

## Quick Guide to Launching Your Mentoring Club

TASK	MENTORING CLUB DIRECTOR	MENTORING CLUB COORDINATOR (ADMIN)
<b>LAUNCHING</b>	<p><b>Acquiring Your Mentoring Club Number:</b> Provide to National Office:</p> <ul style="list-style-type: none"> <li>Signed Mentoring Club Covenant</li> <li>Certificate of Liability Insurance</li> <li>Mentoring Club Contact Information Form</li> </ul> <p><b>Merchandise Order:</b> <a href="http://store.royalfamilykids.org/">http://store.royalfamilykids.org/</a></p> <ul style="list-style-type: none"> <li>Brochures &amp; Mentoring Club Curriculum</li> </ul> <p><b>Plan:</b> Meet with Camp Director and team to review:</p> <ul style="list-style-type: none"> <li>Schedule</li> <li>Budget (combined camp + Mentoring Club fundraising)</li> <li>Mentoring Club Application Plan</li> </ul> <p><b>Social Services:</b> Inform contacts of Mentoring Club</p> <p><b>PR/Fund-raising:</b> Using RFK brochures present the Mentoring Club program to secure funding and support</p>	<p><b>Insurance:</b></p> <ul style="list-style-type: none"> <li>Verify <b>Church</b> Insurance has adequate coverage for Mentoring Club</li> <li>Acquire <b>Certificate of Liability Insurance</b> and provide a copy to the Mentoring Club Director</li> </ul> <p><b>Facility:</b> Reserve room for the following:</p> <ul style="list-style-type: none"> <li>9 months of Mentoring Club meetings</li> <li>Training Day</li> </ul> <p><b>Plan:</b> Meet with Mentoring Club Director, Camp Director and team to:</p> <ul style="list-style-type: none"> <li>Review schedule</li> <li>Review budget (Camp/Mentoring Club fundraising)</li> <li>Mentoring Club application plan.</li> </ul> <p><b>PR/Fund-raising:</b> Assist in public relations and fundraising</p>
<b>FINDING YOUR KIDS</b>	<p><b>Mentoring Club Kid Applications:</b></p> <ul style="list-style-type: none"> <li>Applications + Transportation/Medical Waivers sent out with camp applications (if possible)</li> <li>Call caregivers after camp</li> </ul>	<p><b>Follow Up:</b></p> <ul style="list-style-type: none"> <li>Assist in phone calls and follow up for Mentoring Club kids as needed</li> </ul>
<b>FINDING YOUR TEAM</b>	<p><b>Mentor/Staff Applications</b></p> <ul style="list-style-type: none"> <li>Recruit Mentors and Mentoring Club Psychologist/Social Worker</li> <li>Receive/Review Mentor/ Mentoring Club Staff applications (Camp or Mentoring Club)</li> </ul> <p><b>Interviews &amp; Background Checks</b></p> <ul style="list-style-type: none"> <li>Interview volunteers</li> <li>Have volunteers complete criminal background checks. Review results</li> </ul> <p><b>Order:</b></p> <ul style="list-style-type: none"> <li>Mentor/Mentoring Club Staff binders and tabs</li> <li>Mentoring Club Kid items</li> <li>Mentoring Club Team Shirts</li> </ul>	<p><b>Recruiting</b>—Recruit prospective staff</p> <p><b>Screening</b></p> <ul style="list-style-type: none"> <li>Assist in interviewing staff and mentors</li> </ul> <p><b>Mentoring Club Staff Meeting</b></p> <ul style="list-style-type: none"> <li>Distribute curriculum</li> <li>Plan/Assign story props, craft supplies, room decorations, food, registration roll sheet and kids' name tags</li> </ul>
<b>TRAINING YOUR TEAM</b>	<p><b>Training Day</b></p> <ul style="list-style-type: none"> <li>Present training using Mentoring Club Training PowerPoint CD, Legal Issues DVD and Manuals</li> <li>Have Mentors and Mentoring Club Staff sign, date and turn in the Manual Commitment form for your file.</li> <li>Take pictures for Mentor/Mentoring Club Staff ID Cards</li> <li>Upload and order ID Cards <a href="http://clubs.royalfamilykids.org/">http://clubs.royalfamilykids.org/</a></li> </ul>	<p><b>Training Day Prep</b></p> <ul style="list-style-type: none"> <li>Make copies of Mentor/Staff Manual contents for binders w/tabs</li> <li>Assemble Binders</li> <li>Plan food and supplies for Training Day Prepare staff to present the last hour of Training Day as a dress rehearsal for first Mentoring Club Meeting with Staff doing cape ceremony, story, puppets, etc...</li> </ul>

## **VOLUNTEER RECRUITMENT**

### **PRINCIPLES & PRACTICES**

You are about to ask people to join you in this great endeavor. The makeup of your team is critical for the initial and the long-term success of the program. Prayer and wise counsel before recruiting is vital for success. Parts of this ministry will be difficult and put people under pressure and strain. It is therefore necessary to get the best people you can who will be safe, hardworking, self-starters, mature and who make up the right chemistry as they work together under pressure.

When recruiting volunteers, Camps and Mentoring Clubs will be faced with the following questions:

Do we only accept practicing Christians?

Do we accept professing Christians who are willingly living outside of scripture?

Do we accept non-Christians?

Do we accept people of other faiths, i.e. Mormons, Hindus, Muslims, Buddhist etc.?

It's nearly impossible to answer these questions for over 200 Camps and 40 Mentoring Clubs serving over 10,000 volunteers from over 20 different denominations!

What we can do is provide some structure so each Camp and Mentoring Club leadership team can make these decisions based on RFK principles and practices, their best prayerful judgment and their local church and denominational standards.

When recruiting volunteers for this program we must look back to the history and the reasons why this program has been successful in starting and sustaining Camps and Mentoring Clubs to work and minister to children of abuse, abandonment and neglect.

Royal Family KIDS was started in a Bible believing church, it operates through faith-based community minded churches or non-profits, which have been birthed out of those churches. The program, curriculum, policies and standards have all been built on the premise that the volunteers are people coming from these Bible believing churches and have a belief in God, His word and His Son Jesus Christ.

The premise further extends to volunteers who use that Biblical belief to sacrifice a tremendous amount of time, money and effort to extend a helping hand to what the bible refers to as "orphans" in James 1:27, to the "least of these" in Matthew 25:40 and to "bind up the brokenhearted" in Isaiah 61:1, to "give hope and a future" in Jeremiah 29:11 and to "defend the fatherless" in Psalm 82:3.

As Christians, we are not trying to save up points with God and earn our way to heaven, nor are we trying to proselytize the children in the program. Our faith in these scriptures is OUR motivation to do all the hard work necessary on behalf of the children we serve.

Therefore, since the program itself is based in church beliefs and the program relies on the volunteer's belief in scriptures, it is only logical that the volunteers come from a biblical based foundation of being practicing Christians.

This does not exclude a Camp or Mentoring Club from having anyone else involved as volunteers, it simply lays the foundation that a Camp or Mentoring Club would no longer be effective using **this program** once a number of volunteers were something other than practicing Christians.

There are certainly other programs that help Foster children that are secular in nature and other faiths that either have or can start their own programs based on their volunteer's beliefs.

When recruiting Counselors or Mentors, it is important that they be a practicing Christian because they will have the greatest responsibility, be the most accountable and will have the most influence on each child they serve. When a Counselor or Mentor is weary, exhausted and sees no apparent improvement in the child, they will be tempted to quit. Our program is based on a Counselor or Mentor calling on prayer and scripture to sustain them, to help them continue to serve under difficult circumstances and to believe in faith that the impact they are having on the child is far greater than they currently see at the moment.

The Counselor / Mentor Code of Conduct is a critical document to be effective.

When recruiting people for the Camp or Mentoring Club Leadership team it is also important that they be practicing Christians. The leaders will put in hundreds of hours and make sacrifices of their personal life and family time to serve in these roles. They will be called upon to make difficult decisions and will need to call upon the wisdom of prayer and scripture to help lead volunteers and raise money as effectively as possible. The Directors Qualifications list is critical for their effective roles.

None of this excludes or fails to recognize that there are many hard working, safe and loving people who are willing to volunteer long hours on behalf of Foster children outside of practicing Christians. Many are already serving in capacities in other organizations and we applaud their efforts to help children. They are doing their part in various programs and we are doing our part in this program.

## **Recruiting Your Mentoring Club Volunteers**

**This section reviews the steps to building the volunteer team that will make your RFK Mentoring Club happen!**

### **SECTION OVERVIEW**

#### **A. FINDING YOUR MENTORS AND MENTORING CLUB STAFF**

Your best resource—RFK Camp!

Basic Requirements Chart for Mentors and Mentoring Club Staff

#### **B. APPLICATIONS FOR MENTORING CLUB VOLUNTEERS**

- **Mentor/Staff Applications**

- **Option #1** – Mentor/Mentoring Club Staff Interest Form + copy of current RFK Camp Volunteer Application

- **Option #2** – RFK Mentor/Mentoring Club Staff Application

- **Option #3** – Mentoring Club Assistant Applications

#### **C. CRIMINAL BACKGROUND CHECKS FOR MENTORING CLUB VOLUNTEERS**

- See section 4 Operations

#### **D. SCREENING PROCESS FOR MENTORING CLUB VOLUNTERS**

- Interviews/Reference Check
- Sample Letter to Applicant with no recent Camp experience
- Sample Letter of Acceptance
- Sample Letter of Denial

#### **E. CERTIFICATION PROCESS FOR MENTORING CLUB VOLUNTEERS**

- Certification ID Card Process
- Ordering Certified ID Cards from National Office

## **A. FINDING YOUR MENTORS AND MENTORING CLUB STAFF**

Actively recruit RFK Camp Counselors and Staff who are deeply committed to helping kids. Expect to succeed—current Mentoring Club Directors report that Camp Volunteers are delighted to know that there is a way to continue to have a relationship with a Camper through another safe, high-quality program at their church.

The Mentoring Club Director, together with a small group that includes the Mentoring Club Coordinator and selected Camp leaders, should discuss the best candidates for the Mentoring Director to approach for key leadership positions. Getting a strong Mentoring Club Psychologist, for example, is important so that you will have a resource person to call as concerns arise.

### **RESOURCES**

Use various RFK resources provided by the National Office

### **TIPS**

- 1.** Build a strong partnership with the Camp Director and Camp Child Placement Coordinator. Their enthusiasm and help will make a big difference in finding your Mentoring Club staff and making good matches with campers. As soon as possible, talk to the Camp leadership about building a 'Camp to Mentoring Club' relationship for the Campers:
  - Ask if you can speak at the Camp Training and bring interest forms.
- 2.** During Camp, actively look for staff who have potential as Mentors or Mentoring Club Staff, and also call former staff to see if they would be interested in mentoring this year.
- 3.** Start right away to find prayer partners for this new ministry at your church. Moving from a one week to a year-round ministry to children of abuse is a big step in expanding your church's spiritual impact on your area's most vulnerable youngsters. You and your team will need support, encouragement and God's guidance.

### B. APPLICATIONS FOR MENTORING CLUB VOLUNTEERS

**Types of Applications for your Mentors and Mentoring Club Staff** — You must have a written application in the Mentoring Club files for ALL your volunteers. To protect confidentiality, we recommend that you shred applications for volunteers who drop out before Mentoring Club starts or who are not accepted.

#### MENTOR/STAFF APPLICATIONS

**Option #1. Royal Family KIDS Camp Application:** Arrange with the Camp Director to get a second copy of the Camp application for volunteers who are interested in mentoring or Mentoring Club Staff positions. You can provide a Mentoring Club Interest Form (sample follows in this section) or **add the following box to your Camp Volunteer Application** to indicate interest in Mentoring Club:

I am interested in volunteering for Royal Family KIDS Mentoring Clubs in one of the following roles (check all that apply) to help campers during the next school year

**Mentor** to matched camper (4 hours a month + Mentoring Club Monthly Meeting for 9 months)

**Mentoring Club Staff** (once a month Mentoring Club Meeting; 9 months) Special Area of Interest? (Music, Bible Story, Activities/Crafts, Outdoor, Puppets): \_\_\_\_\_

**Mentor In Training:** Under 18 assists with Mentoring Club Events

**Safety Companion:** Accompany Mentor and Mentoring Club Kid as a Second Cleared Adult to provide 'two deep' supervision in a less public setting (home; hike; etc.) Does not participate in Mentoring Club.

I understand that Mentoring Club staff will review my **Camp Volunteer Application** and fingerprint-based FBI **criminal background clearance** information if I seek a a Mentoring Club staff, Mentor or other volunteer position. I will also need to submit copies of my driver's license and proof of car insurance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Option #2. Mentoring Club Only Application (copy in this Section and in Forms for applicants who do NOT have a current Camp Application:**

You may have a prospective volunteer who worked at RFK Camp more than a year or two ago. In that case, you can have them fill out the Mentoring Club Application. Be sure and talk to some of the people who worked with them at Camp to get a good idea of how they worked with campers and other staff members and get one or more Personal References (not family or employer). You may have a prospective volunteer who has not worked at RFK Camp. They can submit the following Mentoring Club Application form. For many reasons, leaders should be especially careful about approving these volunteers since they are not part of the Camp culture that forms the basis for Mentoring Club — even if they are active in your church. It is recommended to start volunteers without Camp experience as Mentoring Club Staff in the monthly meetings and to only appoint Mentors you have personally observed with Campers or Mentoring Club Kids at Royal Family KIDS Camp.

### Mentor and Mentoring Club Staff Interest Form

**Take the sadness out of the last day of Camp! Build a year-round relationship with campers through the Royal Family KIDS Mentoring Club Program.**

**DESIGNED FOR:** Children (ages 6-12) who attended RFK Camp this summer.

**WHEN:** Mentors meet with their matched Mentoring Club kid about an hour a week or 4 hours a month (flexible scheduling) and everyone meets once a month for Mentoring Club Time (staff organizes programs). Mentoring Clubs usually run September – May.

**TRANSPORTATION:** Certified Mentors and Mentoring Club Staff provide transportation as needed (caregivers provide medical and transportation permission for the year). Driver's License and Proof of Insurance required.

**VOLUNTEER ROLES (Check any and all roles that may be of interest):**

**\_\_\_ MENTOR:** Individually matched with a camper for a 9-month commitment (4 hours a month; flexible scheduling + once a month Mentoring Club meeting). All Mentoring Club mentors must complete CAMP training (10+ hours) as well as Mentoring Club training (5+ hours) and fingerprint-based national criminal background check to be eligible to mentor.

**\_\_\_ CERTIFIED MENTORING CLUB STAFF:** Once a month Mentoring Club Meeting plus planning ( Music, Activities, Refreshments, Bible Story, Puppets, etc.) for 9-month Mentoring Club year. All Certified Mentoring Club Staff must have Mentoring Club training and fingerprint-based national criminal background check to be eligible to serve. CampAMP training and experience is required.

**\_\_\_ MENTORING CLUB STAFF NON CERTIFIED:** Once a month Mentoring Club Meetings and provides 2 deep for mentoring in less public settings. All Non Certified Mentoring Club Staff must have Mentoring Club training and fingerprint-based criminal background check to be eligible to serve.

**\_\_\_ MENTOR-IN-TRAINING:** Volunteers under 18 years old. Once a month Mentoring Club Meetings. All Mentors in Training must complete Mentoring Club training.

**\_\_\_ SAFETY COMPANION (aka Second Cleared Adult):** Volunteers (over 18) who have completed fingerprint-based national criminal background check may be considered for Safety Companions. These volunteers serve as needed—providing a second cleared adult when Mentors are meeting with their Mentoring Club Kids at a less public setting (hike, residence, etc.)

**NEXT STEP —** To get more information on Royal Family KIDS Mentoring Clubs, please fill in this form and submit it with your Camp application. You will be contacted by the Mentoring Club Director to discuss the role you are interested in.

Last Name	First Name	Preferred Name	Sex	Birthdate
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Street	City	Zip
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Phone-Home	Phone	E-mail Address
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I understand that Mentoring Club staff will review my **Camp Volunteer Application, criminal background clearance** information and **motor vehicle check** if I seek a Mentoring Club staff, Mentor or other volunteer position. I will also need to submit copies of my driver's license and proof of car insurance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**C. CRIMINAL BACKGROUND CHECKS FOR MENTORING CLUB VOLUNTEERS**

Please see section 4

**D. SCREENING PROCESS FOR MENTORING CLUB VOLUNTEERS****Interview/Reference Check**

- 1) **INTERVIEWED THIS YEAR FOR RFK CAMP?** If the candidate was interviewed and references checked this year for his or her camp application, that information should be shared with the Mentoring Club Director (another idea is to have the Mentoring Club Director sit in on all Camp interviews). In that case, the Mentoring Club Director should follow up with at least an in person or phone individual interview to make sure that the candidate's life situation (job change? Divorce? ) had not changed and to ask specifically about mentoring, etc.
- 2) **NOT INTERVIEWED THIS YEAR FOR RFK CAMP?** In this case, the Mentoring Club Director should check personal references and arrange for a more formal interview with at least **two** RFK Mentoring Club leaders and the applicant to talk about why the volunteer is interested in serving. The application will provide many avenues for questions.

**REMEMBER:** The interview is a time to emphasize the commitment the volunteer is making to the Mentoring Club Kid(s)—will they be available all school year? It is also important to listen for 'red flags'—does the candidate have an inappropriately intense interest in children?

**Suggested Interview Questions**

- Please tell me about your camp experience. What was your role and what were the highs and lows for you at Camp?
- Have you had any major life changes since Camp (death of a loved one, divorce, move, etc...)?
- For possible Mmentors: What are your expectations about becoming a Mmentor? Do you have any concerns?
- For possible Mentoring Club workers: Do you have an interest in any particular part of Mentoring Club (story time, activities, songs etc...)?
- Are you able to commit to once a month Mentoring Club meetings and (for mentors) four hours of additional mentoring per month?



**SAMPLE Mentor Application Letter**

**To applicant with dated RFK Camp experience** (i.e. more than two years since their last background check and application) who needs to submit a full application form.

Dear Friend,

We are so excited about the new opportunity to make our Royal Family KIDS Camp ministry last all year long through the **Mentoring Club!**

Thanks so much for your interest in this important ministry. We ask that each person interested in becoming involved complete the enclosed application. It is very similar to the application you have filled out in the past for Royal Family KIDS Camp.

In addition, we need to schedule an interview to talk about the mentoring program and your participation. You will also need to attend a one day Mentoring Club Training. Here are the dates to review:

INTERVIEWS are being held at (times/dates)

Please indicate at the top of your application the best times and dates for your interview.

MENTORING CLUB TRAINING will be held at (location/time/date)

Please bring a copy of your driver's license and auto insurance card. A national fingerprint-based criminal background check (FBI) is required as part of the application for this program.

If you have any questions, please call (name of person) at the church office (phone number).

Thanks for helping us reach out all year long to children of abuse and neglect!

Sincerely,

Name  
Mentoring Club Director

## **SAMPLE Mentor Acceptance Letter**

Date

Dear Name,

Welcome to the Royal Family KIDS Mentoring Club (current year) program!

We are pleased to have you on the team as a Mentor!

Just as you did for Camp, choosing a prayer partner to begin praying for you and for the child you will mentor is vital. Although we cannot give final confirmation of the child's name until the training day, please begin now to pray (and ask your partner to pray) for this year of mentoring. The time you will spend will not only make a real difference to the child — but it will also touch your spiritual and emotional life in important ways. Inevitably, there will be moments that both bless and stretch you, and prayer support can make a difference!

As you know, we will have our RFK Mentoring Club Training on (Date) at (church name) in the (room). Lunch is provided. The session is from (TIME) to (TIME).

Please bring a copy of your driver's license and auto insurance card. A national fingerprint-based criminal background check (FBI) is required before participating in this program.

Please feel free to bring your prayer partner, spouse or other support person to the training session. This is especially helpful if they are considering being cleared as a Mentoring Club Assistant to go along with you on mentoring meetings where you are in a more secluded or private setting and need a second cleared adult.

If you have any questions about our training or have special needs, please call me at (phone number).

Sincerely,

Name  
Mentoring Club Director

## **SAMPLE Mentor Denial Letter**

Date

Dear Name,

Thank you for applying for the position of Mentor at Royal Family KIDS Mentoring Club.

Your interest and desire to minister to a child of abuse in (our county) is commendable.

The interview committee appreciated the very frank, honest and candid manner in which you responded to the questions. It is obvious that you have a real desire to help and that you have enjoyed other opportunities for service. However, the committee believes the time is not right for you to be involved as a Mentor for this Mentoring Club year.

Your continued prayer support for Royal Family KIDS is valued.

Sincerely,

Name  
Mentoring Club Director

## **E. 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

## Using Your Mentoring Club ID Certification Cards

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.

## **CERTIFICATION PROCESS**

**Ordering:** Annual Mentor/Mentoring Club Staff Certification ID Cards are available from the National Office. This card certifies the individual has passed an initial Level 3 background check or an annual Level 2 background check and has also successfully completed RFK Camp and Mentoring Club training. RFK National recommends that all Mentoring Club Staff also complete the process at the local level to receive their ID cards so they can step in as replacement Mentors if needed.

### **Steps for Certification ID Cards:**

The process for ordering Certified ID Cards is done through a website managed by the Mentoring Club Director.

1. Once you receive an email invitation to your Mentoring Clubs site create a password and log in.
2. Upload, or use RFK Mentoring Club App., all Certified Mentoring Club Staff photos and required information.
3. Complete the online process for ordering ID Cards.
4. Certification ID cards will be sent to the Mentoring Club Director. An invoice will be sent separately once cards have shipped. Invoices are mailed to address provided each Mentoring Club year on Mentoring Club Contact Information Form.
5. Mentoring Club Director will present Certification ID Cards to Mentors and Certified Mentoring Club Staff **after** they have completed all Camp/ Mentoring Club training, and their background and reference checks have been completed and accepted by the Mentoring Club Director and Pastor/CEO.
6. RETURNS: The Mentoring Club Director has 8 weeks to return to the National Office all ID Cards of applicants who drop out or who are rejected because of unacceptable fingerprints or references and they will receive a credit for 100% of the ID card cost.

## SAMPLE Mentor/ Certified Mentoring Club Staff ID Card

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



## **FINDING & MATCHING MENTORING CLUB KIDS**

### **IDENTIFYING YOUR MENTORING CLUB KIDS**

**Important:** As soon as possible, sit down with the Camp Director and Camp Child Placement Coordinator to talk about the Mentoring Club calendar and process, especially on items like Applications where you will want to work as a team. While the Mentoring Club Director's decision is final, Camp leaders' thoughts will be helpful as you identify your Mentoring Club Kids and match your Mentors! Work hard to make sure that the Mentoring Club strengthens and complements the Camp ministry. Start your partnership by meeting together to share Mentoring Club plans and to pray for the team and the transition from Camp to Mentoring Club.

### **MENTORING CLUB KID APPLICATION PROCESS**

Option #1—Combine Camper and Mentoring Club Kid Application Packets.

#### **Step 1**

Ask the Camp Director to include the "I Want A Mentor" application and the Mentoring Club Medical/Transportation form in the Camper Application packet. Show the Director the application and note the promise that eligible children who participate in Mentoring will be priority listed for Camp. This is just to make sure that the children your church volunteers are working with most closely get to attend camp (if they are eligible). It also gives a 'perk' for busy caregivers to fill out the Mentoring Club forms.

You will need the Camp Director and/or Child Placement Coordinator to give you the returned Mentoring Club application, Mentoring Club Medical/Transportation Form AND a copy of the applicant's Camper Application.

#### **Step 2**

AFTER Camp, follow up by phone with caregivers of applicant children you have been able to match with Mentors. Send caregivers a letter with the Mentoring Club time. You may choose to send the Mentor out before the first Mentoring Club to meet the caregiver and complete the Caregiver Covenant and to confirm information on the Medical/Transportation form. If the child moves placement between Camp and Mentoring Club, a new Medical/Transportation form must be completed by the new caregiver.

Option #2—If you cannot send out Mentoring Club application materials with the Camper Application packet, you may choose to send out a separate cover letter (sample follows) with the "Join the Mentoring Club" brochure or application and the Medical/Transportation Form and then follow up by phone.



ADDITIONAL MARKETING — With the Camp Director's permission, set up a Mentoring Club Table on the last day of camp when families come to pick up their campers. Have the brochures out and explain how the program works. Also, if your camp has a 'closing program' for caregivers, you can use that time to talk about Mentoring Club and the opportunity to apply to get a mentor. If mentors will provide transportation to Mentoring Club, be sure to mention that in the presentation

**YOU'VE GOT MAIL. . . .**

**WARNING:** Letters and brochures, especially the first year or two, will probably not fill your roster. Mentoring Directors (with delegated help) almost always need to follow up with phone calls. Many of our pilot Mentoring Clubs found that even though they had an 'OK' from a caregiver, they had to have the Mentor (once they had been matched) drive out to meet with the caregiver to get the Medical and Transportation/Participation Release Forms and Parent/Caregiver Covenant signed in person. Foster caregivers have a lot on their plate and already juggle a great deal of paperwork—any help you can give will make it easier for your campers to become Mentoring Club kids.

**NOTE ABOUT THE MENTORING CLUB RECRUITMENT LETTER TO CAREGIVERS**

In the following pages, a cover letter to caregivers and foster parents of Campers is included that you can send with the "Join the Mentoring Club" brochure.

This is the process to use if you were NOT able to include the Mentoring Club Kid Application and medical form with the Camper Application packet. As you move forward, try to coordinate and combine the Camp and Mentoring Club application process as appropriate.

Here are a few notes on the letter:

1. As you will see, there are several areas where you will need to fill in the specifics about your Mentoring Club times, dates, church name, etc. You can also personalize the letter and use the child and caregiver's name if you have the time or capacity.
2. If you enclose a stamped, self-addressed envelope with the brochure and cover letter, you will improve your response from busy foster families. A phone call just before or after you send the mailing is also a great way to get more attention.
3. **MENTORING CLUB TRANSPORTATION:** Several of our first pilot group of Mentoring Clubs reported that foster parents threw away the brochure because they were worried about driving their child to one more appointment each month. Most of these first Mentoring Clubs actually had Mentors drive the children to their Mentoring Club meetings (often they included the drive time and a before or after lunch or outing as part of their monthly commitment). Other Mentoring Clubs picked everyone up in a van or bus.

Decide how you will handle this BEFORE you send the letter and edit the copy to match your decision. Making this easy on foster parents literally can make the difference in whether a Camper can get permission to participate.

RE: Name of Child(ren):

Dear Caregiver,

I hope your Camper(s) had a great time enjoying Royal Family KIDS (RFK) Camp this summer!

I am excited to tell you that we offer an RFK Mentoring Club specifically designed for our campers to enjoy during the school year.

The program matches your child with a Mentor from the Royal Family network of trained and background checked volunteers—your child may already know the Mentor from camp. The Mentor will meet with your child four hours a month.

Also, there is a once-a-month Mentoring Club meeting at the church that sponsored Camp. Your child will enjoy the songs, Positive Mental Attitude training, fun activities and character building spiritual lessons that are part of the Royal Family tradition.

**YOUR NEXT STEP:** In order to apply for this FREE program, fill out the application form/brochure and Medical/Transportation Form and return in the enclosed self-addressed, stamped envelope.

**TRANSPORTATION TO MENTORING:** If your child is admitted to the program this year, his or her assigned Mentor will be responsible for providing transportation for mentoring appointments each month.

**TRANSPORTATION TO MENTORING CLUB:** Mentors may also assist in getting your child to Mentoring Club meetings or events if you need this help. This year the Mentoring Club will meet at (time) on (weekday) starting on (fall date) and ending on (spring date).

Once we have your form, we will let you know as soon as possible if we have been able to match your child with one of our Mentors. If you have questions or need more information, feel free to call (NAME) at (PHONE).

Sincerely,

Mentoring Club Director

**NOTE: Eligible children who participate in the mentoring program this coming school year will have priority listing for camp this year and next!**



## **MENTORING CLUB APPLICATION**

Campers who attended Royal Family KIDS Camp can apply for RFK Mentoring Club and have fun times with their own matched adult mentor (trained and cleared) for 4 hours a month plus once-a-month Mentoring Club events during the school year. Approved Mentors can help with transportation and there is no fee for participation (includes a backpack, Mentoring Club shirt and Mentoring Club materials).

HOW TO APPLY – To have your child considered for the ROYAL FAMILY KIDS MENTORING CLUB, please complete this application plus the **attached DOUBLE SIDED Permission form** (medical/transportation) and submit it with your camp application form.

You will be contacted by the Mentoring Club Director later in the summer to discuss the match with a qualified mentor for your child during the school year.

\_\_\_\_\_  
Child's Last Name                      First Name                      Preferred Name                      Sex                      Birth date

If child currently has a caseworker, please give name and phone:

\_\_\_\_\_  
Name    Phone No.

Yes, I would like my child to be considered for the RFK Mentoring Club this year:

PARENT/CAREGIVER/LEGAL GUARDIAN

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR MORE INFORMATION CONTACT: [Church Host/ RFK Staff Info:]**

### **LIMITED ENROLLMENT AGREEMENT FOR CAREGIVERS:**

I understand that the number of children matched and admitted is limited by the number of mentors available, and that age and geography are also limiting factors. As part of the matching process, I give permission for Camp staff to share my child's camper application information (including social worker contact information) with Mentoring Club leaders in order to better match my child to a qualified mentor.

## PRINCIPLES FOR MATCHING YOUR MENTORS AND MENTORING CLUB KIDS

Matching a Mentoring Club Kid and a Mentor is the heart of RFK Mentoring Club ministry—and it can be a daunting task. The Mentoring Director has final authority on this decision, but help from the Camp and Mentoring Club staff (especially the Child Placement Coordinator) is important. Your experience with the Camper and the volunteer at Camp gives you a great foundation for the decision, but personality, interests, energy level as well as mundane issues like geography and transportation all need to be considered. If Camp counselors filled out the RFK Assessment Form on campers, that is a key tool you can use in the process. Below are some areas to consider in matching your mentors and Mentoring Club Kids.

1. **ESTABLISHED RELATIONSHIPS:** Finding a Camp staff member or counselor who has already established a relationship with a camper and is interested in mentoring is often the best way to make a match. But don't automatically assume that any particular pairing is right until your team has discussed it and you have gotten feedback from others who know the child and have observed the prospective Mentor.
2. **GENDER:** For practical and safety reasons, girls should always be assigned women mentors—RFK does not allow men to mentor girls. Ideally, boys should be matched with men—especially because so many foster boys grow up without healthy male role models. Practically, however, you may have to sometimes match boys to female mentors. Make sure that they are comfortable with mentoring a boy and that your team believes that this will be a good match.
3. **ANY EXCEPTIONS TO 1-to-1 MENTORING? BE CAREFUL!** You may find yourself facing more Mentoring Club Kid applicants than you have mentors (in fact, that is likely), and it is tempting to have mentors take on two children. In general, RFK strongly discourages that practice for important reasons:
  - **COMPETITION:** Having an adult's positive attention all to oneself is one of the deepest joys of being mentored, especially for a child who has been neglected or abandoned. Mentoring two children means there is built in competition for your attention.
  - **BURN-OUT:** Mentoring two children is harder and more demanding on the mentor.

RFK, however, does NOT forbid Mentoring Clubs from occasionally allowing Mentors to take two children in special cases IF the Mentoring Club spells out to their team why they are making this exception. For example, "We decided that we would consider sharing a mentor in the case of two siblings placed together," or "These two boys live in the same housing complex and are best friends."

**WARNING:** If you make this decision even once, remember that you will be faced with the issue more frequently. Campers who do not get into the program, or who get

assigned a Mentor they do not know, will inevitably say, "Why can't you be my Mentor, too? 'Karen' is mentoring two kids!" So be careful!

4. **TIMING:** Remember that you cannot be sure that a match is made until Mentoring Club applications are received, and even then, things can change before Mentoring Club starts.
5. **COMMUNICATION:** Caregivers should be informed of the match by the Mentoring Director. Mentors must get permission from the Mentoring Club Director before they start to communicate directly with their Mentoring Club kid's caregiver.
6. **PRAYER:** Matching your Mentors and Mentoring Club kids should be a matter of prayer for your whole leadership team.

**PROCESS FOR MATCHING YOUR MENTORS AND MENTORING CLUB KIDS**

OPTION 1 – With Camp Director's permission and cooperation, use Camp as the launching pad for doing much of your matching of Mentors and Mentoring Club kids. Here is one model for a Mentoring Director to start the matching process at Camp:

1. Present the Mentoring Club and Mentors program at Camp training and provide Mentors/Mentoring Club Staff Interest Forms. Make sure that volunteers know that there are extra training and time requirements.
2. At Camp, announce that Counselors can have until Wednesday at 12 noon to let you know if they are interested in mentoring a specific camper. Announce that Camp Staff may let you know if there is a Camper they are interested in mentoring by Thursday at 12 noon.
3. When a volunteer asks for a match with a specific camper, check the current address of the child's caregiver—ask if this is a distance the potential Mentor would be willing to commute for pick up and drop off? (Note: If you mailed the Mentoring Club forms with the Camper application, you can also see if those were returned by this camper's caregiver.) If it is clear this is NOT a match, a second or third choice will need to be investigated.

If this looks like a match that could work, tell the prospective Mentor you are writing it down as a requested match but that you cannot confirm it until your leadership group has reviewed it. Remind the prospective Mentor **not to discuss this or make promises to the Camper and not to contact the family.**

OPTION 2 – The Mentoring Club Director and Mentoring Club leaders plan matches in consultation with the Camp Child Placement Coordinator (Mentoring Club Director makes the final decision). If your Camp uses the Camper Interest Form, you may use that as a tool in choosing a good potential match. The best match is one where the Mentor and Mentoring Club kid enjoyed doing things together at Camp, and other volunteers support the match.

## SETTING UP THE MENTORING CLUB RELATIONSHIP

Once you have received a child's Join the Mentoring Club application, and you have decided on a match, the mentoring relationship needs to be formally confirmed with caregivers.

1. **OPTION A—Phone + Mail Introduction:** Mentoring Club Director makes matches of Mentoring Club kids and Mentors (in consultation with designated Mentoring Club leaders and Mentoring Club Psychologist) and calls the caregiver to tell them that the child has been accepted and matched with a mentor PENDING the receipt of the release forms. The Director can then mail them the release forms and covenant with the CHILD ACCEPTANCE LETTER and a self-addressed envelope (if possible, also include a fax number to return materials via fax).
2. **RECOMMENDED: OPTION B—Phone + In-Person Introduction:** Our first group of Mentoring Clubs discovered that it was often easier to get forms signed—and to get the relationship with the caregiver off to a good start—if the Mentoring Club Director called the caregiver and told them the name of the Mentor matched with the camper and that the Mentor would contact the caregiver to come by with the forms to complete the child's registration. The Mentor would then call the caregiver and arrange to come by to meet, discuss the mentoring plan and fill out and sign the release forms and the covenant. This is time consuming but it is a stronger start for the important Mentor/Caregiver relationship—and makes it likely that forms will be completed and turned in on the spot.

**NOTE:** If you already received Mentoring Club Transportation and Medical Release forms as part of the returned Camp packet, the Mentor only has to get the Caregiver Covenant completed, which makes it easy to talk about what the program involves and the schedule.

**WARNING:** Transportation is a major issue for Mentoring Club Kids. Some caregivers will be willing to drop the kids off at Mentoring Club meetings and events, but many may not. Mentors may need to plan to pick up and drop off their Mentoring Club kid for each event in addition to picking them up for mentoring appointments. Please note that time that the Mentoring Club kid spends in the car with the Mentor can be included in the mentoring hours for the month. In fact, some Mentors will find that they will learn a lot about their Mentoring Club kids as they drive them back and forth to Mentoring Club or mentoring appointments. Mentors who have a Mentoring Club meeting during the weekend, report that they usually try to build in a mentoring appointment before or after the Mentoring Club meeting as a way to use the drive time more efficiently.



*Sample*



**PARENTS & CAREGIVERS COVENANT**

Royal Family KIDS Mentoring Clubs believe that parents and caregivers are our most important allies in helping children develop good values and achieve their potential. Please review this Covenant, and sign below to indicate your agreement to work with Mentoring Club Leaders to create the best mentoring environment for your child/ren.

YOUR NAME (please print) \_\_\_\_\_

RELATIONSHIP TO CHILD/REN \_\_\_\_\_

LIST CHILD/REN APPLYING FOR MENTORING CLUB \_\_\_\_\_

**My Commitment as Parent and/or Caregiver:**

1. I understand that the Royal Family KIDS Mentoring Club program runs through the school year and provides children four hours of individual mentoring with a cleared Mentor each month, plus once-a-month Mentoring Club events. I will work with the Mentor to ensure that my child/ren is/are available for mentoring appointments and activities, and to communicate with the Mentor about transportation needs, appointment changes, etc. I promise to contact the Mentor or the Mentoring Club Director as soon as possible if plans must be changed due to illness or emergency.
2. I understand that RFK Mentoring Club's regular mentoring develops a healthy relationship with a positive role model, and is not a reward for good behavior. I agree not to withhold permission for outings with the Mentor or for Mentoring Club activities as punishment for my child's misbehavior.
3. I understand that RFK Mentors are trained and prepared to spend their appointments with their RFK assigned Mentoring Club Kid only. RFK Mentors are NOT allowed to take other non-RFK children with him or her on RFK events or mentoring appointments.
4. I understand that the RFK Mentor may NOT leave the child at the home or any other location unless the adult caregiver OR the approved emergency contact (photo ID required) is present.
5. I understand that Mentoring Club meetings and RFK mentoring appointments are not permitted over the summer and RFK supervision will end on (date) \_\_\_\_\_

**Royal Family KIDS Mentoring Club of \_\_\_\_\_ (church or organization)**

**Commitment to Parents and Caregivers:**

1. The Mentor(s) matched to your child/ren will be drawn from the RFK Camp network of volunteers and will have completed RFK Camp Counselor training, Mentor training, and full background checks and fingerprinting.
2. The Mentor(s) will stay in touch with you regarding mentoring appointments and Mentoring Club events, and inform you of changes as needed.
3. The Mentoring Club Director will contact you during the year for feedback about Mentoring Club, our volunteers, or your child's participation. You may also contact the Mentoring Club Director at any time if you have questions, concerns or need information.

CAREGIVER/S OR PARENT/S SIGNATURE(S): (1) \_\_\_\_\_

2) \_\_\_\_\_ Date \_\_\_\_\_

-----SECTION BELOW TO BE COMPLETED BY MENTORING CLUB LEADERS-----

Mentoring Director's Signature/Date: \_\_\_\_\_

Mentor's Signature/Date \_\_\_\_\_

Please return your signed Covenant to the Mentoring Club or give to the Mentor for the Mentoring Club leaders to complete and make copies. You will receive a photocopy for your records as well.

**A photocopy of this executed form shall be valid as an original.**



## Part 2 Caregiver Covenant

**MENTORING CLUB KID PICK UP AND DROP OFF AUTHORIZATION**

- 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 (over 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/ Mentoring 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. Emergency Contact Name and phone: \_\_\_\_\_
3. Emergency Contact Name and phone: \_\_\_\_\_

Caregiver signature and date \_\_\_\_\_

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



## 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 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 Club 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 caregiver 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.**

**MATCHING CAN BE HARD ON MENTORS!**

You may have the 'perfect' match with a Mentor and Mentoring Club Kid, only to find

- A. The Caregiver refuses permission or you cannot connect
- B. The Mentoring Club Kid is moved out of the area

**WARNING**—It is not unusual for some mentors to go through two or even three potential matches before one can be confirmed. In those cases, the Mentoring Club Director's encouragement and prayer are essential.

**MATCHING CAN BE HARD ON KIDS!**

**Lack of Mentors:** Some campers who really want to be in the Mentoring Club won't get matched.

**Distance Factor:** Some campers live too far away for mentoring to be practical (this is a good reason to begin focusing as much as possible on your local area when you get camp referrals)

**REMEMBER TO PRAY ABOUT THE MATCHING PROCESS!**

## Caregiver Communication

Working with caregivers (foster parents, reunited birth parents, grandparents, group home staff, etc.) is vital to the success of the Royal Family KIDS mentoring program. Keeping expectations and approval processes open and clear is a focus of the partnership and support RFK can provide to caregivers.

As part of the application process, the Mentoring Director will receive back the following completed and signed forms:

1. **The Emergency Medical/Activities/Transportation Release Form** is required for finalizing a child's admission into Mentoring Club. The Mentoring Director retains one copy and you will need another copy in your possession whenever you are driving or spending time with your Mentoring Club Kid. RFK recommends that you keep the completed form in your binder behind Section XI (Release Forms) and keep the binder with you during all mentoring activities and at Mentoring Club.
2. **The Caregiver Covenant** reviews what both caregivers and mentors need to commit to in order to have a great Mentoring Club and mentoring year. It should be received back (signed by the caregiver) with the application packet. The Mentoring Director and the Mentoring Club Kid's Mentor should sign the covenant and make two copies. The Director keeps the original and the Mentor gets one copy. The caregiver should also get a copy of the document once everyone has signed it. While this can be mailed, it is better to have the mentor present the signed copy in person to the caregiver.
3. **Mentoring Club Kid Pick Up and Drop Off Authorization - Caregiver Covenant Part 2 (page VI-5)** allows the Mentor to obtain Emergency Contact name and numbers and enables the Mentor to review the following Mentoring Club Rules:
  - 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 Club Director.

### NOTE: Several Mentoring Club Kids in Same Family

If a parent or caregiver (relative caregiver; group home; foster parent, etc.) has more than one child joining Mentoring Club, they only have to fill out and sign ONE covenant (unlike the Emergency Release, which must be filled out for each child).

The Mentoring Club Director can make several copies of the covenant the caregiver has signed to give 2 copies to each Mentor working with the family or group home (one to keep and one to return to the caregiver). Each mentor simply circles the name of their Mentoring Club Kid at the top of their copies of the Covenant (Child/ren applying line). The Mentoring Club Director and the Mentor each sign the copies of the covenant.

## **MENTOR/CAREGIVER FIRST MEETING**

### Option 1

#### **All paperwork has been received prior to first meeting**

If all child paperwork (application, medical release, transportation release, caregiver covenant and drop-off/pick-up form) have been received by the Mentoring Director prior to the first Mentoring Club meeting then the mentor first visit will be on the first day of the Mentoring Club meeting. The caregiver will have been given the mentors name by the Mentoring Director. The mentor should make an introduction by phone and let the caregiver know what day/time they will be coming to pick up the mentee for the Mentoring Club meeting.

### Option 2

#### **Paperwork is completed at a visit prior to the first Mentoring Club meeting of the year**

This meeting can take place with or without the Mentoring Club Director. Mentor should contact caregiver by phone and set up a day/time to come and get the necessary paperwork completed and meet the family. Mentor should provide caregiver with a Mentoring Club meeting date calendar and set up time for first Mentoring Club meeting pick up.

Note: It is recommended that the Mentoring Club Director accompany the mentor on the first visit if the child is new to RFK Mentoring Club. This gives the director the opportunity to meet the caregiver, have an understanding of where their mentor is picking up a child each month and serves to support the mentor on the first visit. This is not always possible but it is helpful.

## Training Day Sample Schedule

This is a SAMPLE Schedule. Your schedule will vary but make sure Mentors and Staff have a good idea of the vision and 'nuts and bolts' for Royal Family KIDS Mentoring Clubs.

(DISPLAY: Have items for Mentoring Club Kids and Mentors on Display + brochures)

### MORNING SESSION

9:00 **Welcome** (Mentoring Club Director)

Prayer (Person's Name)

Song (Camp CD or Sheet Music?)

9:15 **Ice Breaker or warm up activity, for example, share best memories of Camp and ask, "Why do you want to mentor campers?"**

9:45 **Introduction**

10:15 **Mentors Club Meetings** (Mentoring Club Coordinator) Manual Section II

11:15 **BREAK**

11:30 **Mentoring Questions**

12:00 — 12:45 **LUNCH**

12:45 **Policies and Rules**

(Mentoring Club Director alone or with Mentoring Club Coordinator reviews policies from the Mentor/ Mentoring Club Staff manual)

1:15 **Table Questions - Supervision**

2:00 **Break into two groups: Mentors and Mentoring Club Staff**

A. Mentoring Team (Mentoring Club Director leads group)

Medical/Transportation Forms

Using Your Mentoring Log

Using Your Transportation Log

Using the Adventure Book (hand out copies) – Making Memories

B. Mentoring Club Team (Mentoring Club Coordinator leads group)

Show 1 sample of Adventure Book Mentors use

Curriculum Planning Sheets – discuss/complete  
Go over schedule for your first meeting. Share questions or concerns.

**SUGGESTION:** If your Mentoring Club Team is prepared, consider running the last hour or so of the meeting as a “dress rehearsal” for the first Mentoring Club meeting with Mentors taking the part of Mentoring Club kids. Put on the Cape/Seal Ceremony, the Puppet Show and the Bible Drama—and remember to bring all the actual props from seals and wax to capes, puppets and costumes! This is a great way to help new Mentors and Mentoring Club Staff get a picture of what Mentoring Club looks like—and helps get the team ‘on the same page.’

- 2:35 – 3:35     **Dress Rehearsal** of Mentoring Club meeting #1 (see above)
- 3:35 – 3:45     **Circle of Prayer** for Meeting #1



## Training High Quality Mentors & Mentoring Club Staff

### PLANNING MENTORING CLUB TRAINING DAY

1. MENTORING CLUB TRAINING DAY: ALL of your mentors and staff MUST attend RFK Mentoring Club training and sign their manuals—this is NOT optional.
  - (a) **Schedule:** Pick a date and reserve a room to train your team. You'll need to consider the church calendar, the dates for Camp, and how much time you will need between providing the training and actually starting the Mentoring Club meetings.
  - (b) **Format:** You can present the training in a one day format (5-6 hours) and serve lunch or break it into 2 three-hour trainings. A great plan is to make the last hour or so a 'dress rehearsal' Mentoring Club meeting with half of the Mentors playing the part of the Mentoring Club kids. This means your Mentoring Club Staff must be prepared with the Mentoring Club Curriculum for the first meeting (as well as any Mentors who have roles in the Bible Story). Practice the Cape Ceremony, the music, the puppet show and the Bible Story drama. It will make your first Mentoring Club meeting much easier!
  - (c) **Shorter Training for Experienced Mentors/Mentoring Club Staff:** After your first year, you can choose to let experienced Mentors or Staff just come for the second half of your Mentoring Club Training Day (have them arrive in time for lunch if you offer it). **Please note that the full Mentoring Club should ALWAYS be there for the review of the Mentoring Club Rules and Policies.** For legal and insurance reasons—and for the safety of the children and volunteers—this is essential EVERY year.
2. CAMP TRAINING—A PRE-REQUISITE FOR MENTORS and CERTIFIED MENTORING CLUB STAFF: Camp training is a critical foundation for mentor training—and it also imparts the spirit and culture of Royal Family KIDS that you will want to continue in Mentoring Club. Even if you have Mentors or Mentoring Club Staff who cannot participate in Camp this year, they need to attend Camp Training as part of the bonding and sharing experience with the Mentoring Club team for the year.
3. NON CERTIFIED MENTORING CLUB STAFF: You have the option of including some non-certified volunteers as Mentoring Club Assistants who do not participate in Camp training, although they must have the appropriate background screenings, an application and the Mentoring Club Training.

4. MENTORS-IN-TRAINING (teen helpers under 18 years old): Church youth who are under the age of 18 can be included as helpers with crafts and games etc., although they do not count as part of the 'two deep' requirement. They should be included in the Mentoring Club Training Day. It is important that you only accept M-I-As if you are willing to stop using them if they are disruptive or too immature for the job or make the Mentoring Club Kids uncomfortable. Also, make sure you do not have Mentoring Club M-I-As young enough to share classes with the foster children in Mentoring Club as this violates confidentiality. We recommend a minimum age of 15 years. Remember that for minors, you will need permission slips and waivers for medical and transportation issues.

**ELEMENTS TO INCLUDE IN YOUR MENTORING CLUB TRAINING DAY:**

- **GOOD FOOD** – Whether it is two afternoon sessions with refreshments or a full day with lunch make sure your team feels welcomed with tasty food and bottled water/sodas and coffee.
- **FUN RFK ATMOSPHERE:** Mentoring Club is the 'next step' for the Royal Family KIDS Camp. Include camp photos, songs, and any 'props' left over from camp at the Training Day. Spend some time on the great memories the group has of Camp - those memories bond the team!
- **VISION, COMMITMENT AND PRAYER** – You are inviting your team into an important spiritual commitment to help wounded children over the next year.

## Quick Guide & Supervision

TASK	MENTORING CLUB DIRECTOR ONLY	MENTORING CLUB COORDINATOR (ADMIN)
<b>GETTING READY TO START</b>	<p><b>Confirm Matches with Mentors/Caregivers</b></p> <ul style="list-style-type: none"> <li>• Mentors to meet w/Caregivers &amp; sign Caregiver Covenant.</li> <li>• Make files for each Mentoring Club Kid &amp; Mentor/Mentoring Club Staff volunteer</li> </ul> <p><b>PREPARATION:</b> Send out an email blast 2 days before each Mentoring Club meeting to remind Mentors to call caregivers and confirm pick up time, etc. + to bring mentoring logs</p>	<p><b>MEMBERSHIP ROLL/NAME TAGS</b></p> <ul style="list-style-type: none"> <li>• Prepare roll sheet for mentors, Mentoring Club Staff and Mentoring Club Kids.</li> <li>• Have staff help make name tags for kids and adults</li> </ul> <p><b>PREPARATION/SET UP:</b> Have team and room prepared for each Mentoring Club Meeting or event with props, supplies, scripts, food and registration table, etc.</p>
<b>MEETINGS/ EVENTS</b>	<p><b>COLLECTION BOX FOR MENTOR LOGS AT MEETING:</b> After meeting, review, sign and file them in the mentor's file. Call those who didn't submit.</p> <p><b>PARTICIPATION/OBSERVATION:</b> Help as needed but use time primarily to observe how mentoring pairs do together. Include the Mentoring Club Psychologist in using Mentoring Club time for observation - where is extra help, caution or encouragement needed?</p> <p><b>SPECIAL EVENTS:</b> Bring a copy of every Mentoring Club Kid's transportation/medical release form in a binder for emergencies (individual mentors will also have them) to meetings, field trips and special events.</p>	<p><b>REGISTRATION:</b> Welcome children, have roll sheet, name tags <b>KEEP ATTENDANCE RECORD FOR CHILDREN AND ADULTS FOR EACH MONTH ON FILE.</b></p> <p><b>PROGRAM –</b> Keep the Program (music, story, etc.) on track. + <b>MENTORING CLUB MATERIALS:</b> At first meeting, distribute each Mentoring Club Kid's t-shirt, back pack, Adventure Book and devotional. Give Mentors their Adventure Books. Capes and puppets are kept in the Mentoring Club room between meetings. Reserve pendants for final meeting.</p> <p><b>SPECIAL EVENTS:</b> Plan logistics for any Mentoring Club field trip or service projects—transportation, food, budget and, if needed, obtaining separate event insurance.</p>
<b>TEAM AND CLUB KID SUPPORT</b>	<p><b>MENTORING COHORT:</b> Hold a monthly meeting with the mentors during part of the Mentoring Club meeting or at a separate time</p> <p><b>BETWEEN MEETINGS—</b>Contact mentors regarding any encouragement or concerns to share based on their submitted logs or your observations. Be available for their calls.</p> <p><b>CAREGIVER CONTACT—</b>Call caregivers once or twice a year to see how they think Mentoring Club is going. If a child has moved placement, work with mentor to get new waivers signed</p>	<p><b>CIRCLE OF PRAYER:</b> Before Mentoring Club Kids arrive at the monthly meeting, have Mentoring Club staff gather for a Circle of Prayer</p> <p><b>BETWEEN MEETINGS--</b> Check to see that staff will all be attending the next month, and to get extra help in any area. What worked, what didn't at last meeting?</p> <p><b>MENTORING CLUB PHOTOGRAPHS—</b>Work with Mentoring Club photographer to get approved photos of Mentoring Club events to mentors for Adventure Book scrap pages and memory books before final meeting.</p>
<b>END OF YEAR</b>	<p><b>CLOSURE LETTERS—</b>Mail Mentoring Club Closure Letters for each Mentoring Club Kid just before final meeting.</p> <p><b>DEBRIEFING—</b>With Mentoring Club Psychologist, hold final gathering to debrief + thank all mentors and staff. Collect all certification cards</p> <p><b>SUBMIT</b> completed Mentoring Club Certification Form to National Office by July 1 for prior Mentoring Club year review</p>	<p><b>FINAL MEETING:</b> Distribute pendants w/Mentoring Club Director. Give out capes to any graduating Mentoring Club Kids not eligible for camp.</p> <p><b>DEBRIEFING:</b> Reserve room, plan food and a way to use time to say thank you to mentors and staff.</p> <p><b>Help</b> Mentoring Club Director with any information needed for Club Certification Form.</p>

## **MENTORING CLUB DIRECTOR'S AUTHORITY**

If a Mentoring Club Director determines that there is a concern about a Mentor or Mentoring Club Staff member's behavior with a Mentoring Club Kid (too harsh, encourages bad behavior, breaks appointments without notice, etc.), it is the Mentoring Clubs Director's responsibility to intervene and counsel the volunteer on the needed changes. It is wise to include a second leader (the Mentoring Club Psychologist may be a good choice) in meeting with the Mentor about a one-time serious incident or a chronic concern.

Most Mentors will want to make the mentoring match a success and will respond to helpful counsel.

However, if the volunteer does not respond to requests to change his or her behavior, or if the behavior is considered to be so serious that immediate action must be taken, the Mentoring Club Director can suspend or end the volunteer's participation in the Mentoring Club and re-assign the Mentoring Club Kid to a different Mentor (even if it means the new Mentor will have two Mentoring Club kids that year).

For obvious reasons, this should be the last resort, and other Mentoring Club Leaders (including the Mentoring Club Psychologist) should be consulted, but Royal Family KIDS Mentoring Clubs National Staff supports the Mentoring Club Director's authority to make these decisions as an essential element of keeping the Mentoring Club healthy and mentoring relationships safe and helpful for children of abuse & neglect. If such a decision is made, it should be put in writing and signed by the Mentoring Club Director and a second Mentoring Club leader. The Mentor should be asked to return his or her Certification Card to the Mentoring Club Director immediately. Obviously, the caregiver (and social worker) should also be informed that the former Mentor is no longer an active volunteer in the program and be introduced to the replacement Mentor.

**Please note** that if at any time a Mentoring Club Director, a Mentor or Mentoring Club Staff observes another Mentoring Club Volunteer abusing a child or if a child alleges abuse by a Mentoring Club Volunteer, this **MUST** be reported to social services.

## Probation and Dismissal of a Volunteer

### “Saying Goodbye to a Volunteer”

Royal Family KIDS Mentors are giving so much to the program that it can be hard to hold them to rules and policies. It is, however, essential that Mentoring Club Directors keep those boundaries—for your volunteers' safety but especially for the safety of our Mentoring Club Kids.

Mentors need to remember that if they break RFK rules and policies, they endanger themselves in terms of insurance coverage and even criminal and civil liability. Turning in logs, staying in public places or with a second cleared adult, etc., are critical not only for children's safety but for the volunteer as well!

Breaking rules in even ONE case also puts your church and the RFK program at serious risk.

### Immediate Dismissal

- Volunteer will no longer have any contact with RFK Mentoring Club Kids, Mentoring Club or Mentoring Club Events
- Volunteer's ability to volunteer for RFK Camp will be determined by the current Camp and Mentoring Club leadership team

### Suspension

- Volunteer will no longer have any contact with RFK Mentoring Club Kids, Mentoring Club or Mentoring Club Events until allegation or situation is resolved
- Re-entry into the Mentoring Club Program will be determined by Mentoring Club Director and Mentoring Club Leadership team

### Probation

- Volunteer must be 2 Deep on all Mentoring Club Visits & while transporting a child
- Release of probation will be determined by the Mentoring Club Leadership Team

### THINGS TO REMEMBER

- A minimum of 2 leaders should be included in all meetings
- The meeting and the outcome should be documented, signed and a copy kept in Mentor or Mentoring Club Staff file
- If a child is involved in the situation a copy of meeting documentation should be kept in Mentoring Club Kids' file
- DO NOT forget to pray about the situation
- Seek wisdom and support

Because we serve the most vulnerable children, Mentoring Club Directors have the responsibility (and the authority) to intervene and drop any volunteer from the program if a serious rule violation or regular minor infractions occur.

ISSUES: This is not an exhaustive list but includes some of the most important areas that require immediate response:

- 1. Allegation of abuse:** If a child or caregiver or Mentoring Club Volunteer alleges that the child was abused by the Mentor (or Mentoring Club Staff)—sexual molestation, physical abuse, etc.

Mentor or Mentoring Club Staff Member

- Immediate Suspension – no longer attends any Mentoring Club functions

Mentoring Club Director Course of Action

- Report allegation to social services
- Suspension of Mentor or Mentoring Club Staff member must be done in writing and a copy kept in his/her file
- Inform caregiver that the Mentor is no longer active in the Mentoring Club
- If the child and caregiver wish the child to remain in Mentoring Club a second Mentor should be immediately assigned. It is **required** that the new Mentor bring a second cleared adult on appointments in this situation.
- Ensure that a Mentoring Club Volunteer or leader offers to regularly meet and pray with and care for the accused Mentor during a frightening process, even though the Mentor isn't attending any Mentoring Club functions

- 2. Individual overnight stays** (i.e. not group events supervised by multiple mentors): RFK has a zero tolerance policy for any individual overnight stays.

Mentor

- Immediately be dismissed from the program

Mentoring Club Director Course of Action

- Reassign the child to a different mentor (even if it means the child is assigned to a mentor who already has one mentee).

**Limited Exclusion: Mentors who provide respite care through a licensed agency outside of RFK must inform the Mentoring Club Director and sign and submit a release form provided by the RFK National Office.**

- 3. Secluded Mentoring Visit** (private home, etc.) with no second cleared RFK volunteer present: This safety violation can be grounds for immediate dismissal from the Mentoring Club. However, if the Mentoring Club Director and Mentoring Club

Leadership team feel that the Mentor understands and has accepted responsibility, in writing, regarding the infraction(s), and they think a second chance is acceptable, the following options are recommended:

**Mentor**

- Mentor is no longer considered “Certified” and cannot be alone with the child or drive the child without a Certified Mentor/ Mentoring Club Staff in the car.

**Mentoring Club Director Course of Action**

- Mentoring Club Director may retain the Mentor ONLY if he or she agrees (in writing) to include a second non-related and Certified Mentor or Mentoring Club Staff on all mentoring visits for the Mentoring Club year.

- 4. 1 or more missing logs or chronically late logs:** No Mentor should leave Mentoring Club without handing in the log for the prior 4 weeks of visits—timely documentation is critical for legal and insurance reasons.

If logs are missing:

**Mentoring Club Director Course of Action**

- May institute a probation period—requiring the Mentor to include a second cleared adult on all mentoring appointments for the next month or until all logs are submitted and up to date.
- If the issue of late or missing logs is chronic, however, this is potentially a reason for dismissal

- 5. Supervision Problems:** Significant issues that show a lack of acceptance of the authority for Mentoring Club rules and leaders can result in immediate dismissal or suspension.

For example:

- If a mentor is consistently under the 4 hour per month commitment for mentoring (unless due to the mentee’s home situation or external causes).
- Resists rules on lap sitting or frontal hugs, etc.
- Has a boundary issue with the birth family or foster caregiver.
- Chronic conflicts with other Mentors or Mentoring Club leadership.
- Inappropriate attitude and/or poor response to mentee.

**Mentoring Club Director Course of Action**

- Meet with the Mentor and a second Mentoring Club leader to review the situation.
- Document the meeting in writing.

- Determine whether the Mentor should continue under probationary status “Two deep” on all appointments with a second cleared (non-relative) adult OR be dropped and receive a termination letter.

Similar kinds of supervision issues can arise with Mentoring Club Staff. The Mentoring Club Coordinator and Mentoring Club Director should:

- Meet with the staff person to discuss the situation.
- Document the meeting in writing.
- If the problem involves child safety or chronic staff conflict, determine whether to institute a probationary period OR immediately drop the staff member from the Mentoring Club program.



## ADDITIONAL RELEASES/WAIVERS

There are some additional releases or waivers that you may need to have the Mentoring Club or individual mentors use for specific situations.

### 1. RESPITE CARE BY AN INDEPENDENT AGENCY WAIVER

The only exception to the rule against individual overnight visits is in the case of a Mentor who has been certified as a foster parent or respite provider by a licensed agency AND who has submitted a completed Respite Care Waiver (in advance of the visit) to the Mentoring Club Director clarifying that overnight care is not supervised or approved by RFK

### 2. MENTORING CLUB WAIVER FOR A RELIGIOUS SERVICE OR EVENT

Some Mentoring Club Kids ask to attend church services or Sunday School with their Mentor at the sponsoring church. If the caregiver gives verbal permission for this, and the child wishes to attend, this is permitted. In fact, it can be a great way for Mentoring Club Kids to further bond with their mentors and to get to know a whole church family!

Sometimes, however, a Mentoring Club will want to go to a special church service, youth program or outreach event (play, concert, speaker, etc...) as a group. These events may well include evangelistic outreach techniques like altar calls, etc. Thus, it is wise to alert the caregiver to the fact that this is not an RFK event but a religious event sponsored by a church or other Christian group. The Mentoring Club Waiver for a Religious Service or Event allows several mentors and interested children to take advantage of those opportunities, but at the same time makes the caregiver fully aware of the nature of the event.

3. **HIGH RISK ACTIVITY WAIVER(S):** Although the RFK Mentoring Club Medical/Transportation Release Forms cover Mentoring Club and mentor activities, it is recommended to have an additional specific permission waiver(s) for high risk events. The following must be signed before the trip or event by the caregiver (not the mentor). It is possible that a caseworker should sign or be informed as well, depending on the agency/county rules:

- **FACILITY RELEASE SIGNED BY CAREGIVER IN ADVANCE:** If a facility or an event within the facility requires a liability waiver by the parent or caregiver, an RFK Mentor or Mentoring Club volunteer CANNOT sign such waiver! This waiver must be obtained from the facility and signed BEFORE the trip by the child's caregiver and/or possibly a caseworker, depending on your county or agency rules. The signed waiver should be submitted to the facility and you may want to keep a copy for the RFK file.
- **RFK HIGH RISK ACTIVITY RELEASE** for the child's RFK Mentoring Club file). In addition to the facility release and the RFK Mentoring Club Medical/Transportation Release Form, obtaining a specific activity release form for a higher risk activity is also recommended, and must be completed BEFORE the activity or event.

## PREPARATION FOR HIGH RISK ACTIVITIES

There are certain activities with children that present higher than ordinary physical risks. Some examples might be: trampoline parks, skate parks, private airfields, ropes courses, etc. Sometimes even a generally low risk setting (like a community pumpkin patch) can include a high risk activity (zip line, etc.). Most of the time, avoiding high risk activity is the best course of action, but if you decide to proceed, here are some guidelines for RFK volunteers:

Before a higher risk activity, the individual Mentor, Mentoring Club Director or Mentoring Club Coordinator needs to research the facility, including:

1. **FACILITY EXPERIENCE** - Check the facility's experience and qualifications or a local reference, particularly for experience in working safely with groups of children.
2. **FACILITY RELEASE** - Obtain release forms (if available) from the facility in advance so that caregivers can review and sign before the planned event.
3. **FACILITY INSURANCE** - Determine if the company operating the activity has insurance that will cover the child as well as RFK and the host church if there is an accident, or if it only covers the facility.

In any event, consult with the Mentoring Club insurance agent regarding your Mentoring Club's risk and coverage.

4. **HIGH RISK ACTIVITY RELEASE** Prepare for caregiver (and or caseworker if required) to review and sign prior to the event.

**CONFER WITH MENTORING CLUB DIRECTOR:** Prior to planning an individual mentoring activity as described above, mentors must confer with the Mentoring Club Director in order to ensure the Mentor's understanding of the requirements above as applied to the planned activity, and to enable sharing of experiences for the benefit of all other mentors.

## **TRANSITION BACK TO CAMP**

Issues to consider:

- (a) Matching Counselors and Campers—Should you keep Mentors with their Mentoring Club Kid? This is up to the individual Camp and Mentoring Club. Here are the pros and cons:

YES:

NO:

- (b) Mentoring Club Kids as Returning Campers—You'll notice a new confidence! Find ways to continue their development as leaders and future role models.

## MENTORING CLUB YEAR END CLOSURE PROCESS

When the Mentoring Club year ends and you have had your last meeting and presented the Annual Pendants to Mentors and Mentoring Club Kids, it is important to send a year end letter to the Mentoring Club Kids. Even if you know they plan to return next fall, this makes it clear that the Mentoring Club year is ending and the Camp season is next. A copy of each letter is also sent to the child's case worker and the Mentor.

This is important as a protection for your church and the Mentoring Club in terms of legal and insurance issues as well.

After the last Mentoring Club meeting, you can hold a dessert and coffee get together for the Mentors and Mentoring Club Staff to debrief the year and to collect the Certification/ID Cards. Remind everyone that since the Mentoring Club has no activities or supervision during the summer, Royal Family KIDS contact in the summer is limited to Camp.

For Mentoring Club Graduates – Mentoring Club Closure Letters for children who are too old to return to RFK Camp are included in this section as well. Individuals who wish to meet with the child and/or foster family after the child has aged out of Camp and Mentoring Club must go through the caseworker and follow the County rules regarding foster child contact. \*

### Year End Process

1. Hold the last Mentoring Club meeting and distribute Annual Pendants to Mentors, Mentoring Club kids and Staff.
2. Send Mentoring Club Closure Letters to the Mentoring Club kids, using the appropriate version (see following samples) depending on whether they are being invited to Camp this summer. **Send a copy of the child's letter to (a) his or her Mentor and (b) the child's caseworker for their files.**
3. Have a get-together and debriefing time with the Mentors, Staff and Mentoring Club Psychologist to talk about the year. Collect the Annual ID/Cert Cards.

NOTE: You will also need to send a Mentoring Club Closure Letter to children when they move out of the area OR to a caregiver who refuses permission to continue in Mentoring Club. Again, copy the mentor and caseworker for their files. See the following samples.

\* If your church is interested in developing a teen program for foster children who were active in Royal Family KIDS, you can consider TRAC (Teen Reach Adventure Camp) which was developed as a separate non-profit organization to serve this audience. For more information see [www.teenreachadventurecamp.org](http://www.teenreachadventurecamp.org)

**Letter #1**

**FOR A CHILD WHO IS TOO OLD TO RETURN TO CAMP THIS SUMMER**

Dear (Caregiver's Name),

Thanks so much for sending your child to Royal Family KIDS Mentoring Club this year! It was such a privilege to spend time with this fantastic group of Mentoring Club kids. We all loved watching them grow as they met with their Mentors and enjoyed Mentoring Club events together.

Since your child is one of our 'graduating' RFK Mentoring Club members who has passed our age limit for RFK Camp, we will not be forwarding a Camp application for this summer. We will be honoring our graduates, including your child, at our last Mentoring Club meeting!

We are writing to remind you that our final Mentoring Club meeting is on \_\_\_\_\_ . As noted in the Caregiver Covenant you signed at the beginning of Mentoring Club, mentor appointments and Mentoring Club events are no permitted after \_\_\_\_\_ (date).

But we would love to stay in touch. There are fun activities through our church youth program and your child is more than welcome to participate! I have enclosed a flyer with some exciting events coming up this summer and fall.

I would love to talk to you about any of these opportunities and about your child's experience with Mentoring Club this year. Feel free to call me at \_\_\_\_\_.

Thanks again,

Name

Mentoring Club Director

cc: Mentor's name; Caseworker's name

Enc: Church Youth Activities for Summer and Fall

**Letter #2****FOR A CHILD/REN WHO IS/ARE ELIGIBLE TO GO TO CAMP THIS SUMMER:**

Dear (Caregiver's Name),

Thanks so much for sending your child/ren to Royal Family KIDS Mentoring Club this year! It was a privilege to watch Mentoring Club kids grow personally as they met with their Mentors and to see them enjoy Mentoring Club events together.

We are writing to remind you that our final Mentoring Club meeting is \_\_\_\_\_.

As stated in the Caregiver Covenant you signed at the beginning of Club, we do not provide Mentor appointments or Mentoring Club events after \_\_\_\_\_ (date).

**SUMMER CAMP APPLICATION:** Since your child/ren are eligible for our RFK Summer Camp, you should already have received the application packet. These should be returned as soon as possible—children who participated in Mentoring Club are priority listed.

**OTHER OPPORTUNITIES:** If you and your children are looking for other summer opportunities, I have enclosed a flyer on programs available through our host church.

I would love to talk to you about your child's experience with Mentoring Club this year. Feel free to call me at \_\_\_\_\_.

Thanks again,

Name  
Mentoring Club Director

cc: Mentor's name; Caseworker's name

P.S. If you have questions about this summer's RFK Camp, contact \_\_\_\_\_ at \_\_\_\_\_.

**Letter #3**  
**FOR CHILD/REN WHO MOVED OUT OF THE AREA**

Dear (Caregiver's Name),

I wanted to get in touch to tell you how much we enjoyed having (child's name) in our Camp and Mentoring Club this year!

Since you now live out of our service area, we know that (child's name) cannot continue in our Mentoring Club – or have the Mentor meet with him (her). Please let him (or her) know how much we will miss him (her)!

We are grateful that we got the chance to get to know (child's name)—it was wonderful to have him (or her) in Mentoring Club! I am copying the Mentor and the caseworker on this letter so that they will have this change noted in their records.

We wish you, (child's name) and your family the very best in the months ahead.

Thanks again,

Name  
Mentoring Club Director

cc: Mentor's name; Caseworker's name

Letter #4

**FOR CHILD/REN WITH A NEW CAREGIVER WHO REFUSES PERMISSION  
TO CONTINUE MENTORING CLUB**

Dear (Caregiver's Name),

I wanted to get in touch and confirm that we are honoring your decision not to have (child's name) continue in Mentoring Club this year or in meeting individually with his (or her) Mentor, (Mentor's Name). I am copying the Mentor and the caseworker on this letter so that they will have this change noted in their records.

We are grateful that we got the chance to get to know (child's name)—it was wonderful to have him (or her) in Mentoring Club!

We wish you, (child's name) and your family the very best in the months ahead.

Thanks again,

Name  
Mentoring Director

cc: Mentor's name; Caseworker's name



## Dates and Deadlines for Launching Your Mentoring Club

### January – February

#### **RESERVE MEETING SPACE**

- Reserve a room for your Mentoring Club volunteer training
- Reserve a room for Mentoring Club Meetings on the Church Calendar (Sept-May)

#### **ORDER PR/FUNDRAISING MATERIALS**

- Camps/ Mentoring Clubs/Mentors: Community PR + Donors
- Join the Mentoring Club: Caregivers and Social Workers
- Make Your **Royal Family KIDS Camp Last All Year** (for churches & volunteers)

#### **CAMP/ MENTORING CLUB TEAM MEETING**

- The Royal Family KIDS Camp & Mentoring Club leaders meet with church staff to plan budget and to arrange for the Mentoring Club paperwork to be included in Camp applications (brochure or interest form with “Children participating in Mentoring Club will be priority listed for Camp next year” + Mentoring Club Medical/Transportation form).
- Establish how you will conduct your Background Checks (FBI Fingerprinting, Verified Volunteers, other).

#### **PARTNERING WITH SOCIAL SERVICES**

- Meet with Social Services to let them know that you are launching a Mentoring Club and Mentoring program for Campers (limited by age, geography and availability of volunteers). Consider showing them: sample Mentor Certification Card, Join the Mentoring Club brochure and training materials.

#### **FUNDRAISING**

- Raise Scholarships (Camperships + Mentorships)

### March – May

#### **ESTABLISHING YOUR MENTORING CLUB WITH THE RFK OFFICE**

Send to National RFK Office by May 31

- **Certificate of Liability Insurance** (church administrator) that meets requirements regarding sexual abuse and other liability
- **Mentoring Club Covenant** signed by Mentoring Club officers and the church pastor (repeat every year)
- Completed **Mentoring Club Contact Information Form**

The above 3 items establish you as a Mentoring Club at the National Office. Once these items have been received your Mentoring Club will be assigned an official Mentoring Club Number.

**PREPARE FOR TRAINING**

Order the following items to prepare for your Mentoring Club training:

- **Mentor/Mentoring Club Staff Manuals and Tab Order** for training
- **Curriculum Manual** order for the Mentoring Club Coordinator and team
- **Sample Mentoring Club Kid Items** — Backpack/Adventure Book/T-shirt/Pendant/Cape/Puppet/Devotional

**ADD MENTORING CLUB PACKET IN CAMP APPLICATION MAILING**

- Include the Mentoring Club packet with interest forms and Medical/Transportation releases (see 3 above) in the application for Camp.
- The Camp Placement Coordinator gives the returned interest forms, releases and copies of the Camp Application for interested campers to the Mentoring Club Director.

**CAMP VOLUNTEER TRAINING**

- Present the Mentoring Club and Mentors program, your schedule for the year and Mentor/Mentoring Club Staff Interest Forms at Camp Training.
- Work with Camp Leadership to take pictures of all Camp volunteers. The same pictures can be used for Mentoring Club ID Cards.

**June – August****MENTORING CLUB VOLUNTEER RECRUITMENT**

- Actively recruit Mentors and make preliminary matches at Camp
  - ✓ One option—Ask Counselors to ‘sign up for’ a camper by Wednesday at noon and ask staff to sign up for a camper by Thursday at noon. Announce how many more campers who returned interest forms are ‘waiting for a match’ on Wednesday and Thursday.

**CONTACT CAREGIVERS**

- After Camp follow up with caregivers who have returned interest forms to let them know that their child is on the list for a match with a Mentor (or is matched if you have confirmed the Mentor).

**Last Two Months Before Mentoring Club****MENTOR MANUALS**

- Copy your Mentor/Mentoring Club Staff Manual.
- Get your Mentoring Club Staff team to help you assemble manuals.
- Review your PowerPoint training slides.

**MENTORING CLUB TRAINING**

Plan a Saturday 'one stop shop' if possible to present the training and take pictures of volunteers for Mentoring Club ID Cards.

- Take volunteer pictures for Mentoring Club ID Cards
- Present your Mentoring Club Training

**6 WEEKS BEFORE MENTORING CLUB (or earlier):****Level 3 Background Check Includes:**

- FBI Fingerprint OR Social Security (SS) Complete **Criminal** background check including:
  - Address Trace.
  - Criminal History-a real-time county or state search of all jurisdictions revealed on the Address Trace for a minimum of seven (7) years. This should also include alias/maiden names.
  - Dru Sjodin (NSOPW)/Department of Justice Sex Offender Registry.
  - <http://www.nsopw.gov/en-US/Home/DruSjodin?AspxAutoDetectCookieSupport=1>
  - Validated Nationwide Criminal Database- if a potential hit is found, it must be validated at the county or state level using real-time data.
  - Motor Vehicle Check for Mentors & Certified Mentoring Club Staff. Must also be performed for any Mentoring Club Volunteers who may transport children (Non-Certified/Safety Companion).

**Level 2 Background Check Includes:**

- ORI Subsequent Arrest Reports OR Social Security (SS) Complete **Criminal** background check including:
  - Dru Sjodin (NSOPW)/Department of Justice Sex Offender Registry.
  - Current county or state of residence check using real-time data extracted from the county courthouse.
  - Validated Nationwide Criminal Database- if a potential hit is found, it must be validated at the county or state level using real-time data.
  - Motor Vehicle Check for Mentors & Certified Mentoring Club Staff. Must also be performed for any Mentoring Club Volunteers who may transport children (Non-Certified/Safety Companion).

**SUBMIT PRELIMINARY MENTORING CLUB NUMBERS AND DATES TO NATIONAL**

- Total number of children you are hoping to match
- Month and day you plan to launch your Mentoring Club

**4-6 WEEKS BEFORE MENTORING CLUB**

- Submit your Mentor/Mentoring Club Staff Certification ID Card Cover Sheet with typed list of volunteer names and optional CD of photos.
- Submit Order Form for your Mentoring Club materials (Curriculum manual if you haven't yet ordered it + Mentoring Club Kid shirts, backpacks, Adventure Books, Devotionals, puppets, plus Mentor shirts).

**Large Mentoring Club Order deadlines are as follows**

August 10 .....for all Mentoring Clubs starting in September  
September 10 .....for all Mentoring Clubs starting in October  
November 15 .....for all Mentoring Clubs starting in January

**3-4 WEEKS BEFORE MENTORING CLUB**

- Mentoring Club Director contacts caregiver to confirm match, give them the Mentoring Club Schedule for the year and to let them know that the Mentor will be contacting them.

**1-2 WEEKS BEFORE MENTORING CLUB****DISTRIBUTE MENTOR/MENTORING CLUB STAFF CERTIFICATION ID CARDS**

- ID Cards are helpful in meeting with caregivers and social workers. A photocopy can also be provided for caregivers' files.
- ID Cards for Certified Mentors/Mentoring Club Staff who do not complete requirements need to be returned within 8 weeks to RFK National Office for a credit on your account.

**HAVE MENTORS CONTACT CAREGIVERS RE FIRST MENTORING CLUB MEETING**

- Have caregivers sign the Caregiver Covenant + part 2 Pick Up and Drop Off Authorization on the first visit and talk about schedules, transportation to Mentoring Club, etc.
- ✓ Find out how many Mentors will sign up for another year of Mentoring Club. Do all of them want to be assigned the same child? If a Mentor wants to stay involved but his or her child has 'aged out' or dropped out of the Mentoring Club, plan to assign them one of the new Mentoring Club members this summer

- ✓ Begin advertising for more Mentors for new children and to replace Mentors who are ending their involvement. Arrange to speak at RFK Camp training and get Mentoring Club Brochures to Camp staff.

**CORRESPONDANCE WITH THE NATIONAL OFFICE**

All email correspondence with the National Office should include the following in the Subject Line: Mentoring Club #, City and State.



# Mentoring Club Director's Manual

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