

# 2017/2018 Mentoring Club Compliance

Royal Family KIDS 3000 W. Mac Arthur Boulevard, #412, Santa Ana, CA 92704 714-438-2494

**Mentor Director's Name**

**Mentor Director's Email**

**RFK Mentor Club  
City/State**

\_\_\_\_\_  
First

\_\_\_\_\_  
Last

\_\_\_\_\_  
**Mentor Club  
Number**

We want to keep your RFK Camp Director informed of your Mentor Club and Mentor's activity. You will receive a copy of the RFK Camp Compliance as well.

**RFK Camp Director's Email**

**Mentor Club 2017/2018 Start Date Mentor Club 2017/2018 End Date**

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

**Sponsoring Church Name**

**Name of Senior Pastor/Pastor Liaison over  
Mentor Club**

**Email of Senior Pastor/Pastor Liaison over  
Mentor Club**

\_\_\_\_\_  
First

\_\_\_\_\_  
Last

## Section 2 Policy Compliance

*The Mentor Club Director shall assess the Mentor Club operation and check the boxes below representing mandatory requirements for certification of your Mentor Club from the Royal Family KIDS, Inc. Club/Mentor Leadership Manual. This checklist must be completed and submitted with the annual certification fee (first-year Mentor Clubs are exempt from this fee) before the Mentor Club will be certified for operation as a Royal Family KIDS Club. The Mentor Director must review the checklist, identify & correct all deficiencies prior to re-certification of Mentor Club.*

**Please click Compliant or Non-Compliant**

Compliant   Non-  
Compliant

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1. The Mentoring Club Director and Coordinator have completed Mentoring Club Leadership Institute Training through RFK, Inc. Section 2-7
2. The Mentoring Club operates with a professionally trained Psychologist/Social Worker who observes reporting protocols required by state DSS/CPS and has completed 5 hours of RFK Club/Mentor training Section 3-15
3. Staff, Mentors and any other personnel have not conducted or administered traditional religious sacraments and rites of the church (such as altar calls, confession, etc) Section 4-7
4. The Mentoring Club maintained minimum liability insurance: General Liability of \$1 million; \$500,000 Sexual Misconduct, unless higher requirements exist based on local or state protocols. Section 4-14
5. All new volunteers were given a Level 3 background check. Section 4-21
6. All returning mentors & staff were given a Level 2 background check if it has been 3 years since their last background check. Section 4-21
7. Mentoring Club Directors sent Mentor Club Closure Letters to all caregivers and mentors at the end of the Mentoring Club year stating that there is no contact with the children once the last Mentoring Club meeting has ended. 2-15
8. Mentor Club kid information is obtained utilizing RFK, Inc. Registration Forms to include all minimum required information and all information is held in strictest confidence and in secure location Section 3-16
9. The Mentor Club did not duplicate/print/stitch/screen the RFK name or logo on apparel, jewelry or novelty/ gift items. Clothing items used with the RFK logo have been purchased from the RFK national office. Section 4-4
10. Only the Mentor Director discusses any matters pertaining to emergencies, problems or confidential matters with RFK, Inc. or the media.
11. RFK, Inc. was notified of any life-threatening injuries, emergencies or serious problems with Mentor Club Kids. Section 4-26
12. The RFK safe territory policies (2 Deep at Mentor Club Events; No personal overnights; Open Door, etc.) were followed by volunteers. Section 4-26
13. RFK safe touch policies were followed with no unsafe personal contact, such as lap-sitting, piggy-back rides or frontal hugs allowed at Mentor Club activities or in mentoring situations. Section 4-29
14. Transportation/Activities and Medical Release Forms were signed by caregivers for each Mentor Club kid and brought in vehicles for activities. Copies were kept by the Mentor/Mentor Director. Section 4-27
15. Copy of Drivers License and insurance information kept on file with Mentor Club for volunteer drivers.
16. 1st time/lapsed Mentors/Staff completed required 5 hours of Camp/Mentoring Club training. All returning Mentors/Staff completed 3 hours of training. All were present for training on Mentor Club Rules Section 2-8
19. Certified Mentor Club ID Cards were collected from every volunteer at the end of the Club year.
20. Cleared adults or safety companion accompanied mentors when necessary.

**Comments**

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Give explanation for any non-compliant issues along with a corrective action plan.

**CONDUCTING CRIMINAL BACKGROUND SCREENS**

**If you did not use Verified Volunteers please give the name of the company you used in the box:**

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**This company meets the current level 3 background screening requirements found in the RFK Mentor Club Director Manual Section 4 Page 20.**

Yes

No

## Operational Survey

The Mentor Director shall assess their Mentor Club's operation and provide pertinent information relative to their Mentor Club's important operational policies and procedures. These items are considered "Best Practices" procedures. This survey is intended to review these practices to establish a standard of excellence throughout all Royal Family KIDS and to remind Mentor Director of their importance.

### MENTOR CLUB OPERATED WITH THE FOLLOWING STAFF MEMBERS

Yes No

Mentor Director directly involved with the screening, training, and oversight of each Mentor and Mentor Club Staff Member. Communicated and enforced all RFK policies. Reviewed, signed and filed Mentor Transportation/Visit Logs.

Mentor Club Coordinator directly involved with the supervision of each monthly Mentor Club worker. Planned and oversaw Mentor Club meetings/events.

Psychologist/Social Worker reported any accounts of abuse to the Psychologist/Social Worker/CPS with a copy to RFK, Inc. Available to consult with Mentors and Director.

Child Matching Coordinator or Mentor Director maintained open line of communication with Social Services.

Music Coordinator used RFK Camp songs during Mentor Club time.

Drama/Puppet Coordinator used the RFK Curriculum Puppet scripts during Mentor Club time.

Bible Story Coordinator used the RFK Curriculum Bible story during Mentor Club time.

Ceremonies Coordinator used the RFK Curriculum caping (Seal/Covenant) and closing (Pendant) ceremonies.

Activity Center Coordinator provided activities for each Mentor Club time.

Food Coordinator served a nutritious snack for each Mentor Club time.

Outdoor Games Coordinator prepared large-muscle activities for each Mentor Club time.

Secretary verified that mentors completed and returned their Mentoring & Transportation Logs each month.

Photographer followed Mentor Club photo policy

### MENTOR CLUB OPERATION

Yes No

The "Parents & Caregivers Covenant" and Part 2 Drop Off/Pick Up Authorizations were completed & signed for all Mentor Club kids.

RFK shirts were provided for Mentor Club kids.

RFK apparel was made available to Mentors and staff.

A minimum age limit was set for Mentor Club volunteers.

Mentoring Director contacted caregiver and/or caseworker for opinion/reaction during the Mentor Club year.

**Add comments or explanations in the box below:**

## Statistical Survey

The Mentor Director shall assess the Mentor Club program and provide information relative to their Mentor Club's operations. The RFK Cabinet feels this information is important for potential Directors as a means of citing examples to establish costs and staffing needs, as well as providing RFK headquarters with vital information to fulfill the Vision that every RFK Camper continue to have life-changing experiences through the Mentor Club program.

**Next year's expected Mentor Club start date is at this time, are you planning to continue as Mentor Director next year?**

\_\_\_\_\_  
Month Day Year

Yes

No

**At this time, are you planning to send anyone to Mentor Club Leadership Training?**

Yes

No

## Mentor Club Attendance Statistics

Beginning of Mentor Club year

# of Mentors                  # of Staff                  # of Mentor Club Kids

End of Club year

# of mentors                  # of staff                  # Mentor Club Kids

# of Boys (at start of Mentor Club)                  # of Girls (at start of Mentor Club)

## Volunteer Hours Statistics

The following formulas will allow us to estimate the number of volunteer hours for your Mentor Club. These number can be used by your local Mentor Club to apply for grants or to engage in conversation regarding [Social Capital](#).

## TRAINING

Training 2 - Avg # attend

Monthly Mentor Club Meetings (Staff & Mentors)

Optional Mentor Club Events (Staff & Mentors)

Mentor Visits (child contact time)

How many total hours do you estimate your mentors and mentor club staff spent on preparation, transportation to & from pickings up child, etc...each month?

10-30 hrs

30-60 hrs

60-90 hrs

90-120 hrs

## Finances

2017-18 Expenses                  Next year's anticipated budget

**Does your Mentor Club and Camp share a budget?**

Yes

No

**Comments**

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**Does your Mentor Club have a fundraising committee?**

Yes

No

**Additional Comments:**

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**Signature**

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**Do not close your Browser until you see  
"Thank You - we have received your form."**

**Additional Comments:**

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**As the Pastor, I have reviewed the Mentor Club Compliance Report. Please sign using your finger or mouse.**

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**First & Last Name:**

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