

## **Why MENTORING CLUBS?**

- **RESEARCH:** Mentoring Clubs have a track record of improving at-risk kids' outcomes based on research on with 4-H, Boys' and Girls' Clubs, etc..<sup>1</sup> Foster care 'drift' and unstable families mean children in foster care often miss out on participating.
- **CLINICAL FINDINGS:** Psychologists have found that groups are often more effective in working with abuse survivors than one-on-one sessions. Groups can provide a 'healthy family' model for survivors and a 'safe place' while individual sessions may trigger memories and reactions to abuse, especially sexual abuse.<sup>2</sup>
- **CAMP EXPERIENCE:** The impact of five days at camp goes beyond the RFKC counselor/ camper ratio. It is also a **GROUP** experience, seeing 'family' type relationships that are healthy and being part of a camp culture of treating people 'royally.' This allows Mentoring Club Kids to enjoy that same group dynamic with the same songs, people and fun activities they loved at Camp.
- **SAFETY and SUPERVISION:** Mentoring Club time allows the Mentoring Club Director to observe the Mentor pairs every month and see if there are 'red flags' and/or if the Mentor or Mentoring Club Kid is having problems or seems uncomfortable or overwhelmed. It also allows Mentors to ask the Mentoring Club Director questions and to submit their Mentoring and Transportation Logs.

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<sup>1</sup> "Why Participation is Expected to Benefit Youth, Benefits of Participation in Clubs."  
<http://education.stateuniversity.com/pages/1838/Clubs.html>

<sup>2</sup> Elizabeth Westbury and Leslie M. Tutty. "The efficacy of group treatment for survivors of childhood abuse (1998)." [http://www.sciencedirect.com/science?\\_ob=ArticleURL&\\_udi=B6V7N-3VF9DMN-](http://www.sciencedirect.com/science?_ob=ArticleURL&_udi=B6V7N-3VF9DMN-)

## **MENTORING CLUB MEETINGS: Key Elements**

### **C**ommitment

RFK is built on the commitment the Mentors and Mentoring Club Kids make to each other, but it is strengthened by Community and Ceremony — promises kept by individuals but made and honored in public as a Mentoring Club.

### **L**eadership

Provides opportunities to take on responsibilities for and leadership of peers in the Mentoring Club. Mentoring Clubs also can take on service projects to help Mentoring Club Kids demonstrate leadership through helping others in the community.

### **U**nderstanding

Provides ongoing training and support so that Mentors and other volunteers understand where a foster child ‘is coming from’ and can give support to Mentoring Club Kids in recovery from abuse.

### **B**elonging/Belongings

Provides the opportunity to belong to a group (“You’re in the Mentoring Club!”) to Mentoring Club Kids who feel that they never truly ‘belong’ to a family or group of peers. This feeling is reinforced as much as possible by ‘belongings,’ the tokens that prove that Mentoring Club Kids are part of a group identity — from t-shirts to backpacks to pendants, etc.

### **S**afe Place

RFK provides a place for a Mentoring Club Kid to feel accepted and valued by other children in foster care as well as by trained adult volunteers. Research shows that peer support and peer friendships within groups can speed the healing from the shame and isolation of child abuse.

## What We Do At Mentoring Club

**CAMP MEMORIES:** The Mentoring Club Coordinator and the Staff should work to create a Mentoring Club atmosphere that brings back the positive memories of Camp to all of the Mentoring Club Kids and your Staff. Use the RFK Camp songs and some of the activities, decorations, posters and games to bring back the camp culture the Mentoring Club Kids loved in the summer. This will also have the effect of immediately letting the Mentoring Club Kids feel like they are ‘in the know’ and their comfort level will increase (“Oh—I like that song!” “Oh, I made a bracelet like that at camp!”).

Build the ‘bridge’ from Camp to Mentoring Club from Day 1. When you announce your first meeting, encourage Mentors, Mentoring Club Staff and Mentoring Club Kids to bring their RFK Camp photo albums to share.

**9 Month Mentoring Club Year:** Usually September – May  
or October – June

### RFK Mentoring Club Curriculum

- **Opening Activities:** Games, Music, Ice Breakers
- **Puppet Plays:** Focus on values with humor—introduces Bible story theme
- **Bible Story :** Key verse for each month, Bible story (with suggested props and non-speaking parts for Mentoring Club Kids)

**Other Elements:** Activity Center(s) and refreshments

**PRE MENTORING CLUB PLANNING:** Get the Mentoring Club Curriculum as early as possible so staff can review the (1) **Icebreaker**, (2) **Puppet Show**, (3) and **Bible Story**, gather suggested props and practice ‘sealing’ covenants with wax.

Remember that you also need to plan your Mentoring Club’s music (include Camp songs!) and a Mentoring Club Activity time (art project, etc.).

It is a great idea to make the last hour of your training a ‘dress rehearsal’ for the first Mentoring Club meeting so mentors know what will happen and coaches can practice. As with Camp, all Mentoring Club items match the year’s theme, from the Curriculum’s Bible Stories and Puppet Shows to the Adventure Books, Pendants, Mentoring Club Kids’ shirts and Backpacks.

The Mentoring Club Team can think about ways **to decorate the “Mentoring Club House”** room or add props to match the theme (castle, treasure chest, etc.) and the message. The Activity Coach may also want to find craft’s that reflect the year’s theme.

**FIELD TRIPS:** Mentoring Club Curriculum is designed so that each session is a ‘stand-alone’ Mentoring Club meeting. This means that if you plan a Field Trip (or a service project or party) one month, you can skip that meeting plan and just go to the next month without losing continuity. The Mentors can still cover the verse and theme individually with Mentoring Club Kids by using the Adventure Book.

**USING CURRICULUM WORK SHEETS:**

You will find a blank curriculum worksheet in the General Forms section.

The Mentoring Club Coordinator and Staff can use copies of the worksheet to record assignments for each month’s meeting. A sample overview of the Follow Your Dreams Curriculum to show you how the year’s Mentoring Club plan coincides with the Mentoring Club Kid/Mentor Adventure Book themes and activities.

(NOTE: Each year’s Curriculum Manual includes an overview for that year’s program.)

**MENTORING CLUB CEREMONIES:** One of the great strengths of combining individual mentoring with a Mentoring Club program is the opportunity to hold ceremonies that publicly celebrate keeping promises and commitments to each other. The first meeting of every year is a CAPE AND SEAL CEREMONY where mentors put a cape on their Mentoring Club Kid and both of them sign the Royal Family KIDS Covenant, agreeing to meet four hours a month over the nine month long program. Their signed Covenant is stamped in wax with the Mentoring Club Seal.

At the end of the year, there is a CLOSING CEREMONY where both the Mentors and the Mentoring Club Kids who have kept their commitments receive a PENDANT AWARD and their Covenant (signed in the fall). Mentoring Club Staff can also receive Pendants . Mentoring Club Kids who are too old to return to Camp this year should receive a Graduation Award or certificate. This Ceremony is followed by a Closing Meal.

# Sample

### RFK MENTORING CLUBS "Follow Your Dreams" 9 Month Curriculum Overview

MONTH #1	Cape and Seal Ceremony
Theme	ALL ABOUT YOU
Key Verse	"I knew you before I formed you in your mother's womb."- Jeremiah 1:5a
Bible Story	Hannah, Samuel and Eli: A Foster Care Story I Samuel 1
MONTH #2	
Theme	CREATIVITY
Key Verse	"Sing a new song of praise to him; play skillfully on the harp, and sing with joy."-Psalm 33:3
Bible Story	The Bible Show on Creativity Psalm 23
MONTH #3	
Theme	CURIOSITY
Key Verse	"Ask and it will be given to you; seek and you will find; knock and the door will be opened to you."-Matthew 7:7
Bible Story	Joshua and Caleb Numbers 13
MONTH #4	
Theme	LOVE
Key Verse	"So now I am giving you a new commandment: Love each other. Just as I have loved you, you should love each other."-John 13:34
Bible Story	The Wise Men and the Flight to Egypt Matthew 2
MONTH #5	
Theme	BRAVERY
Key Verse	"For God has not given us a spirit of fear and timidity, but of power, love and self discipline."-2 Timothy 1:7
Bible Story	Daniel in the Lion's Den Daniel 6

# Sample

**MONTH #6**

Theme	LOVE OF LEARNING
Key Verse	“Intelligent people are always ready to learn. Their ears are open for knowledge.” Proverbs 18:15
Bible Story	Mary of Bethany Luke 10

**MONTH #7**

Theme	HUMILITY
Key Verse	“Don’t be selfish; don’t try to impress others. Be humble, thinking of others as better than yourselves.”-Philippians 2:3
Bible Story	Jesus Washes the Disciples Feet John 13

**MONTH #8**

Theme	HUMOR
Key Verse	“A glad heart makes a happy face; a broken heart crushes the spirit.”-Proverbs 15:13
Bible Story	Sarah Laughs Last! Genesis 21

**MONTH #9** Closing Ceremony

Theme	HOPE
Key Verse	“For I know the plans I have for you,” declares the Lord, “Plans to prosper you and not to harm you, plans to give you hope and a future.”- Jeremiah 29:11
Bible Story	Miriam, Jochebed and Pharaoh’s Daughter Exodus 1

A current overview and month-by-month planning worksheets can be found in the Curriculum Manual.

## **Royal Family KIDS Mentoring Clubs: 1st Meeting of the Year**

### **CAPE AND SEAL CEREMONY**

#### Preparation

- Using the Mentoring Club CD materials, the Mentoring Club Coordinator should print out enough copies of the Covenant for each Mentor and Mentoring Club Kid to sign, plus some extras for mistakes. Printing the covenants in color on heavier cream colored paper will make them look special and provide a better background for the seal.
- The Mentoring Club Coordinator should fill in the dates of the first and last meeting on the covenant sheets AND on the inside front cover of the Adventure Books.
- Before the meeting, the Mentoring Club Director should pre-sign the Royal Family KIDS Covenant sheets for the Mentoring Club to keep AND the inside front cover of each Adventure Book.
- Find some regal-sounding music to play during the ceremony.
- The Mentoring Club Coordinator will distribute the capes to Mentors before the ceremony and collect them at the end of the meeting. Save them for your final meeting.

### **CEREMONY PLAN**

- Make sure that each Mentor is holding a cape to present to a child.
- Mentoring Club Director gives Seal and Cape Speech: See next page.
- Cue up the music.
- The Mentoring Club Director announces the first name of a Mentoring Club Kid and asks them to stand.
- When the Mentoring Club Director announces the Mentoring Club Kid's name, his/her Mentor steps forward and ties the cape on the child's shoulders.
- Mentor and Mentoring Club Kid proceed to a table where the Royal Family KIDS Covenant sheets are waiting. Mentor and Mentoring Club Kid each sign the copy of the covenant on the inside cover of the Mentoring Club Kid's new Adventure Book AND the separate document with the covenant.
- The Mentoring Club Coordinator stamps the separate document with wax using the Mentoring Club seal. NOTE: For best results, rest the seal on ice between sealings. This allows seal to release from wax more easily. Do NOT put the wax seal in the book—we have printed a picture of the seal on the book's covenant so it will have the 'sealed' look too but the printed 'wax' won't stick to the pages!
- Mentor/Mentoring Club Kid pairs go back to seats together while the rest of the room is 'caped'. All of this is done to the regal-sounding music you selected.

**WELCOME SPEECH** –Suggested Presentation Given by Mentoring Club Director as part of the Caping Ceremony

We are really excited that all of you are now in the Royal Family KIDS Mentoring Club! This is a Mentoring Club ONLY for kids who have gone to Royal Family KIDS Camp. We are going to be meeting every month but in between meetings, you will get to meet with your Mentoring Club. A mentor is a person who is your friend and guide.

The main thing that you will do with your Mentor is to have fun and get to know each other—but you will also learn some important things about yourself and about life and about the Word of God as you meet this year.

Being a part of Mentoring Club is a BIG commitment. It is not only a big commitment for your Mentor—who is promising to spend time with you every month until next spring—it is also a big commitment for you. YOU are making a promise too. You will need to make sure that you meet your Mentor on time and let him or her know if your schedule changes.

We are going to ask each of you to make that promise today in writing. Not only that, we are going to SEAL that promise with the Royal Family KIDS Mentoring Clubs signet seal.

This is the covenant you will sign (hold up covenant). It sort of reminds you of the kind of documents they had long ago, doesn't it?

In the old days Royal Families—kings and queens and princes and princesses—all had their OWN seal. Every country and every group or club had a seal. Sometimes kings or queens used the seal to sign a TREATY to end a war or to send a message to a friend.

People marked documents they signed with their SEAL to show that this was an OFFICIAL document—and that the signers would stand behind it and keep their promises.

The royal seals were usually metal and dipped in hot wax. We are going to use that same method today to seal your promise with the Royal Family KIDS Signet Seal.

You will also get your own copy of the covenant in your Adventure Book, which you will sign today as well. The Adventure Book is a book you will be using with your Mentor to write down what you do together each month.

I am proud to announce the beginning of the Royal Cape and Seal Ceremony. When I call your name, your Mentor will come up and put the Mentoring Club cape on you and then you and your Mentor will proceed to the table. Both of you will sign the Royal Family KIDS Covenant and we will stamp it with the Royal Seal. Then go back to the seats and sit next to your Mentor until all of our Mentoring Club Members have joined the Mentoring Club!

Music begins and Mentoring Club Director starts to read off names slowly so that Mentors can 'cape' their Mentoring Club Kid and sign the documents.





If you really keep the **ROYAL** law found in Scripture,  
"Love your neighbor as yourself," you are doing right.  
James 2:8

## Royal Family Kids' Club Covenant

We, the undersigned, do solemnly promise to be Royal Friends.

Beginning \_\_\_\_\_,  
today's date

we will meet for 4 hours of mentoring and fun each month until

\_\_\_\_\_  
last day of royal family kids' clubs this year

We will also faithfully attend this year's Royal Family Kids' Clubs meetings and events.

Club Member Signature \_\_\_\_\_

Mentor Signature \_\_\_\_\_

Witness: Mentoring Director \_\_\_\_\_





## Royal Family KIDS Mentoring Clubs: Last Meeting of the Year

Your Mentoring Club Team should plan a closing ceremony that celebrates a great year together. Having a closing meal (brunch, lunch or dinner—whatever works for your Mentoring Club) is a nice addition. You could consider inviting caregivers for the dinner and Mentoring Club pendants presentation.

Remember to focus on the fact that camp is coming! Have information on camp there at the meeting for the Mentoring Club Kids and their families to pick up. This should help to mitigate the sadness about ending the Mentoring Club and the ending (or summer break) for the mentoring relationship. While many mentors will want to continue mentoring the same child next year, you need to avoid this topic since some mentors may not be available to continue and you may have decided to change a Mentor/Mentoring Club Kid match for the following year.

If you have Mentoring Club Kids who are too old to go back to camp this summer, consider having their mentors do a special ‘camper grads’ outing for them (a summer beach day or pool party) that you can highlight at the same time that you talk about camp.

### Program

- 1) **COVENANTS:** The signed and sealed Royal Family KIDS Mentoring Clubs Covenant for each Mentor and Mentoring Club Kid should be on display. Talk about promises made and promises kept and thank the Mentoring Club Kids and Mentors for their faithfulness. Also, make sure that your presentation includes the reminder that God has an everlasting commitment to spend time with us! Remind Mentoring Club Kids that God is the ultimate Royal Friend and Mentor!
- 2) **OPTIONAL DISPLAYS:** You may wish to display some of the Mentoring Club Kid’s Adventure Books or photos, artwork or projects from the year.
- 3) **MENTORING CLUB PENDANTS PRESENTATION:** Present the Mentoring Club Pendants and chains to each mentor and Mentoring Club Kid and note that the Mentoring Club is honoring them because they kept their commitment. You may also give pendants to Mentoring Club Staff who completed their year’s commitment. (After Year 1, additional pendant designs will come out each year to coordinate with the theme.)
- 4) **OPTIONAL/ADDITIONAL AWARDS:** During the year, Mentors should be observing their Mentoring Club Kids and determining one of the Character Strengths (bravery, humor, etc.) studied that year that they observe in their Mentoring Club Kid. Decide on what the awards will be and what they will be called and come up with a presentation plan for the last day.

## **RFK Mentoring Club Peer Support Staff Circle of Prayer**

Every month, the Mentoring Club Coordinator should gather the Staff for prayer and peer support before the Mentoring Club Kids and Mentors arrive in the Mentoring Club Room.

Schedule about 15-20 minutes for this special time and start long enough before Mentoring Club so that you won't be interrupted by early arrivals of Mentoring Club Kids.

Begin by reading the Key Verse for the month from the Adventure Book. Ask the group for any thoughts on how you can apply that verse in your ministry to the Mentoring Club Kids and Mentors today.

Briefly summarize what is going to happen today—the Bible story that is being presented, etc. Ask if there are any prayer requests or praise items that the group would like to share about today, the Mentoring Club Kids or from their own lives.

Have everyone stand and hold hands, forming a circle in the Mentoring Club room. Tell the group that you will end the time with a closing prayer and ask them to pray as they feel led. Remember to specifically pray for God's blessing on the physical space as the children enter the room and on each of the Mentoring Club Staff and Mentors.

## MENTORING CLUB STAFF POSITIONS

### Mentoring Club Coordinator Position

- Verify Church Insurance has adequate coverage for Mentoring Club Program and acquire Certificate of Liability Insurance.
- Plan 9 monthly Mentoring Club group events (meetings, field trips or parties) with the volunteer team. Handle room reservations, bulletin announcements, transportation, event insurance, etc. Review Calendar with RFK Mentoring Club Director and leadership team to avoid conflicts, etc.
- Work with Mentoring Club Director and Camp Leadership to review schedule, budget and Mentoring Club application plan.
- Assist with Mentoring Club public relations and fundraising.
- Assist Mentoring Club Director with follow up Mentoring Club Kid phone calls.
- Assist in the interview process for all Mentoring Club Staff and Mentors.
- Serve as Curriculum Coordinator — receive the 9 month curriculum manual for the year and provide copies to Mentoring Club leaders as needed.
- Recruit Mentoring Club Staff and assistants to help out at the monthly Mentoring Club events. Make sure that all attend the Mentoring Club Training Day and complete their fingerprint-based criminal background checks and applications, etc.
- Assign Mentoring Club staff to specific areas of leadership for meetings (music, puppets, Bible story, activities, refreshments, etc.). Meet with these volunteers as needed for meeting and event planning.
- Make copies of Mentor/ Mentoring Club Staff Manual and assemble binders for training.
- Plan food and supplies for Training Day
- Plan a dress rehearsal of first Mentoring Club Meeting to be presented as the final element of training.
- Schedule a pre-meeting Circle of Prayer in the Mentoring Club room to bless the room, the Mentoring Club Kids and the Mentors and Mentoring Club Staff and address any prayer concerns.
- Meet with the Mentoring Club Team monthly to debrief and have a circle of prayer (you may choose to schedule this just before or after Mentoring Club meetings).
- Pray for Mentoring Club.

**NOTE:** A general announcement can be put out for volunteers interested in becoming Mentors or Mentoring Club Staff—to RFK Camp veterans first, and if desired, to the church membership who may be coming to Camp this year.

However, Mentoring Club Leadership Positions (Mentoring Club Psychologist/Social Worker, Child Services Coordinator etc.) are recruited by the Mentoring Club Director and the Mentoring Club Leadership Positions (Music; Puppets, etc.) by the Mentoring Club Coordinator, not

through a general announcement to the congregation. Particularly during the first year, some of the positions may not be filled. Two or more Staff roles may be filled by the same person (Activities and Food, etc.). Mentors, however, should NOT serve as Mentoring Club Director, Mentoring Club Coordinator or Staff.

There are 2 levels of Mentoring Club Staff:

### **Certified Mentoring Club Staff & Non Certified Mentoring Club Staff**

Mentoring Club Staff are the volunteers who run the monthly meetings. Staff can be assigned by the Mentoring Club Coordinator to plan specific areas for each month's meeting (or field trip or party) and help cover Mentoring Club curriculum during the Mentoring Club Year.

The Mentoring Club Coordinator can recruit volunteer leaders who each take responsibility for key program areas. You will want an Activity Center Coach (see description below) but other areas you may choose Coaches for include:

**STAFF SIZE:** Remember that you need a minimum of 5 staff but please note that a Staff leader can cover more than one area (i.e. the same volunteer may be both the Music Coach and the Puppet Coach, etc.). Mentors, however, should not be covering staff positions. They can help as needed with skits, etc., but be free to primarily focus on their Mentoring Club Kid. While each volunteer may serve 2 roles remember you will need enough staff to stay with the kids during the Mentor Supervision & Support Meeting. Sufficient supervision will ensure the 2-deep rule can be followed and children have adequate adult supervisor.

### **ACTIVITY CENTER COORDINATOR**

Responsibilities Include:

- Develop interesting and creative activities for each monthly meeting that emphasize "process, not product," some of which relate to theme. Offering several activity centers is ideal.
- Gather all supplies needed for the centers.
- Stay within the budget for crafts.
- Keep morale high.
- Have centers ready when Mentoring Club kids arrive.
- Set up, take down, and store all supplies for centers.
- Pray for the Mentoring Club

**BIBLE TEACHER**

Responsibilities Include:

- Receives Bible story materials from Mentoring Club Coordinator
- Receives information from Mentoring Club Coordinator on budget allocated for Bible stories and procedures for reimbursing expenses
- Teaches monthly Bible lessons using RFK curriculum
- Discusses with the Mentoring Club Coordinator any special needs (e.g props, costumes, etc.)

**MUSIC COORDINATOR**

Responsibilities Include:

- Plan monthly Mentoring Club Meeting songs
- Organize music and lyrics for the Mentoring Club Meetings
- Lead Mentoring Club Kids each month during Mentoring Club Meetings
- Provide song Lyrics if needed

**MENTORING CLUB REGISTRAR** — In the absence of staff secretarial assistance, the Mentoring Club Coordinator will need to take on or supervise a designated assistant in these tasks.

Responsibilities Include:

- Provide all office/production support for the Mentoring Club, including preparing forms and correspondence.
- Coordinate Registration process, registering kids before the first Mentoring Club meeting.
- Organize Mentoring Club Kids Name Tags.

**GRANDPA AND GRANDMA— Ideally the Camp Grandpa and Grandma**

Responsibilities Include:

- Greeting Mentoring Club Kids as they come into the Mentoring Club House/Room or being available with puzzles, games and toys for 'Early Birds' who arrive before Mentoring Club gets started.
- Helping out as needed with group activities and refreshments.

**MENTORS-IN-TRAINING (MITs): Teen Helpers**

Helpers under the age of 18 may be recruited to assist the staff at Mentoring Club meetings or events if they are always supervised by trained and cleared adult staff. MIT's should attend Mentoring Club training and do not count as "two deep" at Mentoring Club. See Chart for requirements and restrictions.

### **SPECIAL GUEST**

Provides a special presentation for the Mentoring Club (magic act, a demonstration, a museum tour, etc.). Requires:

- No training is required for these one-time sessions, but if the Mentoring Club has not received the volunteer's security clearance, the guest may NOT be alone with Mentoring Club children.
- Receives the "Guidelines for Royal Family KIDS Guests and Presenters" (Leader's Manual, Forms Section)

### **MENTORING CLUB PHOTOGRAPHER**

Provides official photographs of Mentoring Club events, field trips and ceremonies. This frees mentors from having to document events and allows leaders to make sure photographs do not violate confidentiality laws.

### **PROFESSIONAL COUNSELOR/SOCIAL WORKER – Mentoring Club Psychologist**

Responsibilities Include:

- Work with Mentoring Club Director to create debriefing/training opportunities for Mentors—ideally at the beginning and end of the year and as needed.
- Must have professional training and credentials that meet licensing requirements of the state.
- Assist each mentor to help alleviate the tension created by a mentoring experience.
- Can be a liaison to child's professional counselor or psychiatrist, should a major issue arise during Mentoring Club events.
- Praying for the Mentoring Club.

**CHILD MATCHING COORDINATOR – This position is appointed by the Mentoring Club Director and may be the same person as the Child Placement Coordinator for Camp.** In the absence of a CMC, the Mentoring Club Director will need to take on or supervise an assistant in these tasks.

Responsibilities Include:

- Work with RFK staff and Mentoring Club Director to match Campers to potential Mentors.
- Phone or meet with Social Services as needed to explain and/or review Mentoring policies.
- Provide any written information about Mentoring Club to agency.
- Correspond with Social Services using letters, applications, brochures, etc.
- Act as liaison with campers' foster parents, guardians, or group home staff by phone and introducing self, the Mentoring Club, meeting dates and answering any questions before sending applications.
- Send application and introductory letters to foster parents, shelters, group homes, etc.

- Periodically provide Mentoring Club Director with list of children contacted and applications sent and received, including finalized list immediately before Mentoring Club start date.
- Send acceptance letter to Mentoring Club Kids who have completed applications.
- Call all foster parents, guardians and group home staff who were contacted but did not remit application by deadline. Determine problem and if necessary add different child to fill opening.
- Meet with, and working closely with, Mentoring Club Director regarding SSA policies and keeping updated on number of available mentors.
- Call mentors and give them the name and age of their Mentoring Club Kid so they may plan for small gifts, etc.
- Provide a list of Mentoring Club Kids' names alphabetized by foster parents' last name for Mentoring Club Coordinator to use at registration on Mentoring Club days.
- Turn over complete files on all children to Mentoring Club Director to be kept in secure location.
- Maintain list of Mentoring Club Kid which is shared with Mentoring Director and Mentoring Club Coordinator, etc.
- After first year (when possible) contact all previous foster parents, guardians, and group homes, offering them first priority for mentoring.
- Pray for the Mentoring Club and Mentors.

### **MENTOR**

#### Responsibilities Include:

- Commit to at least one academic year of four hours per month of time with matched foster child, as well as nine Mentoring Club meetings. Mentors also have a group Mentor Meeting session as part of the Mentoring Club time where they can receive support and prayer.
- Commit to high standards for child safety.
- Submit a Mentoring and Transportation log to the Mentoring Club Director every month and keep a copy for your records.
- Be a healing factor in the life of the Mentoring Club kid.
- Discuss any incident of concern with the Mentoring Club Director or Mentoring Club Psychologist.
- Remember that Mentoring Club prayer partners are praying for them.



### **SAFETY COMPANION – AKA Second Cleared Adult**

Responsibilities Include:

- Join Mentors & their Mentoring Club Kid when a second cleared adult is required or helpful.
- Can only drive Mentoring Club kid(s) if Certified Mentor or Mentoring Club Staff is in vehicle with signed waivers
- This is a great way to use former RFK Camp staff who have limited availability during the school year.

### **HOW MANY PEOPLE DO WE NEED FOR MENTORING CLUB STAFF?**

- 1 Mentoring Club Director
- 6 or more Mentoring Club Staff

before you add mentors and kids!

## Using Your Mentoring Club ID Certification Card

### **CERTIFICATION — WHO QUALIFIES?**

Who qualifies for a Certification/ID Card and what does it allow you to do in Mentoring Club?

**CERTIFIED MENTORING CLUB STAFF:** Mentoring Club Staff that have completed RFK Camp and/or Camp Training, in addition to Mentoring Club Training, qualify for a Mentor/ Mentoring Club Staff Certification ID Card. These Certified Mentoring Club Staff members may drive a Mentoring Club Kid as long as they have submitted copies of their driver's license and insurance to the Mentoring Director and are carrying copies of the child's transportation/medical waivers in the car.

Mentoring Club Staff that have not completed Camp and/or Camp training, and only attended Club training, do NOT qualify for Certification/ID Cards and must be accompanied by a Certified Mentor/Mentoring Club Staff if driving a Club Kid as long as they have submitted copies of their driver's license and insurance to the Mentoring Club Director and are carrying copies of the child's transportation/medical waivers in the car.

ADDITIONAL NOTE: If one of your mentors cannot continue for any reason during the year, you may select a Certified Mentoring Club Staff to complete the mentoring commitment since he or she will have met all the same requirements and can show the certification card to the caseworker and/or foster caregiver for verification.

### **Why are Certification Cards Needed?**

- Setting a **national standard** for access to vulnerable children
- Providing **identification for caseworkers and foster caregivers**
- Including an **expiration date** when mentor supervision ends

Mentors and Certified Mentoring Club Staff **should carry their certification card at every Mentoring Club activity, even if they wear a separate nametag.** These nationally issued certification cards act as your RFK authorization to other club volunteers as well as to foster caregivers and caseworkers.

We recommend that mentors provide a paper copy of their card (both sides) to their Club Kid's caregiver and/or caseworker. If mentors and/or certified club staff are going to car pool or alternate picking up Club Kids for easier scheduling with long distances, tell the caregiver that they can always ask to see the ID/Certification card of the mentor or certified club staff in the vehicle and that if one is not produced, the transportation is not authorized.

There are three critical reasons that Royal Family KIDS requires certification and issues certification cards:

1. The process enforces national standards in mentoring requirements to safeguard children.
2. The card provides an identity check and a copy of the card provides an official record of the authorized mentor for the caregiver and/or caseworker who are responsible for the child's safety.
3. The card includes an expiration date for the authorization and is collected when the club year ends after the last authorized activity. This is a physical reminder to the RFK mentor and certified Staff that club supervision, authorization and insurance coverage is ended and authorized contact is restricted to RFK Camp.

### SAMPLE Mentor/ Certified Mentoring Club Staff ID Card

(Must indicate on Order Form if you also want the Royal Family KIDS Lanyard)



### BASIC REQUIREMENTS for RFK Mentors and Mentoring Club Volunteers

<b>RFK Mentoring Club Role:</b>	<b>MENTOR-RFK CERTIFIED</b> 4 hrs. mo. Mentor appts + monthly Mentoring Club meetings	<b>MENTORING CLUB STAFF-RFK CERTIFIED</b> Monthly Mentoring Club Events	<b>CLUB STAFF – NON CERTIFIED</b> Monthly Mentoring Club Events Provides ‘2 deep’ safety and help at (1) Club events AND/OR (2) mentoring in less public settings	<b>Mentor-in-Training</b> Under 18 yrs old Assists at Mentoring Club events, etc. but can NOT count towards ‘2 deep’ rule	<b>SAFETY COMPANION</b> AKA Second Cleared Adult NO Monthly Mentoring Club Events/Meetings
<b>RFK Annual Application</b> — Can use a Mentoring Club app OR RFK Camp app	YES	YES	YES	YES	YES
<b>RFK Interview</b> by 2 or more RFK leaders*	YES	YES	YES	YES	At minimum interviewed by Mentor Director
<b>Level 3 background check</b> 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
<b>Annual Motor Vehicle Check</b>	YES	YES	YES	NO	YES
<b>References checked</b> (every 1-2 yrs) can combine with Camp	YES	YES	YES	YES	YES
<b>RFK Camp Experience + Training</b>	YES	YES	NO	NO	NO
<b>RFK Mentoring Club Training</b> New-5 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 IV Rules (initial each page) on file	NO But signed/dated copy of section IV Rules (initial each page) on file
<b>Copy of driver’s license and insurance info</b> 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
<b>RFK MENTOR/ MENTORING CLUB STAFF CERTIFICATION ID CARD</b>	YES	YES	NO	NO	NO

**\*Interviews are only required for first year Mentors and 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.**



# Mentoring Club Staff Manual

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