her. .

NOTE: The monthly Mentoring Club Meeting does NOT count toward the mentoring requirement.

5. How should I schedule my mentoring time with my Mentoring Club Kid?

You have many options, based on schedules and commute distances, as well as the needs of the Mentoring Club Kids and caregivers.

- a) **Once a Week:** There are many advantages to having a once-a-week hour if that works for your Mentoring Club Kid and for your schedule. It provides frequency and reliability that can help your relationship with your Mentoring Club Kid grow.
 - b) **Twice a Month:** You may prefer to schedule longer and less frequent sessions with your Mentoring Club Kid—perhaps 2 hours on a Sunday afternoon twice a month.
 - c) **Once a Month:** This is NOT an ideal plan because relationships grow faster with more regular contact. Still, there are situations, especially where the Mentoring Club Kid lives at some distance from the mentor, where this is the only workable plan. In that case, you will want to plan a half day each month with your Mentoring Club Kid—perhaps the same day as Mentoring Club. If you choose this plan, add a phone call or post card on 'off weeks' to stay in touch.
- 6. Four of us are mentoring siblings in the same home—can we pick them up and take them places together?** Yes! This will really help foster caregivers who are already juggling multiple appointments, and RFK encourages group activities. Some mentors combine pick up and drop off for siblings even if the group is not staying together the whole time (brothers and mentors going to one event and sisters and mentors to another, for example). If you are alternating who is picking up and dropping off, make sure the driver always has all relevant Transportation/Medical forms.
- 7. When does my commitment to 4 hours per month end?**
Your commitment to the 4 hour minimum ends on the last day of Mentoring Club. This is the date that should be filled in on your Royal Covenant that you signed with your Mentoring Club Kid at the first meeting and is also noted on the Parent Covenant. Of course, if your Mentoring Club Kid is returning to RFK next

year, it would be great to continue the mentoring relationship. Be careful, however, **NOT TO MAKE PROMISES** in case circumstances change. If he or she asks about whether you are going to mentor him or her next year, you can say "That would be fun! We'll see whether we get matched again!" This is also a good answer if you think it might be better to Mentor a different Mentoring Club Kid next year. If you may not mentor at all next year, be honest and say, "I don't know if I'm going to be able to mentor next year—but I'm sure they will be able to match you with a great Royal Friend!" Then talk about the Mentoring Club Kids' plans for Royal Family Kids' Camps that summer, etc.

8. What about summer contact?

Summer contact should be limited to RFK Camp. RFK programs for Mentoring Clubs and Mentors do not continue over the summer. Since there is no regular Supervision (logs, Mentor Meeting time, etc.), caregivers are sent 'Mentoring Club Closure Letters' to make it clear that RFK Mentoring Club has ended for the year.

Volunteers who wish to continue contact will have to seek written permission from their Mentoring Club Kid's case worker and caregiver that acknowledges this activity has no RFK connection. Mentors also need to understand that the last day of Mentoring Club signals the end of legal and insurance protection from the church and Mentoring Club.

What to do if Your Mentoring Club Kid Moves Placement

One of the primary challenges in mentoring children in foster care is the issue of placement changes. Your Mentoring Club Kid may be moved with very little notice. You may show up at a foster home or group home, only to discover that your Mentoring Club Kid has been reunited with a birth parent, moved to a relative's home or moved to a different foster care placement.

- **STEP ONE: CONTACT YOUR MENTORING CLUB DIRECTOR.** Let the Mentoring Club Director know of the placement change.
- **WHAT TO DO IF THE CAREGIVER CANNOT OR WILL NOT GIVE YOU CONTACT INFORMATION FOR THE NEW PLACEMENT.** The Mentoring Club Director should phone the caseworker or another contact in social services to get information about the child's new placement. If you, as the Mentor, already have a relationship with the social worker the Mentoring Club Director may ask you to make this call. This connection with the social worker can be critical in getting support for continuing the mentoring and Mentoring Club relationships during a time of transition.
- **ONCE YOU HAVE THE NEW CONTACT INFORMATION FOR THE NEW CAREGIVER.** The Mentoring Club Director should call the new caregiver to explain that the child has been at RFK Camp and Mentoring Club and has been meeting with a mentor (you!). It is ideal if the Mentoring Club Director can make an appointment to come with you to the new caregiver's home to discuss the program, especially if the caregiver has no prior experience with RFK.
- **WHAT TO BRING TO THE FIRST MEETING AT THE NEW PLACEMENT:** Remember that you will need to bring a new blank Emergency Medical/Activities/Transportation Release Form, a new blank Caregiver Covenant form and a new Part 2 Pick Up and Drop Off Authorization form. Your old release form is not valid since custody of the child has changed—do not drive your Mentoring Club Kid anywhere before you have the new forms signed. Remember that the Mentoring Club Director keeps the original of the form and the Mentor keeps a copy.

- **WHAT IF THE NEW CAREGIVER IS RELUCTANT TO LET MY MENTORING CLUB KID CONTINUE IN THE PROGRAM?** Make sure that the caregiver understands that the program does not cost anything and that you will work to help facilitate transportation, etc. The caregiver may not be willing to fill out the form on your first meeting. In that case, ask to return a second time (you will have to meet at the caregiver's home since you cannot take the Mentoring Club Kid anywhere without a signed release from the current caregiver). It may be helpful to bring the Mentoring Club Director with you if he or she is available. Be positive, friendly and supportive.
- **WHAT IF THE NEW CAREGIVER REFUSES PERMISSION FOR MY MENTORING CLUB KID TO PARTICIPATE OR IS SIMPLY TOO FAR AWAY FOR ME TO CONTINUE THE MENTORING RELATIONSHIP?** Continue to be friendly and as supportive to the caregiver as possible. Explain that you have made a commitment to mentor their child this year, and you would like to keep up the relationship so that he or she doesn't feel let down even if you cannot meet. See if the caregiver is comfortable with your phoning the Mentoring Club Kid or not. Ask if you can mail cards just as an encouragement to your Mentoring Club Kid as he or she adjusts to their new home. Do follow up with cards (weekly post cards, greeting cards, etc.) so that your Mentoring Club Kid knows you are working to keep your commitment to him or her. NOTE: If the caregiver decides AGAINST ongoing contact, it is essential that you honor that decision and do not continue to call, send letters or email the child or the family.

MENTOR SUPERVISION & SUPPORT MEETING

Mentoring is a challenging assignment. To sustain their impact over time, Mentors must have great support systems. Without a support system, Mentors will quickly burn out; like an ember removed from the fire. However, building a support system for mentors is not as easy as it may seem. Many common support mechanisms are not available to Mentors because of privacy and confidentiality limitations. Mentor Meeting are a proven solution to providing encouragement and direction to Mentors.

Mentor Meeting is a group of about fifteen (or less) mentors who meet regularly (usually monthly) with a leader who facilitates the sessions. It is common for the Mentoring Club Director, Social Worker, Psychologist, or Child Placement Coordinator to lead these groups. The facilitator often has a leadership role in the Mentoring Club. However, it is more important that this person have good facilitation and encouragement skills – including reflective listening and an approach that draws out participation from everyone. A person who can skillfully manage the flow of conversation in a Mentor Meeting is worth their weight in gold. These Mentor Meetings have four primary functions:

1. Build relationships that allow **meaningful words of encouragement** to be shared.
2. Create a **safe environment** where mentors can share what is on their heart – whether challenges or successes.
3. Facilitate the **sharing of wisdom** gained from previous mentor experiences and its potential application to current obstacles.
4. Lift the mentoring experience to God in **prayer**.

Mentor Meetings are particularly effective when they take place during a portion of the monthly Mentoring Club meetings. Since it is a time slot that mentors have already committed to, it is most likely to be attended consistently by the Mentors. This meeting can take place during the following times:

- While the kids are listening to the puppet show and bible story
- During Craft/Snack time

Something to keep in mind is when holding the Mentor Meeting during Mentoring Club it requires a sufficient number of Mentoring Club Staff members to run the Mentoring Club successfully without the mentors present. If you are not sufficiently staffed to do this then you will need to schedule a monthly Mentor Meeting outside of the Mentoring Club meeting.

Here is a suggested Mentor Meeting group agenda:

This meeting can be anywhere from 20 – 40 minutes depending on the coverage of Mentoring Club Staff and the needs of the group. If you find you need more time an occasional outside of Mentoring Club meeting may need to be scheduled.

- Announcements 5 minutes
- Individual sharing - 15 minutes (collecting prayer requests during this time).
Some potential sharing topics include:
 - Highlights and successes
 - Low points and setbacks
 - Questions about unique situations
 - Mentor activities open to other mentors and their KIDS
 - Status of relationship with child or caregivers
- Prayer 10 minutes

The topics shared in this meeting often contain information that the Mentoring Club Director may wish to follow up on between meetings. This may include additional encouragement, resources, prayer, direction, etc.

Documentation Requirements for Mentors

Transportation/Visit Log

Mentors are required to update the Transportation/Visit Log **each month** and turn in a copy to the Mentoring Club Director for review.

The Transportation/Visit Log incorporates transportation, activities and visits with or without transportation.

Remember that whenever you transport your Mentoring Club Kid you need to bring:

- Transportation/Event Release and the Medical Release, both signed by the caregiver
- Proof of insurance
- Valid driver's license

The Mentoring Club Director also needs a copy on file of all of the above documents.

The Transportation/Visit Log is the only document the Mentors must complete. Other documents must be on hand. **The Transportation/Visit Log is not optional! It must be completed!**

A Transportation/Visit Log is an established and acceptable form of documentation for organizations including many Social Workers.

The Transportation/Visit Log does not guarantee the prevention of wrong doing, it does:

- 1.) Create a record for accountability that is far greater than not having a Transportation/Visit Log.
- 2.) Provide a level of due diligence.
- 3.) Allow for the Mentoring Club Director to review and gain insight on the Mentor relationship.

Requirements for the Transportation/Visit Log are: date, time, mileage, location, brief description of activity, and any other relevant notes.

A paper Transportation Visit Log is provided. An electronic version of the Transportation/Visit Log is acceptable providing the Mentoring Club Director allows it and it meets all the same criteria of the paper version. Electronic versions may include JotForm, mileage apps or similar. Photos of the mileage, locations and activities are acceptable.

If an accusation against a Mentor occurs and that Mentor does not have a Transportation/Visit Log or only has a partial history of completing the Transportation/Visit Log which is clearly required, that Mentors ability to prove their innocence will be more difficult.



Driver: _____ Visit Date: _____ #Hours
 Other Adults: _____ Visit Contact Time: _____

RFK Mentor Visit/Transportation Log*

Make an entry for each transportation segment. Use one log per visit. This side good for a visit with multiple Mentor/Mentees.

Child Passenger Name(s)	Departure/Pick-up Location			Arrival/Drop-off Location			Segment Distance
	Address	Time	Odometer	Address	Time	Odometer	
What we did:							
What we did:							
What we did:							
What we did:							
What we did:							
What we did:							
What we did:							
What we did:							
What we did:							
Visit Comments:							

* Drivers must carry a copy of the RFK Medical/Transportation releases, proof of auto insurance, and driver's license during all mentoring activities.

Mentor Signature: _____
 Mentoring Club Director Signature: _____

Driver: _____ Visit Date: _____ #Hours
 Other Adults: _____ Visit Contact Time: _____

RFK Mentor Visit/Transportation Log*

Make an entry for each transportation segment. Use one log per visit. This side good for a visit with one Mentor/Mentee.

Child Passenger Name(s)	Departure/Pick-up Location			Arrival/Drop-off Location			Segment Distance
	Address	Time	Odometer	Address	Time	Odometer	
What we did:							
What we did:							
What we did:							
What we did:							
Visit Comments:							

*Drivers must carry a copy of the RFK Medical/Transportation releases, proof of auto insurance, and driver's license during all mentoring activities.

Mentor Signature: _____
 Mentoring Club Director Signature: _____



MENTORING CLUB TRANSPORTATION/ACTIVITIES PERMISSION AND RELEASE FORM

As the undersigned legal parent or caregiver, I request that my child, be allowed to participate in the Royal Family KIDS Mentoring Club Program.

This Transportation and Activities Permission and Release Form is effective on the date of my signature below, and will remain in full force and effect as long as my child participates with Royal Family KIDS in any manner; it applies to all Mentoring Club activities, including both individual meetings with a Royal Family KIDS Mentoring Club and group meetings, functions, and events (the "Activities").

I hereby give permission for my child to attend and participate in the Activities. I specifically authorize Royal Family KIDS to provide for, and arrange in my place, necessary medical care, as stated in the Medical Release Form on the reverse hereof.

I hereby also give my permission for my child to ride in any vehicle designated by the adult(s) in whose care my child has been entrusted while participating in the Activities.

In consideration for permitting my child to attend and/or participate in the Activities, I do hereby release, and on behalf of my child release, Royal Family KIDS Mentoring Club, the local Mentoring Club's mentors, Mentoring Club leaders, volunteer assistants, the host church, and any designated driver of a van, bus, car, or other vehicle used in connection with any of the Activities ("Released Parties") from any and all claims for injuries, losses, damages, costs and expenses that I, and/or my child, might have against the Released Parties, arising out of, or in any way relating to, my child and the Activities, and I agree to hold the Released Parties harmless from any loss arising from such claims.

NO CHILD WILL BE ALLOWED TO PARTICIPATE IN ANY ROYAL FAMILY KIDS MENTORING CLUB ACTIVITIES UNLESS THIS FORM IS COMPLETED AND SIGNED FOR EACH CHILD.

Form fields for child information: Child's name (PRINT), Birth date (mm/dd/yr), School, Grade, Caregiver's name (PRINT), Relationship to child, Home phone, Other (indicate cell, business, etc.), Address, City, State, Zip, Caregivers' email, Other emergency contact: Name, Relationship to child, Other contact's phone(s), Email.

I certify that I have read, understand, and agree to the provisions of this Activities and Transportation Permission and Release Form, including the separate Medical Release Form on the reverse hereof.

Caregiver signature(s) and Date fields.

A photocopy of this executed form shall be valid as an original. Please return this form with your Camp Application



MENTORING CLUB MEDICAL RELEASE FORM

Child's Name _____ Age _____ BirthDate _____

Family Physician or Clinic _____ Phone _____

Address _____ Date of most recent physical examination: _____

Mark the following allergies with a "Yes" or "No" Penicillin _____ Sulfa _____ MSG _____

Poison Ivy _____ Poison Oak _____ Bee Sting _____

Wasps/Hornets _____ Nuts _____ Other _____

My child has a history of the following: Fainting _____ Headaches _____ Convulsions _____

My child is taking the following medications (prescription or otherwise): _____

My child is receiving medication or has a condition that may affect behavior or increase risks: _____

This Medical Release Form is effective on the date of my signature(s) below, and will remain in full force and effect as long as my child participates with Royal Family KIDS Mentoring Club in any manner; it applies to all RFK Mentoring Club activities, including both individual meetings with a Mentoring Club mentor and group meetings, functions, and events (the "Activities").

I hereby give permission for my child to attend and participate in the Activities. I specifically authorize Royal Family KIDS Mentoring Club to provide for, and arrange in my place, necessary medical care.

I authorize the Royal Family KIDS Mentoring Director or any designated adult, in whose care my child has been entrusted, to arrange for and consent to any x-ray examination, anesthetic, and/or medical, surgical and dental procedure and treatment, and hospital care, to be rendered to my child under the general or special supervision, and on the advice of any physician or dentist duly licensed by an appropriate regulatory agency, or the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of such physician, dentist or hospital. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical, dental and/or hospital services rendered to my child pursuant to this authorization. Should it be necessary for my child to be transported home or to medical facilities due to medical reasons or otherwise, the undersigned shall assume all transportation costs.

This Medical Release Form will be used only as necessary in the circumstances. Every reasonable effort will be made to first notify a care giver listed below prior to the use of this Medical Release Form.

Caregiver's name (PRINT) _____ Relationship to child _____

Signature _____ Date _____ Emergency phone _____

Caregiver's name (PRINT) _____ Relationship to child _____

Signature _____ Date _____ Emergency phone _____

Please return this form with your Camp Application.
A photocopy of this executed form shall be valid as an original.

MENTORING CLUB KID PICK UP AND DROP OFF AUTHORIZATION**Caregiver Covenant (Part 2)**

:

- RFK mentors and Mentoring Club volunteers are NOT allowed to leave a child at his/her home or other designated place unless the caregiver or other authorized adult is present.
- Only authorized adults may pick the child/ren up from RFK activities.
- The Mentor will keep this form and a copy will be filed with the Mentoring Director.

Child/ren's NAME

(print) _____

I hereby give my permission for the adults (**18+ YEARS OLD**) listed below to serve as authorized emergency contacts for pick up and/or as adults with whom the RFK volunteer may leave my child/ren when bringing him/her/them back from a Mentoring Club meeting, event or mentoring appointment.

I understand that the **Emergency Contact adult(s) named below must show a current picture I.D.** to the RFK Mentor/Club volunteer before the volunteer may pick up or leave the child/ren in their care. Any changes to this form must be submitted (with approved signature) to the Mentor for the Mentoring Club Director in writing.

ADULTS authorized to pick up my child, serve as emergency contact, and/or have child/ren left with him or her, including the primary caregiver:

PRINT NAMES:

1. Primary Caregiver(s): _____

2. Authorized Adult Name: _____ Phone #: _____

3. Authorized Adult Name: _____ Phone #: _____

Caregiver Signature_____
Date**A photocopy of this executed form shall be valid as an original**



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