MENTORING CLUB
MENTOR/STAFF MANUAL

DESIGNED FOR
RFK MENTORING CLUBS

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Royal Family KIDS, Inc.*
The name Royal Family KIDS and this Mentoring Club Leader’ Manual are copyrighted materials owned by Royal Family KIDS, Inc. (RFK) which is a California, non-profit corporation dedicated to mentoring children of abuse and neglect in Orange County, California, and aiding others throughout the nation and world to reach all such children in their area.

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It is the desire of Royal Family KIDS, Inc. to assist others to provide quality Clubs and mentoring programs which will accomplish the goals expressed in this manual and to learn from the experiences of others.

Royal Family KIDS, Inc. assumes no responsibility to or for churches, organizations or others who operate Clubs or otherwise use these materials. The authors have attempted to describe many areas of concern in operating a Club; however, these materials are not exhaustive and laws, rules, and regulations that apply to you must be consulted before undertaking a Club. You should consult your Attorney, Accountant, Insurance Representative and others who will assist you in properly establishing and operating your Club.
Every Mentor and Mentoring Club Staff person must sign this commitment form. The original copy of this form is to be kept in the Local Mentoring Club files.

I have received a copy of the Royal Family KIDS Mentoring Club Mentor/Staff Manual Training Manual. I agree to read it and abide by all the procedures and policies therein as presented for the ________________________________ Mentoring Club.

(beginning year / ending year)

______________________________
Print Name

______________________________
Signature

______________________________
Date

______________________________ (print) (signature) Date
Mentoring Club Director
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Who We Are

IDENTITY: The Royal Family KIDS® (RFK) logo is a picture of who we are! Can you see the hidden picture in the design? We are all about treating the children of abuse like the children of God, part of a Royal Family; thus, the logo crown is over the KIDS. Our tag line is short hand for our purpose, mission and vision: “confronting abuse • changing lives.”

confronting abuse • changing lives

UNIQUE MODEL —RFK developed the unique model of combining a one-week residential Camp with a Mentoring Club—an ideal plan for building sustained relationships with hurting children. None of our program elements ‘stand alone’—the Camps and Mentoring Clubs are built to be a continuum of service to children.

In addition, Royal Family KIDS Mentoring Clubs are the first national mentoring organization developed specifically for the children of abuse, ages 6-12 and the only national Mentoring Club for pre-teen foster children.

NEED: Royal Family KIDS Mentoring Clubs is designed to sustain relationship with children of abuse. This required designing a program that could overcome risks to the children’s safety through expanded security checks and ongoing supervision.

VISION — Every foster child, age 6-12, experiences a life changing Camp and Mentoring Club.

MISSION — Create life changing moments for children of abuse.

PURPOSE — Mobilize the faith community to confront child abuse.

STRATEGY — Launch and sustain Camps & Mentoring Clubs

TARGET AUDIENCE — Abused or neglected children, ages 6-12, who have attended Royal Family KIDS Camps the summer before attending Mentoring Club.
MISSION STATEMENT

Vision
Every foster child, age 6-12, experiences a life changing Camp & Mentoring Club.

Mission
Create life-changing moments for children of abuse.

Purpose
Mobilize the faith community to confront child abuse.

Strategy
Launch and sustain Camps & Mentoring Clubs.

Values

Treat People Royally
“And the King will say, ‘I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!’”
Matthew 25:40 (New Living Translation)

Keep Moving Forward
“The righteous keep moving forward, and those with clean hands become stronger and stronger.”
Job 17:9 (NLT)

Make Moments Matter
“Make the most of every opportunity.”
Ephesians 5:16 A (New Living Translation)
Matthew 10:42
STATEMENT OF FAITH

Royal Family KIDS FAITH STATEMENT:
We affirm faith in God the Father, the Son and the Holy Spirit, the trustworthiness and authority of the Bible and the value and dignity of all people as well as our human alienation from God by sin and our need for salvation and grace through Christ.

Children of all faiths or no faith are welcome at Royal Family KIDS Camps & Mentoring Clubs.

Volunteers are not required to be church members (of the sponsoring church) but for reasons of accountability, the lead volunteer Directors must be members of the sponsoring church and accountable to the sponsoring pastoral team and RFK Inc.

Royal Family KIDS actively works with an ecumenical and multi-denominational Camp and Mentoring Club sponsoring church network that varies widely in traditions or denomination but is unified in affirming standard Christian faith as outlined in the RFK Faith statement.
OPERATIONAL MODELS

Every organization has an approach to its operations. RFK has a mixture of three distinct operations that guide the focus to get things done. At times these models support each other, and at times they contradict each other leaving some volunteers confused or simply wondering, “Why does RFK do it this way?” This page should give some explanations and expectations.

“The LORD looks at the heart,” government looks at the paperwork and business looks at the results!

Church Model
- Informal
- Integrity
- Relational
- Trust based
- Unqualified Gideon’s become qualified
- Grace & Forgiveness

Government Model
- Skeptical
- Structured
- Bureaucratic
- Proof in Paperwork
- Qualifications Matter
- Unappreciated

Business Model
- Branding
- Restrictions
- Recognitions
- Group benefits
- Proven success
- Supervision & Support
- Compliance & Checklists

RFK Lives Here
THE PURPLE CORD

In order for an RFK Camps & Mentoring Clubs to be launched, four entities must come together and work in a collaborative effort for the sake of abused & neglected children of the local community. Each of these provides a vital link in a chain of support to accomplish the goal of establishing local camps to make life-changing moments.

The Four Entities are:
The Local Church
Department of Social Services
Business / Civic Community
A Facility/Location

What they provide:
People Power (volunteers) and Finances
The Children
Funds, Resources, Gifts in kind
The Location for the Camp

Royal Family Provides:
Training
Resources
Support
Accountability
Royal Family is the Purple Cord that ties them all together.

We recruit local churches by educating them on the issues of child abuse and the great need that exists in our society to reach out to this people group – children in need of wholesome adult role models and positive childhood memories. We then encourage them to establish a camp and send 3 – 5 adults through Director’s Training to learn administratively how to set up and manage a week-long camp. After completing 2 successful camp years your church sends a team to Mentoring Club Director’s Training.

Social Services are enlisted by the local church to provide for the children. The local church may already be doing supportive activities to provide help for victims of abuse in the local community, or this may be the church’s first effort to extend a helping hand. Without children, there will be no RFK Camps & Mentoring Clubs. Therefore, the cooperation of Social Services is necessary for the Camps & Mentoring Clubs to be able to provide its compassionate services to the children of its community.

Business and Civic groups are contacted to provide camper/mentee sponsorships, resources, and gifts in kind that will allow for a memorable moments for the children we serve. This is also an opportunity for community minded businesses and groups to be a part of this noble cause assisting the Foster children of their community. Many of them have community funds and programs such as the United Way, employee matching funds and employee involvement programs that allow for easy partnering in this endeavor.

A camp facility is rented to accommodate the activities of a week of camp. A camp facility must be contracted with to provide an adequate place to hold the week of camp. The facility is, ideally, located within an hour’s radius of the church preferably in an out-of-city environment, giving the children a week of inspiration in an out-of-doors setting. Due to the shortage of adequate camp facilities in some areas, college campuses that are vacant in the summer months are being utilized to provide housing, food, and activity areas in lieu of an adequate camp nearby.

All four of these entities must work in harmony to finally yield a “week of a lifetime” for the children of abuse served by Royal Family KIDS Camps & Mentoring Clubs.
HISTORY

“SOUNDING THE CALL”
ON BEHALF OF
ABUSED CHILDREN IN ORANGE COUNTY

By Wayne Tesch

It was Thursday, December 13; a luncheon appointment was set with Rev. Fred Cottrie, Assistant Superintendent, and Rev. Leonard Nipper, Secretary/Treasurer, of the Southern California District of the Assemblies of God. During the meeting, they shared with me the dream of Camp Pinecrest.

Camp Pinecrest is nestled in the San Bernardino Mountains at the 5,000-foot level. The camp is 160 acres, consisting of 16 newly built condominiums, with an additional 20 on the drawing board. There are 3 chateaux that will house 300 campers. There is a small lake that the Forest Service will stock with trout.

During our luncheon conversation, they posed this question, “Would you be interested in being a Camp Director for one week with a theme camp of your choice?” What an opportunity! I went back to my office to seek guidance and direction from the Lord for a camp. As I walked into the office, I shared with Jill Anderson the opportunity that was presented to me. She suggested a camp for abused children. It was as though God spoke directly. I knew in my heart at that moment God was opening a door for the abused and abandoned children of Orange County.

Details were formulated to set down a time line of accomplishments to form a ‘camp.’ First, a meeting was called with individuals who are trained in the specific needs of abandoned and foster children. The objective was to determine if we could: (l) secure 60 children and (2) secure 20 counselors.

Their excitement and prayer were encouraging and uplifting; their involvement a MUST. The date of July 7-11 was targeted to launch the first week of camp. Research was begun on abused children in Orange County.

Statistics of abused children in the county were shocking. In 1983, there were 7,811 mandated reports of child abuse. Mandated -- a doctor, teacher, or psychologist calls or reports to the authorities the finding of the abused child. In 1984, 10,592 mandated calls were projected. I was shocked and, at the same time, stirred as I realized that we, the people of God, could impact those statistics in our community.
In addition, in 50% of the 3,905 cases, the victim was under five years of age. Thirty-four percent of that group, or 1,328, were under two years of age. To compound the problem, there were only 650 foster homes in the county to harbor these children if, and when they are discovered, and this number was decreasing at 9% per year. I cried out, ‘Dear Lord, these are kids who are wounded and need Your love.’

Sunday morning, January 6th, Rev. Bob Rogers, Director of Teen Challenge for Southern California, ministered in the morning services. He spoke on the topic of “Anointed to Minister to the Poor.” As I listened, my mind drifted to Camp Pinecrest with 60 children running, playing, and singing through the mountain terrain. I saw kids in rooms with a trained counselor sharing Biblical principles of life. I envisioned counselors hugging children, allowing them to realize hands not only abuse, but also can love. I prayed silently that morning that the people of NMCC would provide “healing hands” to ease the hurt of these children. In addition to providing healing, loving hands to these children, I saw people on their knees praying for the ministry of the camp. Prayer support is critical and vital in this type of ministry. I also saw homes of love being opened to ease the pain of children. So it is, that the early beginnings of Royal Family KIDS Camps, Inc. were birthed out of the ministry of one church congregation; and today, is an independent, non-profit organization reaching nationwide.

I find that the benefits of being involved in helping the abused and neglected are at the very core of Christ’s ministry. Luke 4:18,19 states clearly why Royal Family KIDS Camps was established. Christ says, “The Spirit of the Lord is on me, because he has anointed me to preach good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to release the oppressed, to proclaim the year of the Lord’s favor.” (Emphasizing: proclaiming freedom for the prisoners - captives to be released - releasing of the oppressed).

Our desire is to heal the brokenhearted, release the oppressed, and liberate the downtrodden.

The camping environment is an excellent model to allow the Spirit of Christ and His Word to make a lasting impression on the children. The children are blessed; but as a former pastor, I am aware of how many of the adults who give up a week of their vacation are blessed, also. Henrietta Mears stated, “That one week of camp is equivalent to a year of time spent in Sunday School.” What a great opportunity for the church to provide a ministry model to reach its own community with the Good News.

Camping also gives you an opportunity to challenge, motivate and reach adults to make a difference in their world.
The Path from Camp to Mentoring Club

When the children got off the bus from camp, three or four foster families brought extra suitcases and informed the children that they were moving on to another placement that day! My camp counselors were badly shaken. We had all grown to care for these kids so much over the five days together, and we knew how much they still needed attention and support. How can we do more for our kids the rest of the year?

Royal Family KIDS Camp Director

Mingled with the wonderful stories about the impact of five days with abused children in the “Great cathedral of the outdoors,” Royal Family Kids’ Camps volunteers have also shared the pain of saying goodbye to campers they had come to care for deeply. The camps’ firm policy not to contact campers during the year was tough on committed camp staff—but critical for legal and safety reasons. First, because RFKC had not established a safe follow-up program and second because the risk that pedophiles could use the five day camping experience to ‘groom’ victims they could later contact was a real and present danger. In addition, the policy helped address initial concerns from Social Services that the confidentiality of foster children’s identity might be violated by churches and volunteers who ran Royal Family Kids’ Camps.

But after almost two decades of building an ‘army’ of over 7,000 multi-denominational volunteers trained to work with abused children, the sense that “5 days is not enough!” grew stronger.

Social Services departments were expressing their interest in a expanding partnership as well. RFKC had established an outstanding reputation and trusting relationships with local social service professionals nationally and internationally. The interest in ‘faith based partnerships’ like RFKC was increasing—especially since RFKC churches raise their own funds to provide free camps to foster children, something that strapped local governments could not match. Growing numbers of RFKC leaders were convinced that this was the time to challenge their churches to invest even more deeply in the lives of America’s abused and neglected children with a year-round program.

In 2006, Royal Family Kids’ Camps received a major gift to establish For the Children Foundation and expand ministry to abused children. In addition to investing in the pressing need for more camps, RFKC Founder Wayne Tesch and the Board decided to set aside part of the Foundation funds to develop the first post-camp ministry to RFKC campers, and began to discuss program options and to pray for the right leadership.
During the summer of 2007, Wayne discovered that a longtime colleague in ministry, Joanne Feldmeth, felt that God was calling her to address the needs of abused children on a national scale through churches. She had recently given her board notice that she would soon step down as executive director of the Christian foster and adoption support organization (Child SHARE, Inc.) which she had led for fourteen years. As Joanne met with RFKC leaders, it was clear that they were all passionate about finding a safe way to keep serving their campers year round.

**3-YEAR PILOT PROJECT:** In January 2008, with the support of the RFKC Team, Joanne officially launched ROYAL FRIENDS’ CLUBS, Mentoring Foster Kids, as a 3 Year Pilot Project. Established as a separate but ‘sister’ non-profit organization, the Club would be the logical ‘next step’ for RFKC churches who wanted to build on their Camp ministry to abused children. RFKC leaders from several states gathered to help plan the pilot mentoring program.

The first Royal Friends’ Clubs Training Institute was offered to 30 leaders from 12 camps on October 12-13, 2008, and by January 2009, over 100 pre-teen foster children were meeting with their mentors from Royal Friends! The first seven of the founding group of Clubs launched included churches in seven states! By the end of our third year (Fall 2010 – Spring 2011), there were 14 USA Clubs in 10 states plus an International Club in Australia! By the third year, the project had matched over 500 campers with trained Mentors!

**NAME CHANGE AND MERGER:** As the pilot program entered its third year, the RFKC Board of Directors came to an important decision: It was time to drop “Camps” from Royal Family Kids’ Camps and to acknowledge that we now had a year-round program with Camps & Mentoring Clubs!

In January 2011, the Camps & Mentoring Clubs were unified under a single name, logo and mission: Royal Family KIDS®.
Our Year-Round Program Model

A. Stage 1: 5 DAY Residential Camp (Summer)

Starting with Camp: Every child’s experience with Royal Family KIDS starts with a Camp designed for abused and neglected children, ages 6-12 and run by a host church in their area. Since 1985, Royal Family KIDS has been the Nation’s largest network of Camps, serving tens of thousands of children in the foster care system. The five day immersion experience of Camp builds a foundation of healthy trust with Campers.

B. Stage 2: Mentoring Clubs! (9 Months/School Year) – a 2-tier program for group and individual mentoring

Mentors (4 hour a month): RFK campers are not matched with a stranger—they are matched with trained Mentors who were part of the Camp Volunteer team. Most know their mentor, and the relationship is already off to a good start. This is especially important to children whose trust has been violated by abuse, abandonment and multiple moves in foster care.

Mentoring Clubs (Monthly): All Mentoring Club Kids and mentors meet together for a once-a-month meeting, outing or event, organized by Mentoring Club Staff. This is a special time of reconnecting with camp memories and songs, games and fun — and to enjoy character-building teaching time. It is also critical for mentors to connect with each other and with the Mentoring Club Director to gain support and guidance. Please note: Mentoring Clubs run for 9 months and close at the end of the school year, allowing churches to focus on their Camp ministry in the summer. Children do not attend or have RFK Mentoring Clubs during summer.
5 UNIQUE ADVANTAGES of Royal Family KIDS MODEL

1. **Immersion Experience:** Camp is a 120 hour immersion experience that breaks through trust barriers for children with attachment issues! In a completely new environment, surrounded by loving volunteers, they learn to trust their Royal Family.

2. **Mentor Experience:** Our RFK Mentors have relational experience living with Campers for a week. They have a more accurate sense of challenges and whether they could maintain a relationship with the child they are asked to mentor.

3. **Child Experience:** RFK Campers have relational experience with the RFK team. They almost always know their Mentor and are not being asked to form a relationship with yet another stranger. The RFK Mentor is someone who is already part of their best memories!

4. **Social Capital:** Royal Family KIDS Volunteers provide hundreds of thousands of dollars in ‘social capital’ (donated services). Over 90% of our first year volunteers return for the next year! When a church starts a Mentoring Clubs, there is already a core of people who are very dedicated and have shown through experience that they can help very wounded children.

5. **Social Service Partners:** Our established relationships with Social Service partners through years of running Camps helps us stay connected with children even if they are moved to a new foster home or reunited with relatives. This gives RFK a huge advantage over other projects trying to mentor foster children—and a key to our 90% success rate in retaining mentoring matches throughout the whole Mentoring Club year!
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Why Mentoring?

THE NEED

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

- 45% of kids leaving foster care are homeless within the year
Within 4 years:
- 60% of the young women had given birth
- 40% had been on public assistance or in jail

THE IMPACT OF MENTORING

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

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

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

THE OPPORTUNITY

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

THE GAP

- Sadly, most foster children miss out on mentoring programs. Big Brothers Big Sisters, TMC, Mentoring USA, MentorKids USA, National Mentoring Partnership, etc. serve general populations of at-risk kids, but they are not designed primarily for foster children. Because foster children can be moved frequently, the national programs often have difficulty even getting them matched and then sustaining the matches.

- While there are some efforts to mentor foster children on a local or regional level, Royal Family KIDS Mentoring Club was the first national mentoring organization for pre-teen foster children.
The Indirect Impact of Mentoring

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

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

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

“It is the relationship that heals.”¹

Psychiatrist Irving Yalom

THE PURPOSE OF MENTORING: Helping to Heal the Original Wound

CHILD ABUSE AND NEGLECT:
The failure of a PERSONAL relationship.

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

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

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

Mentor Code of Conduct

“And you should imitate me, just as I imitate Christ.”
I Corinthians 11:1 (NLB)

3 KEYS TO MENTORING ABUSED CHILDREN

1. Commit to Following Christ’s Example: I Corinthians 11:1 sets the standard for mentoring. Your own love for God and your commitment to imitating Christ is the foundation for your success as a Mentor. Encouraging Mentors in their own spiritual lives and as examples to the children they serve is the focus of the Mentoring Meeting, which creates a prayer support and accountability group for each RFK Mentor.

2. Mentor by Example: More important than what we say about God to our Mentoring Club Kids is who we are in their presence. The “Teachable Moments” that happen naturally and spontaneously when you are with the child you mentor are opportunities to show the difference that God’s love makes in your everyday life—and to answer any of his or her questions from an honest and personal perspective.

3. Have Faith in God’s Work: Do not focus on all of the things the Mentoring Club Kid you mentor should change about his or her behavior or thinking. Foster children are surrounded by adults who want to change them! Instead, remember that when this child was born, God gave gifts and characteristics that may be hidden or hard to detect now, but these talents and personal strengths are clues to God’s plan for that life. If you notice and comment on a child’s strengths and have faith in what God is doing in his or her life, it will communicate the kind of acceptance every child craves—and that is a great introduction to (and example of) the love of God!
Mentoring and Boundaries

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

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

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

MENTORS ARE NOT

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

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

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

➢ MENTORS ARE NOT SANTA

- It is fun to give presents to children—especially to children who have very little of their own. This is one reason why there are Mentoring Club-specific items (from capes to puppets) available for Mentoring Club Kids.

- You may want to give inexpensive presents to your Mentoring Club Kid from time to time, but be careful not to do this routinely. It is easy to set up an expectation that you will always provide presents and that can distort the relationship and make you feel used. Remember that it is natural for children to beg for gifts and to try and make you feel guilty if you say ‘no’ – especially if those children have learned to manipulate to get what they need.

- Be known as a Mentor/friend who gives primarily time and attention—which is the deepest need your Mentoring Club Kid has. Let gifts and/or a more expensive meal or event be the occasional dessert, not the main course, of your relationship.

➢ MENTORS ARE NOT BANKS

- A mentor should NOT write a personal check or give cash to the caregivers or the child. You should never loan money to your Mentoring Club Kid or his or her caregivers. If you are asked to do this, explain that this is forbidden under RFK policy.

- If there is a legitimate family need for a financial gift, and you think the Mentoring Club and/or church could help (donating a Thanksgiving turkey or school uniforms or Christmas gifts, etc.), simply listen to the need without making any commitments. Bring the matter back to the Mentoring Club Director to decide whether the Mentoring Club or the host church has a program that could provide help and go through that process to review the matter.
If you wish to help your Mentoring Club Kid by underwriting part or all of a significant gift yourself (music lessons, a cheerleading outfit, etc.), you must arrange to do this through the Mentoring Club Director as a Mentoring Club

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

➢ MENTORS ARE NOT FAMILY COUNSELORS

- It is important that the family caregivers see you as helpful and positive but remember that you are focused on attention for the child, not the family as a whole. Be careful not to get pulled into long conversations about family dynamics. Do not offer family counselor suggestions other than to let the caregiver know if you have some resources or groups that others have found helpful (a local church-based family counseling program, etc.) and leave it at that—you are not their therapist!

- Make a special effort to share the good things you see in your Mentoring Club Kid with caregivers who may be too busy or stressed to notice a child’s personal strengths and gifts. Avoid spending a lot of time talking and listening about the child’s problems and negative behavior—there are lots of people paying attention to the problems.

SPECIAL NOTE:

➢ MENTORS ARE MANDATED REPORTERS OF ABUSE

- Get in touch with the Mentoring Club Director immediately if you see a child being abused or your Mentoring Club Kid reveals abuse. In consultation with the Mentoring Club Director, you must make a report* to the agency, but remember to keep your language factual and resist sharing your opinion about caregivers, etc.

  - NOTE: Do not attempt to investigate whether a child’s allegation about being hit or sexually abused is true. The law is clear that you must report allegations and let the social service professionals substantiate or clear the case.

  - Also, Mentoring Club Director must notify RFK, Inc. of any life-threatening injuries, emergencies, or serious problems with Mentoring Club kids.

* Form SS 8572, Suspected Child Abuse Report, sample can be found in Section VI – General Use Forms.
Q&A: PLANNING YOUR MENTORING TIME WITH YOUR MENTORING CLUB KID

1. **When do I get matched with my Mentoring Club Kid?**
   The Mentoring Club Director will notify you of the match when applications and emergency release forms have been received. This may be very close to the start of Mentoring Club.

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

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

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

3. **How do I contact my Mentoring Club Kid?**
   Once you have received the Mentoring Director’s approval and he or she has given you the caregiver’s contact information, you may call the caregiver to set up your first appointment or to arrange the Mentoring Club Kid’s transportation to the first Mentoring Club meeting.

4. **What ‘counts’ towards the 4 hour per month commitment?**

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

   b) **DRIVE TIME:** Commuting time with the Mentoring Club Kid in the car can count toward the mentoring commitment. For a Mentoring Club Kid who
lives at some distance, talking as you drive to Mentoring Club meetings and to outings or appointments can be a great way to get to know him or her.

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

5. **How should I schedule my mentoring time with my Mentoring Club Kid?**
   You have many options, based on schedules and commute distances, as well as the needs of the Mentoring Club Kids and caregivers.

   a) **Once a Week:** There are many advantages to having a once-a-week hour if that works for your Mentoring Club Kid and for your schedule. It provides frequency and reliability that can help your relationship with your Mentoring Club Kid grow.

   b) **Twice a Month:** You may prefer to schedule longer and less frequent sessions with your Mentoring Club Kid—perhaps 2 hours on a Sunday afternoon twice a month.

   c) **Once a Month:** This is NOT an ideal plan because relationships grow faster with more regular contact. Still, there are situations, especially where the Mentoring Club Kid lives at some distance from the mentor, where this is the only workable plan. In that case, you will want to plan a half day each month with your Mentoring Club Kid—perhaps the same day as Mentoring Club. If you choose this plan, add a phone call or post card on ‘off weeks’ to stay in touch.

6. **Four of us are mentoring siblings in the same home—can we pick them up and take them places together?** Yes! This will really help foster caregivers who are already juggling multiple appointments, and RFK encourages group activities. Some mentors combine pick up and drop off for siblings even if the group is not staying together the whole time (brothers and mentors going to one event and sisters and mentors to another, for example). If you are alternating who is picking up and dropping off, make sure the driver always has all relevant Transportation/Medical forms.

7. **When does my commitment to 4 hours per month end?**
   Your commitment to the 4 hour minimum ends on the last day of Mentoring Club. This is the date that should be filled in on your Royal Covenant that you signed with your Mentoring Club Kid at the first meeting and is also noted on the Parent Covenant. Of course, if your Mentoring Club Kid is returning to RFK next
year, it would be great to continue the mentoring relationship. Be careful, however, NOT TO MAKE PROMISES in case circumstances change. If he or she asks about whether you are going to mentor him or her next year, you can say “That would be fun! We’ll see whether we get matched again!” This is also a good answer if you think it might be better to Mentor a different Mentoring Club Kid next year. If you may not mentor at all next year, be honest and say, “I don’t know if I’m going to be able to mentor next year—but I’m sure they will be able to match you with a great Royal Friend!” Then talk about the Mentoring Club Kids’ plans for Royal Family Kids’ Camps that summer, etc.

8. **What about summer contact?**

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

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

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

- **STEP ONE: CONTACT YOUR MENTORING CLUB DIRECTOR.** Let the Mentoring Club Director know of the placement change.

- **WHAT TO DO IF THE CAREGIVER CANNOT OR WILL NOT GIVE YOU CONTACT INFORMATION FOR THE NEW PLACEMENT.** The Mentoring Club Director should phone the caseworker or another contact in social services to get information about the child’s new placement. If you, as the Mentor, already have a relationship with the social worker the Mentoring Club Director may ask you to make this call. This connection with the social worker can be critical in getting support for continuing the mentoring and Mentoring Club relationships during a time of transition.

- **ONCE YOU HAVE THE NEW CONTACT INFORMATION FOR THE NEW CAREGIVER.** The Mentoring Club Director should call the new caregiver to explain that the child has been at RFK Camp and Mentoring Club and has been meeting with a mentor (you!). It is ideal if the Mentoring Club Director can make an appointment to come with you to the new caregiver’s home to discuss the program, especially if the caregiver has no prior experience with RFK.

- **WHAT TO BRING TO THE FIRST MEETING AT THE NEW PLACEMENT:** Remember that you will need to bring a new blank Emergency Medical/Activities/Transportation Release Form, a new blank Caregiver Covenant form and a new Part 2 Pick Up and Drop Off Authorization form. Your old release form is not valid since custody of the child has changed—do not drive your Mentoring Club Kid anywhere before you have the new forms signed. Remember that the Mentoring Club Director keeps the original of the form and the Mentor keeps a copy.
• WHAT IF THE NEW CAREGIVER IS RELUCTANT TO LET MY MENTORING CLUB KID CONTINUE IN THE PROGRAM? Make sure that the caregiver understands that the program does not cost anything and that you will work to help facilitate transportation, etc. The caregiver may not be willing to fill out the form on your first meeting. In that case, ask to return a second time (you will have to meet at the caregiver’s home since you cannot take the Mentoring Club Kid anywhere without a signed release from the current caregiver). It may be helpful to bring the Mentoring Club Director with you if he or she is available. Be positive, friendly and supportive.

• WHAT IF THE NEW CAREGIVER REFUSES PERMISSION FOR MY MENTORING CLUB KID TO PARTICIPATE OR IS SIMPLY TOO FAR AWAY FOR ME TO CONTINUE THE MENTORING RELATIONSHIP? Continue to be friendly and as supportive to the caregiver as possible. Explain that you have made a commitment to mentor their child this year, and you would like to keep up the relationship so that he or she doesn’t feel let down even if you cannot meet. See if the caregiver is comfortable with your phoning the Mentoring Club Kid or not. Ask if you can mail cards just as an encouragement to your Mentoring Club Kid as he or she adjusts to their new home. Do follow up with cards (weekly post cards, greeting cards, etc.) so that your Mentoring Club Kid knows you are working to keep your commitment to him or her. NOTE: If the caregiver decides AGAINST ongoing contact, it is essential that you honor that decision and do **not** continue to call, send letters or email the child or the family.
MENTOR SUPERVISION & SUPPORT MEETING

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

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

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

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

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

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

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

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

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

The Royal Family KIDS Mentoring Club includes Public Monitored Mentoring, which is a form of mentoring that incorporates the benefit of individual time and attention with protections for the child and his/her family, as well as for the Mentor and the RFK organization. One-to-one mentoring implies alone time; however, RFK rules do not allow mentoring to occur in private one-to-one situations, secluded areas, or behind closed doors.

Public Monitored Mentoring is comprised of the following:

1. A Mentor Director, or his/her designee, connects with Mentors at the monthly Club meeting or over the phone and periodically connects with the child’s family.
2. A Visit/Transportation Log documenting date, time, mileage and location for all activities—these practices are similar to those of most Social Workers and CASA Volunteers.
3. Rules require that all activities are in public venues and in line of sight of other adults. Mentors are not allowed to have private one-on-one situations or be in secluded areas or behind closed doors, excluding travel time described above.
4. Mentors have all completed the written application, background check, interview, references and training.

Buddy Mentoring and Group Mentoring are encouraged but are not always practical in light of travel and individual schedules.
Documentation Requirements for Mentors

Transportation/Visit Log

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

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

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

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

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

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

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

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

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

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

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

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

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<tr>
<th>Child Passenger Name(s)</th>
<th>Departure/Pick-up Location</th>
<th>Arrival/Drop-off Location</th>
<th>Segment Distance</th>
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Visit Comments:

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

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Form Revision D, 2/15/13
Mentor Signature: ________________________________
Mentoring Club Director Signature: ________________________________
MENTORING CLUB TRANSPORTATION/ACTIVITIES PERMISSION AND RELEASE FORM

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

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

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

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

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

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

Child’s name (PRINT) _______________________________ Birth date (mm/dd/yr) _____________

School ____________________________________________ Grade ______________

Caregiver’s name (PRINT) ____________________________ Relationship to child _______________

Caregiver’s name (PRINT) ____________________________ Relationship to child _______________

Home phone __________________ Other (indicate cell, business, etc.) __________________________

Address___________________________________ City___________________ State____ Zip_______

Caregivers’ email _______________________________________________________________________

Other emergency contact: Name _________________________ Relationship to child______________

Other contact’s phone(s)____________________________ Email______________________________

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

____________________________________________________ Date: _________________________

____________________________________________________ Date: _________________________

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

Please return this form with your Camp Application
MENTORING CLUB MEDICAL RELEASE FORM

Child’s Name_______________________________________________ Age_______ BirthDate___________________

Family Physician or Clinic ___________________________________________ Phone_____________________

Address ______________________________________________  Date of most recent physical examination: __________

Mark the following allergies with a “Yes” or “No”  Penicillin ___________ Sulfa ___________ MSG __________
Poison Ivy_______________ Poison Oak ______________        Bee Sting_________________
Wasps/Hornets _________________ Nuts _____________________ Other________________________

My child has a history of the following:  Fainting_________ Headaches _______ Convulsions ____________

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

___________________________________________________________________________________________________

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

___________________________________________________________________________________________________

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

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

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

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

Caregiver’s name (PRINT) ___________________________________ Relationship to child ________________________
Signature ____________________________________ Date___________ Emergency phone_____________________

Caregiver’s name (PRINT) ___________________________________ Relationship to child ________________________
Signature ____________________________________ Date___________ Emergency phone_____________________

Please return this form with your Camp Application.
A photocopy of this executed form shall be valid as an original.
MENTORING CLUB KID PICK UP AND DROP OFF AUTHORIZATION:
Caregiver Covenant (Part 2)

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

Child/ren’s NAME (print)_______________________________________________________________

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

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

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

PRINT NAMES:

1. Primary Caregiver(s):______________________________________________________________

2. Authorized Adult Name:________________________________ Phone #:_________________

3. Authorized Adult Name:________________________________ Phone #:_________________

____________________________________  ____________________________
Caregiver Signature                  Date

A photocopy of this executed form shall be valid as an original
Why MENTORING CLUBS?

- **RESEARCH**: Mentoring Clubs have a track record of improving at-risk kids’ outcomes based on research on with 4-H, Boys’ and Girls’ Clubs, etc. Foster care ‘drift’ and unstable families mean children in foster care often miss out on participating.

- **CLINICAL FINDINGS**: Psychologists have found that groups are often more effective in working with abuse survivors than one-on-one sessions. Groups can provide a ‘healthy family’ model for survivors and a ‘safe place’ while individual sessions may trigger memories and reactions to abuse, especially sexual abuse.

- **CAMP EXPERIENCE**: The impact of five days at camp goes beyond the RFKC counselor/camper ratio. It is also a GROUP experience, seeing ‘family’ type relationships that are healthy and being part of a camp culture of treating people ‘royally.’ This allows Mentoring Club Kids to enjoy that same group dynamic with the same songs, people and fun activities they loved at Camp.

- **SAFETY and SUPERVISION**: Mentoring Club time allows the Mentoring Club Director to observe the Mentor pairs every month and see if there are ‘red flags’ and/or if the Mentor or Mentoring Club Kid is having problems or seems uncomfortable or overwhelmed. It also allows Mentors to ask the Mentoring Club Director questions and to submit their Mentoring and Transportation Logs.

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MENTORING CLUB MEETINGS: Key Elements

Commitment

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

Leadership

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

Understanding

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

Belonging/Belongings

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

Safe Place

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

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

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

9 Month Mentoring Club Year: Usually September – May

or October – June

RFK Mentoring Club Curriculum

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

Other Elements: Activity Center(s) and refreshments

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

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

It is a great idea to make the last hour of your training a ‘dress rehearsal’ for the first Mentoring Club meeting so mentors know what will happen and coaches can practice. As with Camp, all Mentoring Club items match the year’s theme, from the Curriculum’s Bible Stories and Puppet Shows to the Adventure Books, Pendants, Mentoring Club Kids’ shirts and Backpacks.
The Mentoring Club Team can think about ways to decorate the “Mentoring Club House” room or add props to match the theme (castle, treasure chest, etc.) and the message. The Activity Coach may also want to find crafts that reflect the year’s theme.

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

USING CURRICULUM WORK SHEETS:
You will find a blank curriculum worksheet in the General Forms section. The Mentoring Club Coordinator and Staff can use copies of the worksheet to record assignments for each month’s meeting. A sample overview of the Follow Your Dreams Curriculum to show you how the year’s Mentoring Club plan coincides with the Mentoring Club Kid/Mentor Adventure Book themes and activities.

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

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

At the end of the year, there is a CLOSING CEREMONY where both the Mentors and the Mentoring Club Kids who have kept their commitments receive a PENDANT AWARD and their Covenant (signed in the fall). Mentoring Club Staff can also receive Pendants. Mentoring Club Kids who are too old to return to Camp this year should receive a Graduation Award or certificate. This Ceremony is followed by a Closing Meal.
RFK MENTORING CLUBS “Follow Your Dreams” 9 Month Curriculum Overview

| MONTH #1 | Cape and Seal Ceremony          |
| Theme    | ALL ABOUT YOU                   |
| Key Verse| “I knew you before I formed you in your mother’s womb.” - Jeremiah 1:5a |
| Bible Story| Hannah, Samuel and Eli: A Foster Care Story |
|           | I Samuel 1                      |

| MONTH #2 |
| Theme    | CREATIVITY                      |
| Key Verse| “Sing a new song of praise to him; play skillfully on the harp, and sing with joy.” - Psalm 33:3 |
| Bible Story| The Bible Show on Creativity   |
|           | Psalm 23                        |

| MONTH #3 |
| Theme    | CURIOSITY                       |
| Key Verse| “Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.” - Matthew 7:7 |
| Bible Story| Joshua and Caleb               |
|           | Numbers 13                     |

| MONTH #4 |
| Theme    | LOVE                           |
| Key Verse| “So now I am giving you a new commandment: Love each other. Just as I have loved you, you should love each other.” - John 13:34 |
| Bible Story| The Wise Men and the Flight to Egypt |
|           | Matthew 2                      |

| MONTH #5 |
| Theme    | BRAVERY                        |
| Key Verse| “For God has not given us a spirit of fear and timidity, but of power, love and self discipline.” - 2 Timothy 1:7 |
| Bible Story| Daniel in the Lion’s Den      |
|           | Daniel 6                       |
MONTH #6
Theme       LOVE OF LEARNING
Key Verse   “Intelligent people are always ready to learn. Their ears are open for knowledge.”
            Proverbs 18:15
Bible Story Mary of Bethany
              Luke 10

MONTH #7
Theme       HUMILITY
Key Verse   “Don’t be selfish; don’t try to impress others. Be humble, thinking of others as better
            than yourselves.”-Philippians 2:3
Bible Story Jesus Washes the Disciples Feet
              John 13

MONTH #8
Theme       HUMOR
Key Verse   “A glad heart makes a happy face; a broken heart crushes the spirit.”-Proverbs 15:13
Bible Story Sarah Laughs Last!
              Genesis 21

MONTH #9    Closing Ceremony
Theme       HOPE
Key Verse   “For I know the plans I have for you,” declares the Lord, “Plans to prosper you and not
            to harm you, plans to give you hope and a future.”- Jeremiah 29:11
Bible Story Miriam, Jochebed and Pharaoh’s Daughter
              Exodus 1

A current overview and month-by-month planning worksheets can be found in the Curriculum
Manual.
Royal Family KIDS Mentoring Clubs: 1st Meeting of the Year

CAPE AND SEAL CEREMONY

Preparation

- Using the Mentoring Club CD materials, the Mentoring Club Coordinator should print out enough copies of the Covenant for each Mentor and Mentoring Club Kid to sign, plus some extras for mistakes. Printing the covenants in color on heavier cream colored paper will make them look special and provide a better background for the seal.

- The Mentoring Club Coordinator should fill in the dates of the first and last meeting on the covenant sheets AND on the inside front cover of the Adventure Books.

- Before the meeting, the Mentoring Club Director should pre-sign the Royal Family KIDS Covenant sheets for the Mentoring Club to keep AND the inside front cover of each Adventure Book.

- Find some regal-sounding music to play during the ceremony.

- The Mentoring Club Coordinator will distribute the capes to Mentors before the ceremony and collect them at the end of the meeting. Save them for your final meeting.

CEREMONY PLAN

- Make sure that each Mentor is holding a cape to present to a child.

- Mentoring Club Director gives Seal and Cape Speech: See next page.

- Cue up the music.

- The Mentoring Club Director announces the first name of a Mentoring Club Kid and asks them to stand.

- When the Mentoring Club Director announces the Mentoring Club Kid’s name, his/her Mentor steps forward and ties the cape on the child’s shoulders.

- Mentor and Mentoring Club Kid proceed to a table where the Royal Family KIDS Covenant sheets are waiting. Mentor and Mentoring Club Kid each sign the copy of the covenant on the inside cover of the Mentoring Club Kid’s new Adventure Book AND the separate document with the covenant.

- The Mentoring Club Coordinator stamps the separate document with wax using the Mentoring Club seal. NOTE: For best results, rest the seal on ice between sealings. This allows seal to release from wax more easily. Do NOT put the wax seal in the book—we have printed a picture of the seal on the book’s covenant so it will have the ‘sealed’ look too but the printed ‘wax’ won’t stick to the pages!

- Mentor/Mentoring Club Kid pairs go back to seats together while the rest of the room is 'caped'. All of this is done to the regal-sounding music you selected.
WELCOME SPEECH – Suggested Presentation Given by Mentoring Club Director as part of the Caping Ceremony

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

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

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

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

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

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

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

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

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

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

Music begins and Mentoring Club Director starts to read off names slowly so that Mentors can ‘cape’ their Mentoring Club Kid and sign the documents.
If you really keep the ROYAL law found in Scripture, "Love your neighbor as yourself," you are doing right. 
James 2:8

Royal Family Kids' Club Covenant

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

Beginning __________ today’s date.
we will meet for 4 hours of mentoring and fun each month until __________
last day of royal family kids' clubs this year.

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

Club Member Signature ______________________

Mentor Signature ______________________

Witness: Mentoring Director ______________________
Royal Family KIDS Mentoring Clubs: 
Last Meeting of the Year

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

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

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

Program

1) COVENANTS: The signed and sealed Royal Family KIDS Mentoring Clubs Covenant for each Mentor and Mentoring Club Kid should be on display. Talk about promises made and promises kept and thank the Mentoring Club Kids and Mentors for their faithfulness. Also, make sure that your presentation includes the reminder that God has an everlasting commitment to spend time with us! Remind Mentoring Club Kids that God is the ultimate Royal Friend and Mentor!

2) OPTIONAL DISPLAYS: You may wish to display some of the Mentoring Club Kid’s Adventure Books or photos, artwork or projects from the year.

3) MENTORING CLUB PENDANTS PRESENTATION: Present the Mentoring Club Pendants and chains to each mentor and Mentoring Club Kid and note that the Mentoring Club is honoring them because they kept their commitment. You may also give pendants to Mentoring Club Staff who completed their year’s commitment. (After Year 1, additional pendant designs will come out each year to coordinate with the theme.)

4) OPTIONAL/ADDITIONAL AWARDS: During the year, Mentors should be observing their Mentoring Club Kids and determining one of the Character Strengths (bravery, humor, etc.) studied that year that they observe in their Mentoring Club Kid. Decide on what the awards will be and what they will be called and come up with a presentation plan for the last day.
RFK Mentoring Club Peer Support
Staff Circle of Prayer

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

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

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

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

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

Mentoring Club Coordinator Position

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

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

However, Mentoring Club Leadership Positions (Mentoring Club Psychologist/Social Worker, Child Services Coordinator etc.) are recruited by the Mentoring Club Director and the Mentoring Club Leadership Positions (Music; Puppets, etc.) by the Mentoring Club Coordinator, not
through a general announcement to the congregation. Particularly during the first year, some of the positions may not be filled. Two or more Staff roles may be filled by the same person (Activities and Food, etc.). Mentors, however, should NOT serve as Mentoring Club Director, Mentoring Club Coordinator or Staff.

There are 2 levels of Mentoring Club Staff:

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

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

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

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

**ACTIVITY CENTER COORDINATOR**

Responsibilities Include:

- Develop interesting and creative activities for each monthly meeting that emphasize “process, not product,” some of which relate to theme. Offering several activity centers is ideal.
- Gather all supplies needed for the centers.
- Stay within the budget for crafts.
- Keep morale high.
- Have centers ready when Mentoring Club kids arrive.
- Set up, take down, and store all supplies for centers.
- Pray for the Mentoring Club
**BIBLE TEACHER**
Responsibilities Include:
- Receives Bible story materials from Mentoring Club Coordinator
- Receives information from Mentoring Club Coordinator on budget allocated for Bible stories and procedures for reimbursing expenses
- Teaches monthly Bible lessons using RFK curriculum
- Discusses with the Mentoring Club Coordinator any special needs (e.g. props, costumes, etc.)

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

**MENTORING CLUB REGISTRAR** — In the absence of staff secretarial assistance, the Mentoring Club Coordinator will need to take on or supervise a designated assistant in these tasks.
Responsibilities Include:
- Provide all office/production support for the Mentoring Club, including preparing forms and correspondence.
- Coordinate Registration process, registering kids before the first Mentoring Club meeting.
- Organize Mentoring Club Kids Name Tags.

**GRANDPA AND GRANDMA** — Ideally the Camp Grandpa and Grandma
Responsibilities Include:
- Greeting Mentoring Club Kids as they come into the Mentoring Club House/Room or being available with puzzles, games and toys for ‘Early Birds’ who arrive before Mentoring Club gets started.
- Helping out as needed with group activities and refreshments.

**MENTORS-IN-TRAINING (MITS):** Teen Helpers
Helpers under the age of 18 may be recruited to assist the staff at Mentoring Club meetings or events if they are always supervised by trained and cleared adult staff. MIT’s should attend Mentoring Club training and do not count as “two deep” at Mentoring Club. See Chart for requirements and restrictions.
SPECIAL GUEST
Provides a special presentation for the Mentoring Club (magic act, a demonstration, a museum tour, etc.). Requires:

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

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

PROFESSIONAL COUNSELOR/SOCIAL WORKER – Mentoring Club Psychologist
Responsibilities Include:

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

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

- Work with RFK staff and Mentoring Club Director to match Campers to potential Mentors.
- Phone or meet with Social Services as needed to explain and/or review Mentoring policies.
- Provide any written information about Mentoring Club to agency.
- Correspond with Social Services using letters, applications, brochures, etc.
- Act as liaison with campers’ foster parents, guardians, or group home staff by phone and introducing self, the Mentoring Club, meeting dates and answering any questions before sending applications.
- Send application and introductory letters to foster parents, shelters, group homes, etc.
• Periodically provide Mentoring Club Director with list of children contacted and applications sent and received, including finalized list immediately before Mentoring Club start date.
• Send acceptance letter to Mentoring Club Kids who have completed applications.
• Call all foster parents, guardians and group home staff who were contacted but did not remit application by deadline. Determine problem and if necessary add different child to fill opening.
• Meet with, and working closely with, Mentoring Club Director regarding SSA policies and keeping updated on number of available mentors.
• Call mentors and give them the name and age of their Mentoring Club Kid so they may plan for small gifts, etc.
• Provide a list of Mentoring Club Kids’ names alphabetized by foster parents’ last name for Mentoring Club Coordinator to use at registration on Mentoring Club days.
• Turn over complete files on all children to Mentoring Club Director to be kept in secure location.
• Maintain list of Mentoring Club Kid which is shared with Mentoring Director and Mentoring Club Coordinator, etc.
• After first year (when possible) contact all previous foster parents, guardians, and group homes, offering them first priority for mentoring.
• Pray for the Mentoring Club and Mentors.

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

Responsibilities Include:

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

HOW MANY PEOPLE DO WE NEED FOR MENTORING CLUB STAFF?

- 1 Mentoring Club Director
- 6 or more Mentoring Club Staff before you add mentors and kids!
Using Your Mentoring Club ID Certification Card

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

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

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

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

Why are Certification Cards Needed?
• Setting a national standard for access to vulnerable children
• Providing identification for caseworkers and foster caregivers
• Including an expiration date when mentor supervision ends
Mentors and Certified Mentoring Club Staff should carry their certification card at every Mentoring Club activity, even if they wear a separate nametag. These nationally issued certification cards act as your RFK authorization to other club volunteers as well as to foster caregivers and caseworkers.

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

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

1. The process enforces national standards in mentoring requirements to safeguard children.

2. The card provides an identity check and a copy of the card provides an official record of the authorized mentor for the caregiver and/or caseworker who are responsible for the child’s safety.

3. The card includes an expiration date for the authorization and is collected when the club year ends after the last authorized activity. This is a physical reminder to the RFK mentor and certified Staff that club supervision, authorization and insurance coverage is ended and authorized contact is restricted to RFK Camp.
SAMPLE Mentor/ Certified Mentoring Club Staff ID Card

(Must indicate on Order Form if you also want the Royal Family KIDS Lanyard)
**BASIC REQUIREMENTS for RFK Mentors and Mentoring Club Volunteers**

<table>
<thead>
<tr>
<th>RFK Mentoring Club Role:</th>
<th>MENTOR-RFK CERTIFIED 4 hrs. mo. Mentor appts + monthly Mentoring Club meetings</th>
<th>MENTORING CLUB STAFF-RFK CERTIFIED Monthly Mentoring Club Events</th>
<th>CLUB STAFF – NON CERTIFIED Monthly Mentoring Club Events Provides ‘2 deep’ safety and help at (1) Club events AND/OR (2) mentoring in less public settings</th>
<th>Mentor-in-Training Under 18 yrs old Assists at Mentoring Club events, etc. but can NOT count towards ‘2 deep’ rule</th>
<th>SAFETY COMPANION AKA Second Cleared Adult NO Monthly Mentoring Club Events/Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFK Annual Application—Can use a Mentoring Club app OR RFK Camp app</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>RFK Interview by 2 or more RFK leaders*</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>At minimum interviewed by Mentor Director</td>
</tr>
<tr>
<td>Level 3 background check for new and lapsed Mentoring Club Volunteers OR Level 2 for returning Volunteers</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO - teen helpers are not considered ‘cleared’, must be supervised</td>
<td>YES</td>
</tr>
<tr>
<td>Annual Motor Vehicle Check</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>References checked (every 1-2 yrs) can combine with Camp</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>RFK Camp Experience + Training</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>RFK Mentoring Club Training New-5 hrs Returning-3 hrs</td>
<td>YES – signed/dated annual commitment form from RFK Mentor &amp; Mentoring Club Staff manual on file</td>
<td>YES – signed/dated annual commitment form from manual on file</td>
<td>YES- signed/dated annual commitment form from manual on file</td>
<td>YES- signed/dated copy of section IV Rules (initial each page) on file</td>
<td>NO But signed/dated copy of section IV Rules (initial each page) on file</td>
</tr>
<tr>
<td>Copy of driver’s license and insurance info on file with Mentoring Club (if Volunteer is a driver)</td>
<td>YES—augmented to drive Mentoring Club Kid(s) if carrying signed medical/transportation waivers</td>
<td>YES—augmented to drive Mentoring Club Kid(s) if carrying signed medical/transportation waivers</td>
<td>YES- but can only drive Mentoring Club Kid(s) if certified Mentor or Mentoring Club Staff is in vehicle+ signed waivers</td>
<td>NO – No person under the age of 18 may drive children.</td>
<td>YES- but can only drive Mentoring Club Kid(s) if certified Mentor or Mentoring Club Staff is in vehicle+ signed waivers</td>
</tr>
<tr>
<td>RFK MENTOR/MENTORING CLUB STAFF CERTIFICATION ID CARD</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

*Interviews are only required for first year Mentors and Club Staff. However, annual interviews are to be done at the discretion of the Mentoring Club Director for any volunteer who is changing roles in the Mentoring Club program or who needs further discussion of the expectations required of their position for the Mentoring Club year.
Seven Religious Practices
(Things volunteers CANNOT do at RFK)

The first two are sacraments of the church and are practiced differently in various denominations. Most, if not all of these biblical practices or practices, will be very foreign and potentially scary to the children who have not participated or seen these things practiced before in their young lives. The prohibition of these practices applies to the adult volunteers performing these actions with the children.

1. NO WATER BAPTISM
   • Because RFK is privileged to minister to children who are wards of the state, no religious preference can be forced on the children. Water baptism is a sacrament practiced in very different ways in different denominations. It becomes very distinctive, as a result.
   • Children who come from certain religious backgrounds may not be able to be baptized by anyone other than a person of their “faith” or not at all until a certain age. For us to baptize them could be a violation of their faith even if they ask for it. If they desire a baptism, get their legal guardian involved, and perform the baptism outside of the RFK environment with the legal guardian’s permission.

2. NO COMMUNION
   • Communion is a sacrament practiced in various denominations in different ways. To expect a Catholic, Muslim or Jewish child to partake of communion in a way in which your particular church does, could violate the religious practices of many of the children in your program.
   • Communion can be shared with counselors, mentors, and staff during a devotional time in preparation for Camp or Mentoring Club. It is not practiced with the children involved.

3. NO ALTAR CALLS
   • Altar calls are normal for many of the churches involved with RFK and is something recognized as an important part of claiming faith in Jesus Christ for many Christians.
   • Altar calls were not practiced in the Church until the Revivalist Movement at Camp Meeting time after the Civil War. It was through the Holiness Movement of being “called out from among them”. Up until then, people made a profession of faith that was a very personal focus.
   • Billy Graham made alter calls very successful at his crusades and our internal RFK surveys indicate that up to 1/3 of Camp and Mentoring Club leadership trainees accepted Christ by responding to an alter call. That means that 2/3 found Christ some other way. If 2/3 of Camp and Mentoring Club leaders accepted Christ in a method other than an alter call, certainly these children can too!
• There is no record of Jesus holding an alter call and most Christians consider Him to have been successful!
• Because these children are wards of the state, we cannot force the children to change their beliefs.
• Alter calls are common for “church kids” at “church camp”. These are “community kids” at a “community camp”, and there can be no alter calls.
• Because of the abuse that has happened to many of the children, they may be quick to comply and desire to please the adults in their lives. In the past, they may have been deprived of food or necessities if they did not comply with the adults in their lives. When you ask the group of children to respond to a plea to “come to the altar”, it may be an innocent request on your part, but the children may feel the need to please the “adults” in order to get their next meal. Therefore, it is inappropriate in the RFK setting.
• The children are already victims. To expect them to comply with what could be considered to be coercive, is not allowed. They have little understanding as to why they are doing this.
• What can you do instead? See “Question Evangelism” below.

4. NO ‘LAYING ON’ OF HANDS IN PRAYER
• Some children have been hurt by “hands” through physical or sexual abuse. “Touching hands” may not mean the same to them as it means to others. Laying on of hands is a religious practice that may be foreign and scary to the children. This is referring to such things as a prayer line, a healing line, surrounding a child with 4-5 adults who all lay hands on the child and begin praying or placing a hand on their forehead and shaking them vigorously. These may be common in some churches, but would be very scary to a child. In your church setting, with a parent present, these may be acceptable, but not at RFK.
• If a volunteer wants to pray for a child, ask them first, tell them what you will do and then pray. Prayer can be effective from 10 miles away or 10 inches away; it is not necessary to lay your hands on them for prayer to be effective. Human touch can be very healing and powerful; asking if you can hold their hand while praying would be acceptable.
• Remember: once the child leaves and goes home, you will not be there to fully explain all that took place when the child describes how you “laid hands on them” and the full context of what that meant.
5. NO CASTING OUT OF DEMONS
   - Same principles as above in #4
   - Children of abuse may display behavior that is very different from what church volunteers are used to. It does not mean they are possessed. The vast majority of RFK volunteers are not prepared to enter into the religious practice of “casting out demons”. Most adults consider this to be very scary, how much more so would a child who does not have the same perspective that adults do?
   - Remember, you have no control over how this will be described when the child arrives back home.
   - If a volunteer feels there is a need for this, they are to get the Senior Pastor of the sponsoring church involved along with the child’s legal guardian, and they can collectively decide how to best approach this situation outside of the RFK environment.

6. NO SPEAKING IN TONGUES
   - This is a religious practice experienced by only certain denominations, and in most cases, would be foreign and scary to children at RFK. Again, you have no control over how this will be described when the child arrives back home simply because it is difficult for adults and children to understand.
   - Volunteers may wish to practice this on their own, but it is not to be done in the presence of children.

7. NO ANOINTING WITH OIL
   - The patriarchs of old in the Old Testament first practiced anointing with oil. This was done as a symbol of God's blessing being placed upon them. Some churches still perform this practice today in prayers of healing and blessing of individuals.
   - This could be another practice that would be foreign, potentially scary to children and completely misunderstood by others who were not there or who don’t understand the Biblical history and practice. It may also be a practice that is in violation of a child’s existing religious beliefs.
   - Volunteers may anoint each other, or buildings or chairs, etc. but not the children.
Concluding Words on the 7 Religious Practices

At a National level, we have told Social Service agencies all across the country that we will NOT perform these 7 Religious Practices at RFK! If a local Camp and Mentoring Club decides to perform any of these against the rules, it will make ALL RFK Camps and Mentoring Clubs look bad and disingenuous.

If we have said we won’t do them – then do not do them! If a child expresses interest in being baptized, connect them, their legal guardian and social worker to a local Pastor. Don’t try to be sneaky about these things. We said we wouldn’t do them, so, don’t do them.

Remember this is not a “church camp for church kids”; this is a “community camp for community kids”.

We recognize that some individuals and some churches will have a difficult time with these restrictions. Let’s remember that God is bigger than these restrictions. We must follow them, but God can, in His miraculous ways, do things bigger than we can imagine.

His love can work in ways more powerful than we can see and in ways that are beyond these policies. Let yourself be amazed at what can happen as you simply prepare yourself and follow Joshua Chapter 4, “when the children ask”.

As further support, we at RFK clearly acknowledge that most of these practices are mentioned in the Bible, and may be practices of your church, but they are not necessary to have a successful Camp and Mentoring Club. At the end of the day, remember the thief on the cross in Luke 23:42-43. The thief on the cross did not get baptized, or take communion or do any of these 7 practices, yet his life was changed for eternity when he simply asked, “Jesus, remember me when you come into your kingdom!”

The thief only had a “moment” with Christ, and his eternity was changed forever. We can provide Moments that Matter for kids and they don’t have to include these 7 practices.

Proselytizing

Royal Family KIDS is a faith-based organization offering Camps and Mentoring Clubs in partnership with local churches. We do not proselytize meaning: to force, pressure or coerce religious beliefs.
What Can you do about Faith at RFK?

We have listed the practices that cannot be done. Here are some areas where faith can be evident at Camp and Mentoring Club.

Question Evangelism – “When the Children Ask”

The first model that is used at RFK is based on Joshua 4:

“After crossing the Jordan, the Lord spoke to Joshua saying, “Take for yourselves twelve stones from here out of the middle of the Jordan, from the place where the priests’ feet are standing firm, and carry them over with you, and lay them down in the lodging place where you will lodge tonight....Let this be a sign among you, so that when your children ask later, saying, ‘What do these stones mean to you?’ then you shall ‘tell them’."

This is our first model, when the children ask about biblical, spiritual, or faith beliefs, then we can answer their questions. We can’t force our beliefs, but we can answer questions.

Our second model is Genesis 33:13-14:

Jacob was returning with his entire family and belongings, it was a very large group on the move. Esau met them part way in the wilderness to finish the trip with them. Jacob said to Esau: “...go on ahead, I will go at the pace of the children.” He recognized the children could not travel as fast as the adults, so he went at a slower pace with them. Certainly God can do miracles and allow the children to have accelerated spiritual knowledge, but the majority of children we have seen, need to go at a slower pace, even for their spiritual growth and understanding.

Enough biblical material is shared in the program that if the child is interested and they ask questions, then the adult volunteers can answer those questions.

The key to Question Evangelism is:

**When the children ask, we will answer their questions, at their pace.**

How can we expect these children, who come from a spiritual vacuum, devoid of many religious experiences, to move at the same ‘spiritual’ pace that we are accustomed to?

The volunteers must be trained to look for “teachable moments” and be ready “when the child asks” to give an account of their Christian witness and share what Christ’s love has done for them. It may happen at the MOST UNEXPECTED times in the program! When we follow a relationship model, we build relationships with the kids through the Camp and Mentoring Club experiences, and when they “ask” then we answer their questions. It works!
Teachable Moments
There are many ways to share the love of Christ with others during the RFK programs.

Even though the children are wards of the court and church/state issues must be regarded in the care of the children, Social Services Departments, in general, have been very accepting of a number of things we practice at Royal Family.

There are many ways that Social Services has allowed RFK to use parts of our program to have the children experience the love of God and answer their questions about a faith to trust in during tough times.

Here is where the Counselor / Mentor Code of Conduct, Deut. 6:4-6 is experienced: “as we walk and talk by the way”. When we do this, we creatively weave God’s presence and God’s consciousness into our daily lives and the lives of the children. This makes them aware of the God we know, love and serve.

Finding Teachable Moments
Prayer can be offered at mealtimes. This is a very non-threatening way to encourage the kids to begin to pray to God and thank Him for something very important to them—food.

30/30 Time or Drive Time (with Mentors). Many children become more reflective when they are in a quiet restful situation. The children may “open up” and want to talk more during these times than when they are busy hurrying about being distracted by lots of activities.

Camper Activity Books & Mentor Books. During down times, at the end of the day or meals with Mentors, these books can be fun, insightful, a source of encouragement, and a faith builder for kids. Many times the material will promote questions on the part of children, and the volunteers can then respond appropriately.

During Activity Centers & Events. The Deuteronomy 6 Code of Conduct is MOST visibly demonstrated during Activity Center and events together. These times are the bedrock of Royal Family relationship building, and can accomplish impactful things with the child. Wise volunteers will LOOK for ways to relate something very ordinary, i.e. a squirrel scurrying around the tree looking for a place to hide a nut—as the wisdom of God seen in a tiny animal who instinctively knows to hide nuts in the summer in order to eat in winter. “How wise God was to create squirrels to be so smart!” This becomes a ‘teachable moment.’

Devotions At Night (Camp). More than at any other time of the day, children become more open and willing to share at bedtime, because their brains are beginning to relax.

If children come from a home where daily rituals of spending devotional or quiet time with God are not practiced, this can be an excellent time to encourage this practice in the child’s life. It
can become a life discipline that brings routine and order into their life. The volunteer can talk about the day and weave scripture or awareness of God’s part in it.

Saying a brief prayer before bedtime at camp can bring peace and calm to a frightened child. Asking God to quiet us and help us sleep can be a comforting thought for a child who is “afraid to go to sleep” or “afraid of the dark.”

This is a “teachable moment” that the child can take home from camp and practice in his/her daily life throughout the year.

**Singing Songs.** Music can be a “healing salve” to a wounded soul. Songs like “I Will Change Your Name,” give a child hope that something good will come out of it. Songs can replace worrisome thoughts and fears that children are plagued with because of their circumstances. Psalm 40: 1-3 closes with this phrase “and He put a new song in my mouth—a song of praise to our God.”

Explaining the meaning of the words to Christian songs can help the child understand the meaning as they sing the song. These become teachable moments.

**Bible Reading.** Reading God’s Word to the children and explaining the words can be ‘teachable moments.’ Caution: if the child cannot read, do not force the issue; simply read the verses for him/her. Counselors should be able to interpret what the scripture is saying to make it meaningful for the child. A volunteer sharing their favorite scriptures is a powerful way to share individual faith and the scriptures that mean the most in their lives. An additional handout titled “Many Doors To Love, Peace and Reassurance” shares several scriptures that may give specific comfort and assurance to children in their troubled areas.

**Review Of The Day.** At the end the day or your time together, it can be a powerful moment to review what has happened. A volunteer could ask, “What great things did God provide for us today?” “What were some of your favorite things about today?” OR “What are some of the things we learned today?” Let the children reflect on their feelings about the day. You may hear “I’ll always remember where I caught my FIRST fish!” or “I learned to pound in nails today at woodworking.” These are memories and skills that the volunteers can use to encourage the child in many ways.

Volunteers should be encouraged to find ways to incorporate into the conversation an appreciation for God’s provisions of the day or how good God has been to them.

This is called directed or guided conversation, but it is not forced conversation! It empowers the child and lets them know they are worthy of being listened to and affirmed by an adult.
NOTE: Royal Family KIDS Mentoring Club rules and policies for both Mentoring Club time and mentoring are based on, and sometimes identical to, well established RFK Camp rules and policies. Specifics, however, about how the rules are applied vary from the more contained Camp and Mentoring Club settings to more varied mentoring situations and some rules and policies are unique to Camp or Mentoring Club. Mentoring Club Director is to notify RFK, Inc. of any life-threatening injuries, emergencies or serious problems with Mentoring Club Kids. Never leave a Mentoring Club Kid alone or without proper supervision. Be aware of potentially compromising situations that can deter from the goals and objectives of the Mentoring Club.

1. Line of Sight Rule While Mentoring
Mentors must provide their mentoring in places where other adults are ‘in the line of sight’ and the Mentor and child are easily observed by others (a restaurant, mall, a basketball court, etc.)

If the Mentor wishes to bring the Mentoring Club Kid to a secluded or potentially secluded site (hiking trail, etc.), the Mentor MUST bring another RFK Mentor, RFK Staff Member (Certified or Non-Certified) or Safety Companion along. The Mentor and child must remain in that second adult’s ‘line of sight’ throughout the time together.

Even in public settings, it is always a great idea to ‘team up’ with another Mentor when you can.

WHY? Staying in public places and teaming up with others creates a sense of safety for the child and accountability for the Mentor since the child knows that the Mentor cannot behave in inappropriate ways without another adult seeing what he or she is doing. Having a second cleared adult present to vouch for the Mentor’s behavior is also excellent protection against false accusations.

2. Two Deep Rule At Mentoring Club Events
During all Mentoring Club events (meetings, field trips, parties, etc.), NO Mentoring Club Kid is to be taken off into restrooms or into a secluded area away from the group with only one adult present. If it is necessary to remove a Mentoring Club Kid from the group, make sure that two cleared adults stay with the child.

WHY? This is the same TWO-DEEP RULE that is always observed at RFK Camp and it makes Mentoring Club the same ‘safe place’ that Camp is for an abused child. It also protects your Mentors and Mentoring Club Volunteers.
3. **Transportation Policy**  
While it is ideal to have a second adult in the car when transporting RFK children, it is not always practical because of schedules and distance. Individual RFK Mentors are allowed to pick up their Mentoring Club Kid without a second adult in the car, but all Mentors are required to keep a **Mentoring and Transportation Log** (see Forms section). The log shows the time a child was picked up, arrival and leaving time for destination(s), all passengers in the car, and drop off time as an official record. A copy of the Mentoring and Transportation Log is turned in to the Mentoring Club Director each month.

When transporting an RFK child, Mentors must carry the following:
- The Mentoring and Transportation Log
- RFK Medical Release and Transportation Permission Slip (signed by the caregiver for each child present in car)
- Proof of insurance
- A valid Driver’s License

**Who Else May Transport A Mentoring Club Kid?**
- Any RFK Certified Mentoring Club Staff may transport a Mentoring Club Kid but must have the documents listed above in their possession while driving with a Mentoring Club Kid in the vehicle.
- Any RFK Uncertified Mentoring Club Staff **ONLY IF** there is a Certified RFK Mentoring Club Staff/Mentor in the vehicle as well and the documents listed above are in their possession.

After the event a **Mentor/Transportation log** with trip specifics must be submitted to the Mentoring Club Director.

**Who CAN NOT Transport A Mentoring Club Kid?**
- Anyone under the age of 18 may not transport a Mentoring Club Kid at any time.

Consult your state requirements for restrictions on transporting children. Most states do **not** allow young children to sit in the front seat as airbags can cause serious injury and many states require booster seats for children under age 9 or underweight children riding in the back seats, so it is imperative that you find out what is required in your area and be very safety conscious.
4. **Open Door Policy**
   Since mentors need to keep other adults ‘in the line of sight,’ obviously, the ‘open door policy’ you learned at Camp training still applies in mentoring and/or Mentoring Club situations. **No mentor or RFK Mentoring Club Volunteer should ever be alone with a child behind a closed door.**

   **WHY?** Much abuse takes place behind closed or locked doors, and making sure that doors are always open and other adults are visible is a key to gaining a child’s trust and protecting the adult’s reputation.

5. **Overnight Policy**
   RFK Mentors are **NOT** allowed to take their Mentoring Club Kids on individual overnight trips or stays at their own homes. If a Mentoring Club plans a group event for children (a fishing trip, etc.), there must be a minimum of 4 Mentors supervising (minimum ratio of one adult for every two children), written permission from the Mentoring Club Director, signed caregivers’ permission slips, and any appropriate event insurance.

   **WHY?** There is more safety for the children and accountability safeguards for the adults in overnight group events with adequate supervision. Your Mentoring Club may also decide not to allow ANY group overnight events, particularly in the first year.

6. **Beds Rule**
   If a Mentor and Mentoring Club Kid are ever in a room with beds, the RFK ‘Camp beds rule’ applies, i.e., at **NO** time should a Mentor and Mentoring Club Kid be on the same bed. If there is an overnight Mentoring Club group event, Mentors and Mentoring Club Kids should not be on each other’s assigned beds, or sleeping bags. Protect your Mentors by making sure they are aware that there are NO exceptions to this policy. Leave NO room for a false accusation upon any of your mentoring staff.

   **WHY?** This is to prevent misunderstandings if the child talks about “when my mentor was on my bed,” to a caregiver or social worker later. In working with formerly abused and vulnerable children it is critical (for their sakes AND the adult’s) to avoid even the appearance of evil!

7. **No Sitting on Laps Rule**
   RFK Mentors’ or Mentoring Club Volunteers’ may **NOT** have Mentoring Club Kids sit on their laps during mentoring times or during any Mentoring Club events or at any
other times. This is to avoid any possibility of a child being fondled or fondling another person.

**WHY?** Pedophiles often use sitting on laps as a way to break down a child’s resistance and gain access for groping or fondling them. Avoid this situation at all times, so as not to trigger a child’s previous victimization. Also, this policy exists to avoid allowing the child to fondle or grope the adult, as they might have been ‘groomed’ to do this to win the adult’s favor.

8. **No Piggy Back Rides or Frontal Carry Rules**

   RFK Mentors or volunteer, male or female, may **NOT** hold or move Mentoring Club Kids with frontal carry position or give Mentoring Club Kids Piggy Back rides. (NOTE: The younger the Mentors, the more difficult this is to enforce.)

   **WHY?** These techniques are sometimes used by pedophiles to arouse themselves or the child by rubbing the child’s genitalia against the adult’s body. The practices can also be used to create a playful situation to break down the child’s defenses and lead to groping and fondling then or at a later time. Avoiding frontal carry and piggy back rides also prevents the possibility of arousing a child when genitalia are rubbed against the back or waist of the adult. You probably will not know which child for whom this is a ‘trigger’ and a form of arousal. Avoiding it altogether prevents it from being a problem for the child who was a victim of this behavior or other sexual abuse in the past. You don’t want to be a ‘stumbling block’ to a vulnerable child.

9. **Photographs/Filming Policy**

   **For Mentors/Mentoring Club Kids:** Since RFK Mentors have the caregiver’s permission to have an ongoing relationship with the child and know the child’s identity, a mentor may take and keep a picture of their RFK Mentoring Club Kid. Mentors may also give a photo of themselves to the child to include in the Adventure Book. While this is a significant change from the Camp policy that prohibits photos by anyone but the Camp Photographer, there are still important rules and boundaries when photographing RFK children:

   Since you must always keep other adults ‘in the line of sight,’ when with your Mentoring Club Kid, obviously you should take photos only in the open where others can see what is happening. If you want to take a photo to remember a special outing and save it in the Adventure Book (your Mentoring Club Kid’s record of your time together) for example, pick an open and public spot to take each other’s picture or even have someone else (ideally, another mentor) snap your photo.
Be extremely sensitive to appearances. Immediately stop taking the photograph if a child tries to pose in a way that could be suggestive (puckering up their lips in a kiss or adjusting their clothing)! If you notice provocative or frightened reactions, do not take any photos of the child except when another mentor can snap the picture at a group event. This is for the child’s protection and yours!

**WHY?** You will probably not know whether your Mentoring Club Kid may have been a victim of pornography and you do not want to inadvertently trigger a traumatic memory of inappropriate picture taking or to make an abused child feel frightened and/or aroused. Your job as a mentor is to create a Safe Place for the child every time you are together. For your sake as well as for the child, be very careful about photographs.

**10. No Publishing or Distributing of RFK Child Photos**

NO identifiable photographs of RFK children may be published or posted anywhere (church newsletters, bulletin boards, web sites, local newspapers, TV, etc.). Also, no photos of children in RFK should be distributed to individuals (your donors or prayer partners).

**Photographs for general use or publicity must be obtained from the national office of Royal Family KIDS, Inc.**

**WHY?** Publishing or distributing photographs and/or names and identities of RFK Mentoring Club Kids violates laws that protect all foster children’s confidentiality.

**11. Photos with more than one Mentoring Club Kid**

A mentor may take a photograph of more than one Mentoring Club Kid together if you are on an outing and there is nothing to identify that child as a Mentoring Club member. For example, if three mentors take their Mentoring Club Kids to the ball game, a photo of the 3 kids at the game together is fine. Each of the Mentoring Club Kids can have a copy as can the Mentors but all of the same photo rules (see #2 above) prohibit displaying or publishing photographs like this (if the child/ren can be identified).

Recommendation: Having a Mentoring Club Photographer can be a great option. This means you can ask Mentors not to snap photos during the Mentoring Club time but can make sure they get photos of fun activities for their Adventure Book that do not violate policy. One Mentoring Club has a Videographer who films each week and edits it down to a 5 minute ‘movie’ the kids see the next week—they love this!
12. **Exchanging Personal Contact Information**

Because pedophiles can use camps to groom victims they follow up with and molest later, RFK has a strict policy against camp counselors or staff exchanging personal information with campers.

Even Camp staff who are approved as RFK Mentors can NOT exchange information directly with a camper! The Mentor must wait to receive the caregiver contact information for their assigned child and permission to call from the Mentoring Club Director. If anyone ‘short cuts’ this process by exchanging information directly with a child, in violation of the camp policy, they can be immediately barred from future participation in both Camp and Mentoring Club.

Once RFK Campers who have submitted Mentoring Club applications signed by theircaretakers have been matched to Mentors, the Mentoring Club Director shares the information as follows:

(a) **Mentors** need to have a phone and residential address for their assigned Mentoring Club Kid’s caregiver so that they can set up appointments, etc. If the Mentoring Club Kid also has his or her own cell phone, the Mentor should ask the Caregiver’s permission to communicate directly (voice and/or text) to that number as well.

(b) **Caregivers** should have (1) the Mentor’s phone number (a cell phone may be a better choice than a home phone for privacy) to call if a mentoring appointment must be changed, etc., (2) the Mentoring Club Director’s phone number, to contact if a Mentor cannot be reached, if the caregiver is concerned about the mentoring situation or if the child is being moved to another foster care placement, and (3) a church address and phone contact in case the child must be reached during a Mentoring Club event.

(c) The **Mentoring Club Director** has all the caregivers’ contact information and will get in touch with caregivers on occasion to see how they feel about the mentoring situation and the Mentoring Club and to pick up on any ‘red flags.’

**WHY?** The Mentoring Club needs to maintain checks and balances to help prevent exploitation of vulnerable children by abusers. One way is to make sure that initial matching and contact happen only through the Mentoring Club Director who also stays in touch with the child’s caregivers. Other helpful elements include on site observation of mentoring pairs at the Mentoring Club meeting each month, supervision by the Mentoring Club Director, peer review by others in the Mentors Meeting and mentoring rules that prohibit meeting alone or behind closed doors.
13. **Social Media**

NO exchanging emails, FaceBook or MySpace or other social networking addresses between mentors and RFK Kids.

**WHY?** Internet communication is quickly becoming the favorite technique for pedophiles wishing to gain access to children. RFK does not allow Mentors or Mentoring Club Staff to communicate directly with children through the internet.

14. **Cell Phones**

Children’s use of cell phones should not be allowed during Mentoring Club or mentoring appointments. Many foster children are restricted from contacting their biological parents or siblings. Mentors and Mentoring Club Volunteers should refrain from using phones during their time with the children to set an example and to focus on The Mentoring Club Kids without distraction.

15. **Name Tags**

Name tags are to be worn by EVERYONE (adults and children) at every Mentoring Club event or meeting. The RFK nametags are part of the registration/attendance record that protects the safety of your Mentoring Club. All staff, teenage mentors-in-training and all authorized guests should check in and receive their name tag, even though teenage helpers and guests do NOT count toward ‘two deep’ rules for supervising Mentoring Club Kids.

Mentors and Certified Mentoring Club Staff **may use RFK ID/Certification cards** worn on lanyards as nametags, but if a separate nametag is provided (some Mentoring Clubs prefer having first name only nametags for public events) the ID cards should also be carried for official authorization purposes.

Having nametags for your Mentoring Club Kids at events will help staff identify the children they are leading and having staff nametags will help children identify safe adults.

16. **Hugs**

A gesture to help or encourage can be misinterpreted by a wounded child; always ask the child’s permission before you touch them or give a side hug, etc.
When the rules don’t change:
Camp Rules are still the rules at Camp! When the Mentoring Club year ends in May, Mentors and Mentoring Club staff need to remember to return to Camp rules about cell phones, photos, and two-deep requirements, etc., during their Camp week.

REMEMBER: Even when your Camp has an active and certified RFK Mentoring Club, mentors cannot directly contact their Mentoring Club Kid’s caregiver after Camp **until** the Mentoring Club Director has officially instructed the mentor to follow up with the family (see Rule #12 above).
Breaking The RFK Club Rules
What Happens When You Put The Club at Risk

As an RFK Club volunteer Mentor or Staff Member you are giving so much of your time and treasure to make the Club Program in your church a reality and sometimes rules can seem unimportant or even like barriers to this effort. However, it is essential for your safety and the safety of our Club Kids that ALL RFK Club rules and policies be followed.

Please review the following:

1. **Allegation of Abuse** – In a situation where an allegation of abuse has been made against a Mentor or Staff member that volunteer will be immediately suspended and the Mentor Director must report the allegation to social services.

2. **Individual Overnight Stays** (not group events supervised by multiple mentors) – RFK has a zero tolerance policy for any individual overnight stays. The Mentor or Staff member must immediately be dismissed from the program and the child reassigned to a different mentor.

   ➢ **Limited Exclusion**: Mentors who provide respite care through a licensed agency outside of RFK must inform the Mentor Director and sign and submit a Respite Care by an Independent Agency Waiver (found in VI Forms Section).

3. **Secluded Mentoring Visit** (private home, etc..) with no second cleared RFK volunteer present – This can be grounds for immediate dismissal and will be reviewed by the Mentor Director for final decision.

4. **1 or More Missing Logs or Chronically Late Logs** – No Mentor should leave Club without turning in the log for the prior 4 weeks of visits. Mentor Director may institute a probation period until logs are submitted and up to date. If this is a chronic issue a mentor may be dismissed from the program.

   ➢ **Probation Period**: Mentor is required to include a second cleared adult on all mentoring appointments.

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

**CONFERENCE 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.
CHILD PROTECTION PLAN (CPP)

We recognize that we serve a vulnerable population of children who have already been hurt or wounded by others. It is our intention to bless these children and give them many positive life-changing experiences. The following is our outline of attempts to protect the children we serve from others who may mean harm. There are no perfect systems for protecting children, but we believe a multi-layered system of protections with careful, diligent enforcement creates a strong program of protection for kids.

Our language and program materials are designed to:

- Prevent adult volunteers from abusing children during Camp or Mentoring Club times.
- Prevent adults from creating inappropriate relationships in an attempt to groom the children and abusing them after Camp or Mentoring Club activities.
- Prevent children from abusing children during Camp or Mentoring Club.

Documents and programs alone will not suffice. Greater diligence, enforcement, and cultural shifts within Camp, Mentoring Club, and the community will be required. Each volunteer must commit to being a part of the over-all protection of kids.

The following items can be found throughout this and other RFK documents and outline the protective measures in place.

Pre Camp / Mentoring Club

4 page application with friend’s references

30 Minute interview

Criminal background check

12 hours of initial training, 8 hours annually

During Camp / Mentoring Club

Strict Safety rules to be followed during Camp and Mentoring Club

Talk, Touch, Territory - 3T’s

Child Safe & Secure Orientation – 3R’s

360⁰ Supervision – 3W’s:
Proper insurance coverage in place

After Camp / Mentoring Club

Follow up restrictions and limitations

Annual Compliance Accountability forms

Regularly updated training of leaders and resource materials provided to local volunteers.
RFK Child Protection Program Elements

RFK CPP Poster: This is a quick reminder poster that can be used at training or placed around the Camp or Mentoring Club to remind all volunteers about the new protections in place.

Talk, Touch, Territory - 3T’s: This is a specific, but not all-inclusive list of things considered appropriate and inappropriate with children regarding our interaction with them in areas of talk, touch and territory.

Child Safe & Secure Orientation – 3R’s: This is an orientation that MUST be given to each Camper/Mentoring Club Kid so they are aware of their rights and their ability to keep themselves safe. This needs to be given to them in either a lecture format or video format at the beginning of Camp or Mentoring Club. Make it fun and interesting, but also serious. Royal Family KIDS is producing a professional video to be completed before the summer season. Your adult Counselors, Mentors and Staff must also be trained on and made aware of this orientation to the children regarding the 3R’s, Recognize, Resist, Report.

360º Supervision – 3W’s: This is a training program to be given to each volunteer to emphasize that every volunteer at Camp and Mentoring Club is an essential part of the protection plan. Every volunteer is either a primary or secondary supervisor, and everyone must be willing to speak up if they see something inappropriate or questionable. Many offenders have gotten away with abuse for years because good people saw something, but didn’t feel as if they had the authority or the obligation to say something.

In an effort to help volunteers remember these new programs, we have created a yellow 360º Supervision wristband. The wristband is to: Remind, give Authority and require Obligation for all volunteers. There is no requirement to purchase the wristbands, they are simply an option. Please find some method of helping the volunteers understand that they have the authority to speak up. A wristband, or a strip of yellow cloth or a poster may simply make it easier for a volunteer to speak up and protect kids.

Yellow for “Caution”

Yellow wristbands are for 3 critical items:

They Remind volunteers of the new protection elements.

They give volunteers Authority to ask, question and intervene.

They Obligate volunteers to say something, if they see something inappropriate.
RFK Child Protection Plan - Poster

3 Ts: (Review RFK rules, values and Talk, Touch and Territory plan)

Talk: What is acceptable talk?

Touch: What is acceptable touch?

Territory: What are acceptable personal boundaries?

3 Rs: (Review Child Safe and Secure Orientation)

Recognize: Recognize what is acceptable and unacceptable behavior.

Resist: Resist unacceptable behavior. (You have a right to say “NO” to anything that makes you unsafe or that will hurt you)

Report: Report what makes you feel unsafe or if rules have been broken. (Reinforce our reporting protocol. Tell a Counselor or Staff. Tell the Director. Tell a nurse or Social Worker)

3 Ws: (Review your role in the 360 degree Supervision)

Who: Who are they? (Identify the individuals as you observe them around property)

Where: Where are they? (Are they within the scope of where they’re supposed to be and who they’re supposed to be with at that given time?)

What: What are they doing? (Are their actions appropriate and within the boundaries of our rules, policies and schedule of activities?)
The following provides a basic, but not all-inclusive list for appropriate/inappropriate conduct with children at Royal Family KIDS. Specific rules, such as **Two Deep**, still apply.

**Talk**

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Not Appropriate</th>
</tr>
</thead>
</table>
| a. verbal praise for specific achievement or behavior  
b. verbal/written encouragement  
c. teachable moments  
d. answering questions  
e. promoting or discovering life skills  |
| a. compliments or questions relating to physique or body development  
b. sexual jokes, any sexual innuendoes  
c. swearing or vulgar language  
d. verbal harassment, taunting or abuses  
e. telling/asking about secrets  
f. sexual coaching or conversation  
g. letters/notes about “love, desire beauty” etc. |

**Touch**

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Not Appropriate</th>
</tr>
</thead>
</table>
| a. handshakes and high-fives  
b. girls walking hand-and-hand  
c. short, side hugs for congratulations or greeting  
d. arm around the shoulders  
e. helping with activities or games (showing how to hold a bat, etc.)  |
| a. private back rubs or massages, rub on lotion or sunscreen (spray sunscreen okay)  
b. touching of private parts (no exceptions!)  
c. touching a child in anger, disgust, or frustration  
d. frontal hugs, lap sitting, piggybacks  
e. sexually touching  
f. kissing (married couples ok)  
g. intimate wrestling or tickling  
h. demeaning humor (snuggies/wedges etc.)  |

**Territory**

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Not Appropriate</th>
</tr>
</thead>
</table>
| a. always Two Adults behind doors, down trails, secluded areas, etc.  
b. one-on-one interactions in public view  
c. group or public environments  |
| a. favoritism or give personal gifts  
b. sitting or lying on another person’s bed  
c. private one-on-one interactions  
d. behind doors or secluded areas with only one adult  
e. mooning, streaking, flashing, any purposeful showing of nude private parts*  |

*Note: In some States or Counties, purposefully showing nude private body parts to children, may constitute “abuse”, and initiate a report to Social Services and even an arrest!*
Child Safe & Secure Orientation – 3Rs

Welcome/Goals For the Children:

- We want you to have the greatest time of your life here! A week you will never forget.
- We want you to be safe and have fun.
- Life Changing Experiences – You are going to get to do some of the most fun things in the whole world.
- Relationships – You are surrounded by some of the greatest counselors in the world who care for you.

Part of being safe for the week is for you to remember 3 R’s. **Recognize, Resist and Report**

**Recognize**

Before we get started, we have to cover the rules to help you have the greatest time of your life. Just like the game of basketball (or other sports), there are rules that we all play by so we can have a safe and enjoyable experience. These rules help us know what we can do and can’t do, what is safe and not safe.

1. **Modesty (covering your body)**
   - Where your bathing suit touches you are private areas, you need to have them covered at ALL times, unless taking a shower. There are NO exceptions.
   - Your body is your own, never show your private areas to any person or touch anyone else’s private areas where their bathing suit touches their body.

2. **Two Deep**
   - To Keep Everyone Safe at all times......NEVER be alone with anyone! Not with other kids or adults. We have a rule called “Two Deep”; **kids** must always have 2 trained RFK adults with them at all times. Not one, always two!
   - Secrets are not needed for Camp or Mentoring Club! Don't keep secrets and don't ask others to keep secrets

3. **Good Touch vs. Bad Touch**
   - Appropriate: Feel Safe & Encouraged - (high-fives, short side hugs, arm around shoulders, etc.)
4. **Good Talk vs. Bad Talk**

   - **Good Talk:** Always Encourage One Another – Positive, Uplifting, Compliments
   - **Bad Talk:** Making Fun of Others – Negative, Bad Language, Cussing, Disrespectful, Potty Humor, Sexual Jokes

5. **Bullying**

   - Not allowed at Camp or Mentoring Club. If someone asks you to stop...you MUST stop.
   - If you ever feel like someone is picking on you or being mean to you...report it immediately.

6. **Your Territory or Your Space**

   - **Your Space - Your Stuff - Your Bed.** At camp, kids keep out of other kids’ suitcases, sleeping bags, etc. Occasionally an adult may need to inspect your bags. Your bed is yours alone! Nobody, no child or adult, is ever allowed on another person’s bed!

7. **Off-site Communication**

   - This week we will build great relationships together. When camp is over, we can only connect with you with the approval of your Social Worker and/or Guardian. That may be through our Mentoring Club program, or at the church. We may see you at a school or store or sports event. We cannot be Facebook friends or email each other or call each other.
Resisting

You should NEVER feel unsafe here. If you ever feel unsafe, or if someone is trying to hurt you, you can call for help from someone nearby. Remember the Two Deep rule means, there is always someone nearby. This is a place where you should always feel safe and encouraged.

Reporting

If you EVER feel unsafe or one of the rules we talked about has been broken, you need to tell someone right away. You can do any of these four things:

1. Tell a Counselor, Mentor or Staff person...so we can help you
2. Tell the Camp or Mentoring Club Director
3. Tell a Nurse in the Health Center
4. Tell your Social Worker

The 3 things you can do to help make sure you have a great time are to:

1. Recognize the basic rules and boundaries
2. Resist anyone trying to hurt you
3. Report a camper or adult breaking the rules

The rules are an important way to make sure we all have a great time at Camp or Mentoring Club. **360° SuperVision – 3Ws**

**THE GOAL** - to establish a network of monitoring and supervision with which to detect peer-to-peer and adult-to-child grooming and abusive behavior before the actions occur.

**“360 DEGREE SUPERVISION THEORY”** - is a system of rules and principals to monitor the interaction of individuals in accordance with our organization’s goals and rules on the basis of 3 indicators: **Who, Where, What.** The Camp/Mentoring Club Director cannot be the only
person(s) watching for compliance and enforcing the rules for the safety of the kids! Everyone MUST be a part of the protection plan to keep kids and adults safe. The Directors attention will be on many things. To have full protection, everyone must have two eyes watching and supervising.

YOUR ROLES

Step 1  Primary or Secondary Supervision

While serving as a volunteer you will be asked to supervise in one of two capacities at ALL times:

- **Primary Supervision:** ANYONE who assumes a role with direct supervision or control of any individual or group. (i.e. Counselor, Breakfast Club, Coach, Reserve Counselor, etc.)
- **Secondary Supervision:** ANY staff/volunteer personnel on property who are not in direct supervision or control of any individual or group.

Step 2  Reads

1. **Who** ............ are they?
2. **Where** ........ are they?
3. **What** ........... are they doing?

At **ALL times** and in any given circumstance you are asked to make 3 visual “reads” on interaction in adherence to **Camp and Mentoring Club rules**.

**Who are they?**
(What is their current role?)

- Is it a Counselor, Mentor or Staff person?
- Is it two kids?
- Is it a facility employee, Janitor, Maintenance person?
- Is it another group or visitor on property?

Where are they?

(Where are they located when you observe them?)

- Walking into the woods
- Going into a restroom unattended
- In a building or room not in use at that particular time…?

What are they doing?

(What activities are they engaged in when you observe them?)

- Playing one-on-one at the gym
- Taking a shower in the same shower stall
- Sitting and talking outside……?

Step 3  Assess: Compliance with rules or general safety conditions

If you see something completely inappropriate, like a Counselor and camper in the woods alone, for the safety of the child you must say something. Just remind the Counselor of the Two Deep rule and verify that they are moving back to the group. Maybe, the buddy Counselor is simply out of sight and trying to catch up. The Counselor would simply inform you, you verify, and everyone is safe. Remember, you become the Two Deep until it is verified with someone else. Maybe the Counselor simply forgot, now you have reminded them. Maybe you have stopped a major problem.

For the safety of each child, the adults and the organization, we must have all volunteers become secondary supervisors who must take action and speak up. We’re not looking for tattle tales or informants; we are trying to encourage volunteers to realize that it is everyone’s job to protect children in our care. You do not need to accuse anyone of anything; in fact, it’s better if you don’t accuse people of things. However, if you see a blatant violation, speak up! If you see something questionable and you’re not sure, mention it to someone. Too many abusers have
gotten away with hurting children for years when plenty of people saw or heard something, but didn’t have the courage to say something.

“360 DEGREE SUPERVISION THEORY” is having everyone do their part to protect kids, remind volunteers of what is right, and how we have to operate as a team of caring adults. This will help to deter and detect those who intend to harm kids. Each volunteer has the authority and the obligation to speak up!
Mandatory Reporting of Abuse

Although laws in each state differ, Royal Family KIDS volunteers are almost always considered Mandated Reporters. That means if “new” abuse is encountered, observed or knowledge that “new” abuse or neglect has occurred; volunteers must report it to the proper authorities. Each RFK Camp or Mentoring Club have contacts within the local Social Service agencies and MUST follow Local County or State reporting procedures.

If a RFK volunteer believes previously unreported abuse or neglect has occurred, the laws make it very clear that it is not the volunteer’s responsibility to do an investigation; it is simply the volunteer’s responsibility to report the situation and let the “trained professionals” do the investigation.

However, it is the volunteer’s responsibility to clarify what was said or observed before making a report. Although it’s better to err on the side of safety for the child, not everything that is observed or heard is reportable.

Example 1. If a child says, “my dad pushed me down and broke my arm,” that initially sounds like an abusive situation, but if we clarified the statement with the child, we might find out that they were playing touch football, and the Dad tagged his son causing an accidental fall, which broke his arm. Always clarify with open-ended questions.

Example 2. If a volunteer sees a significant bruise, that could be an indicator of abuse, but with a few open-ended questions to clarify what is seen, the volunteer may discover that the child had a reasonable story for the bruise.

It’s not an investigation; it is simply a clarification of what was said or done. Always clarify with open-ended questions.

What must be reported?

“The circumstances under which a mandatory reporter must make a report vary from State to State. Typically, a report must be made when the reporter, in his or her official capacity, suspects or has reason to believe that a child has been abused or neglected. Another standard frequently used is when the reporter has knowledge of, or observes a child being subjected to, conditions that would reasonably result in harm to the child.” (https://www.childwelfare.gov/pubPDFs/manda.pdf)

Report Procedure
RFK volunteers must report any such incidents that meet the above definition, or any other definitions provided by the local county. It is usually best to report incidents to the local RFK Director / Social Worker or leadership team to get further clarification. Occasionally, these

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individuals have already met with local Social Workers and may already know of reported abuses that the volunteer does not know about, or they may know about the best procedure for reporting within that County or State system. The Reporting person, the RFK Director and/or Social Worker, must then make the critical decision whether the information is enough to report to Social Services.

If an incident occurs at Camp or Mentoring Club, it may be necessary to call local law enforcement, which does meet the definition of “reporting”.

Each County and State will have its own procedures, processes and phone numbers for initiating a call. Some calls will require an investigation, and some calls will not merit any further action. Local Social Workers may already be aware of the abuse or may need to take further action with the alleged child or siblings.

**Bypass Reporting**

Reporting is almost always best to be done in conjunction with the local Camp or Mentoring Club leadership. It is possible that a RFK volunteer might believe that the RFK Director or someone on the leadership team may not support reporting of such information, or that the RFK Director or someone on the leadership team may be alleged by the child to be an abuser. Under this rare occasion, that volunteer may report directly to the County or State bypassing the leadership team. The National Child Abuse Hotline may also be used, but only if local contact numbers cannot be found. In addition, some States or Counties may require the individual to report directly to the authorities before or apart from the leadership team (possibly Oklahoma, Pennsylvania or others).

The local County or State may have its own forms that need to be completed as well. Any paperwork should be copied and kept in strict confidence in the local Camp / Mentoring Club file. A report of the incident must be made to the RFK National office excluding the names of the child and the accused. The child’s name is kept confidential, possibly forever; and the adult’s name may remain confidential until a court case is opened.

**Reporting Within The Program**

If a child alleges being abused or having inappropriate contact with someone AT the Camp, Mentoring Club or by a Mentor, the alleging child must immediately be removed from the alleged abuser, whether it is another child or an adult.

While the allegation is being clarified with open-ended questions, additional volunteers will ensure that the alleged victim and the alleged abuser, child or adult, are fully supervised.

If a report of abuse is given to Social Services based on the allegation, the alleged abuser, child or adult, must be removed from all other children in the program until authorities give further direction.
Reporting Abuse

First Choice:
The best, most expedient way to report abuse is to call the Local County or State phone number for reporting abuse. This number should be obtained through the local Social Services before Camp or Mentoring Club begins. If not, a national number is provided below.

LOCAL Number:

___________________________________________

Second Choice:
Childhelp National Child Abuse Hotline 1-800-4-A-CHILD (1-800-422-4453). Childhelp serves the United States, its territories, and Canada.

When making a report, the operator will probably require the following information:

a. Name of child
b. Name of parents / guardians
c. Name of alleged abuser, if known
d. Where child can be located / address
e. Facts of alleged abuse
f. Is the child in immediate danger?
g. Did you or anyone else witness the abuse?
Understanding the Royal Family KIDS Policy

For the protection and safety of the children we serve, it is Royal Family KIDS policy that once an adult volunteer builds a relationship with a child through Camp and Mentoring Club, the relationship ceases on the last day of Camp or Mentoring Club.

1. “Grooming” a child, as a pedophile does over a period of time, could begin at Camp and continue after Camp or into Mentoring Club, if the relationship is permitted without sufficient supervision and accountability. This extends the church’s liability and RFK’s liability. Any extended relationship under the auspices of RFK is discouraged.

2. Due to the complexity of the Social Services System, future contact with the children is very difficult to maintain and a broken relationship is much more harmful to a foster child than no extended relationship at all.

3. Counselors and Staff should make no promises of continued written or phone contact with the children after Camp. Social Media contact between RFK volunteers and Campers or Mentoring Club Kids is strictly prohibited under the RFK Rules and Policies. It is for the protection of the children and the RFK volunteer that social media is restricted.

4. Some of the children have court orders describing whom they can be in contact with, and keeping their locations confidential. No matter what the child tells the Counselor or Staff member, the existence of these court orders must be acknowledged and adhered to. RFK volunteers may not always have the full story on every Childs situation.

Limited Exceptions to Relationships Outside the Boundaries of Camp and Mentoring Club

CAMP
For Camps who do not have an active Mentoring Club there is opportunity to see and serve the children from Camp at other times of the year. If a Director chooses to host an event or a volunteer desires to pursue a relationship with a camper (Post Camp) the following guidelines must be adhered to:

All correspondence with Social Workers or Caregivers is be initiated by the Camp Director Only. Camp volunteers are not permitted to contact Social Workers or Caregivers until given permission to do so by the Camp Director.
Special Event
Example: Christmas Party
1. Social Services, Caregiver and local RFK Directors knowledge and approval.
2. Verification of sufficient supervision, accountability, and if necessary, insurance coverage for a special event.
3. Clarity that the event is not an RFK sponsored event but rather a church hosted event. Invites and promotional materials may not contain RFK logo or language.

Continued Relationship with Camper
RFK volunteers who want to continue a relationship with the child outside of any RFK program, are to go through the County and become a “County Volunteer” covered under the County’s insurance program and under the County’s Supervision. That volunteer must also make it clear that they are no longer serving as a Royal Family KIDS volunteer until such time as the Camp or Mentoring Club comes around again.

Any RFK Camp volunteers wishing to have additional visitation or experiences with a child should have a written letter acknowledging their volunteer status with the County and should be signed by the following:
1. County Social Services Department or assigned Social Worker.
2. RFK Camp Director.

Director Discretion is Advised: Camp Directors should prayerfully and carefully consider the volunteer and child before moving forward with a camper/volunteer relationship. Again, foster children’s lives are filled with people who don’t keep their promises. The Director should be certain the volunteer understands the damage done to a child when a promise is not kept or the relationship does not succeed. Proceed cautiously.

Mentoring Club
The RFK Mentoring Club spans 9 months of the school year and allows for volunteers who are a part of the Mentoring Club Staff or Mentors to spend time with the children enrolled in Mentoring Club. Christmas parties and special events are a natural occurrence within the Mentoring Club. Mentoring Club rules and policies apply during the Mentoring Club months.

RFK Mentoring Club Staff and Mentors are not permitted to meet with Mentoring Club Kids once the last Mentoring Club meeting has taken place. Mentoring Club has a start and end date to allow mentors the option of not continuing the mentoring relationship and also gives the Mentor Director a small break from supervising the relationship before the next Mentoring Club year begins.
However, due to some of the bonds made through mentoring, volunteers sometimes desire to continue the relationship after Mentoring Club has ended. The following guidelines must be adhered to when a continuing relationship is desired:

1. Mentoring Club Director must approve and give written permission for the relationship to continue.
2. Mentoring Club Kid’s Social Worker and Caregiver must also provide written permission to continue the relationship.
3. Clarity, through a written letter, that the relationship is not under the Royal Family KIDS umbrella and will not be supervised by any RFK leader.

**Organic Circumstances for Continued Relationships**
Sometimes a camper will come into an RFK volunteer’s life through organic circumstances. Here are some examples:

- Camper begins attending volunteers home church and RFK volunteer is a Sunday school teacher or youth volunteer
- Camper signs up for a sports team and RFK volunteer is a coach or parent on the team
- Camper attends the same school at RFK volunteer’s children

These are just a few examples and there are many ways a volunteer may end up regularly seeing a camper. You are serving the children in your community so this is only natural! When volunteering at church or school or on a sports team, etc... the volunteer is under the supervision of that organization and is covered by the organizations insurance. Therefore, these types of relationships are acceptable and clearly outside the boundaries of Royal Family KIDS.

Volunteers should clearly understand that the RFK programs are designed to be impactful in the lives of the children over the course of the “limited time” that we have with them. We are but one of the “building blocks” in their lives. We have planted the seeds and we must allow others to continue the process that God ultimately has for their lives. RFK volunteers should trust that God will continue the good work He has begun in them.
Learned Helplessness

Learned helplessness is a psychological condition in which a human being or an animal has learned to act or behave helpless in a particular situation, even when it has the power to change its unpleasant or even harmful circumstance. (Wikipedia, the free encyclopedia)

The American psychologist Martin Seligman and colleagues built the foundation for understanding this phenomenon through experimenting with three groups of dogs¹.

**EXPERIMENT PART 1**

GROUP 1 DOGS  No Shocks

GROUP 2 DOGS  Given shocks which the dogs could end by pressing a lever.

GROUP 3 DOGS  Given shocks which the dogs could not control. Shocks would start and end randomly.

**EXPERIMENT PART 2:** All dogs put in a shuttle-box apparatus, in which dogs could escape electric shocks by jumping over a low partition.

RESPONSE TO SECOND EXPERIMENT:

Group 1 and 2 Dogs jumped out of the box, escaping the shocks.

Most Group 3 Dogs laid down passively and whined.

QUESTIONS:

How might learned helplessness make a parent more likely to abuse or neglect a child?

How could being abused or neglected contribute to learned helplessness?

How does foster care create or increase learned helplessness?

Learned helplessness: Personal, Pervasive, Permanent

Learned helplessness is dangerous—it is correlated to depression (feeling “helpless and hopeless”), mental illness and physical illness. For victims of child abuse, it is a key factor in two outcomes:

Chronic Victimization

Repeating the Cycle of Abuse and Neglect

RISKS for developing learned helplessness and depression are MUCH higher when a child routinely responds to negative life events with a pessimistic explanatory style:

PERSONAL (“It's my fault!”)

PERVASIVE (“I can't do anything right!”)

PERMANENT (“I'll never amount to anything!” “Nobody will ever like me!”)

---

REVERSING
Learned Helplessness

Mentoring Clubs have the same emphasis on ‘PMA’ you and your Mentoring Club Kid remember from Camp! Creating a supportive environment, where a Mentoring Club Kid can experience people with positive attitudes, sows the seeds of change in reacting to tough times. Mentoring Club materials focus on providing new explanations for bad life events using the Word of God:

➢ PERSONAL ("It's my fault!")
   “God loves me no matter what happens.”

➢ PERVERSIVE ("I can't do anything right!" “It is no use trying.")
   “God gave me strengths and talents.”

➢ PERMANENT ("Nobody will ever like me! I'll never amount to anything")
   “My Mentor and Mentoring Club Staff understand and accept me.”
   “God has a plan for my life.”
Reversing Learned Helplessness:

Vicarious Learning

Learned Helplessness can also be taught through “vicarious learning (or modeling)”:  

Research indicates that people can learn to be helpless through observing another person encountering uncontrollable events.

Question: How might children in an abusive family imitate learned helplessness that they picked up through vicarious modeling?

The good news = vicarious learning (or modeling) can also teach positive messages and behaviors that empower children. That is why mentoring is so effective!
RFK’S RELATIONSHIP WITH CAREGIVERS

Some general information has been gleaned from Royal Family’s experiences with foster parents since 1985. These would be random observations. In any case, Royal Family’s position is that of supporting the year round job taken on by these caregivers of desperate children in our society--children who we all care very much about.

There can be significant differences between foster parents in an inner city environment, very rural environment, and in suburban areas. Inner city foster parents are much more apt to be single, have no other source of income, and see foster care as their vocation. On the other hand, suburban and rural foster parents are more apt to be couples, have another source of income, and see foster care primarily as an avocation. Depending on the demographic population served, each child may have experienced foster parents very differently.

Regardless of demographics, there are things that can be done to enhance relationships with all of the foster parents who we serve. Some of them would be:

1. Start with a belief that every child comes from a loving and caring foster home. This may not always be true, but if we start with this belief, we may not be as quick to judge how a foster parent may have dealt with a child. Give them the benefit of the doubt, rather than seeing their ‘parenting’ as a reason to question the foster parents’ parenting.

2. Recognize foster parents for who they are--people willing to take on very challenging children while dealing with a cumbersome legal system, social workers, attorneys, schools, birth parents, and other interested parties. Foster parenting is a difficult and challenging job under the best of circumstances and even the best foster parents sometimes make poor decisions. They are human.

3. See RFK as not just an opportunity to reach kids but foster parents as well. Most counselors and staff do not meet the foster parents, only the Child Placement Coordinator and Registration workers. But those who do interact with the foster parents have a unique opportunity to let them know how much they are appreciated. Make it a goal each year to have at least five people through the camp week (Registration to Departure of campers) that we appreciate the opportunity to have shared in the life of their child. This says nothing about what we think of them or their parenting, only that we appreciate the fact that they shared this child with us for a week---and we DO!
4. Expect that children in foster care may not give us an unbiased opinion of what is going on in the foster home. This does not mean that all foster children lie. These are extremely needy children who perceive the world from the perspective of getting their needs met. Therefore, a child may say that they are not getting enough to eat in the foster home. While this may be true, they may mean they are not getting as much as they want. This would certainly be a legitimate matter to refer back to the agency, but avoid making a judgment of the foster parenting, solely on this statement. Protective services and the courts are the people charged with evaluating the appropriateness of someone’s parenting and we need to support them in their job to do so.

5. See yourselves as part of a ‘team’ with foster parents for the betterment of foster children, rather than ‘rescuing’ children from the system for a week. When we do, we will all WIN!
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.
ONE FINAL NOTE

In 1984 I became aware of the plight of abused and neglected children. The statistics of 10,500 abused children in Orange County, California took on a significantly different perspective. Since the inception of RFK, the statistics have names like Shorty, Mike, Albert, and the list goes on.

That first year, I came back from Camp emotionally drained and spiritually wondering if I had really heard from God, or if I was a “do-gooder” or “bleeding heart.” I walked into the Senior Pastor’s office and he shared with me the story that he heard Bill Wilson use in describing Bill’s mission into kids Sunday schools in Brooklyn. It was such a positive, heart-thumping story. I want to share it with you because your involvement does make a difference.

On the southeastern shore of Australia, along the miles of coastline, starfish are washed up on the beach and then the tide usually takes them back out to sea. But this particular occasion, thousands of starfish were left on the beach. Because of the heat of the sun, it wouldn’t take long for the starfish to dry up and die. Early, at about 6:00 a.m., a man that was staying in a motel located on the beach went out for a jog down the shore. Also out that morning was a young boy frantically trying to save the starfish. As the man was jogging, he saw the young boy hurriedly picking up the starfish and throwing them back into the water. The jogger, curious, stopped and asked the boy, “I know what you’re doing, but do you really think it will make a difference?”

The boy paused for a brief moment and replied, “I don’t know mister, but I think it will make a difference to this one.”

Yes, emphatically yes, and on behalf of the first 38 children that year, the hundreds since then, and with God’s help, the children who you will reach in your community this summer . . . We are making a difference.

—Wayne Tesch
Co-Founder
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Glossary / Supplemental Information

The following terms or concepts are often spoken of and referred to throughout Royal Family KIDS programs. Some you will recognize from the Camp Training Manual Glossary.

These terms may have a different meaning than when used in another context outside of the Mentoring Club or Camp setting. All Mentoring Club Staff and Mentors should be made aware of this terminology and refer to various activities, concepts and definitions as defined in this glossary.
RFK Mentoring Club Glossary

**Activity Centers**
This is a term Mentoring Clubs share with Camps. We do not call Activity Centers “Crafts”. For campers and Mentoring Club Kids coming from Group Homes and Therapy, “crafts” can have a negative connotation. They may associate it with therapy or past failures. Therefore, “Activity Centers” give the Mentoring Club Kids options for making choices and create a positive experience. Activity Centers are the place where campers and counselors can sit down and accomplish a successful project.

**Behavioral Management**
“Managing” the Mentoring Club Kid’s behavior in a positive way, within guidelines prescribed in training sessions, is the approach used at Royal Family KIDS Camps and Mentoring Clubs, as opposed to “disciplining” the child and reinforcing negative behavior. Recognize that we will probably not “change” the child’s behavior in our brief times together; but we can curb the behavior to allow the child to maximize the benefits of Mentoring Club meetings and mentoring appointments to him/her.

**Circle of Prayer**
Available Mentoring Club Staff gather in a circle before Mentor and Mentoring Club Kids arrive to ask for God’s blessing on the Mentoring Club meeting (see I-21 for more complete description).

**Mentor Code of Conduct**
And you should imitate me, just as I imitate Christ . I Corinthians 11:1 (NLB) sets the standard for mentoring. More important than what we SAY about God to our Mentoring Club kids is who we ARE in their presence. The “Teachable Moments” that happen spontaneously when you are with the child you mentor are opportunities to show the difference that God’s love makes in YOUR everyday life.
Mentoring Support & Supervision Meeting (Required)
The Mentoring Support & Supervision Meeting includes all the Mentors and the Mentoring Club Director. The Cohort meets each month for prayer and peer support to debrief on the mentoring experience and encourage each other. The Mentoring Club Psychologist should also meet with the Cohort from time to time, and provide an end-of-year debriefing meeting.

One-To-One Ratio
One Mentor is assigned to one Mentoring Club Kid. On rare occasions, the Mentoring Club Director may choose to assign two Mentoring Club Kids to the same mentor but this should be done carefully and there should be a clear and compelling reason for the exception (twins; siblings; etc.). The one-to-one ratio prevents mentor burn-out and competition between Mentoring Club Kids for a mentor’s attention.

PAFF’s
Positive Affirmations - reinforcing a child’s good behavior rather than negative behavior. This is both a Camp & Mentoring Club term.

P.M.A.
P.M.A. is a key phrase from Royal Family KIDS Camps & Mentoring Clubs. P.M.A. means Positive Mental Attitude. Abused children need to see and experience “positive” mental attitude in order to develop healthy mental habits. P

Room Decor
Hang posters, balloons, pictures, etc. to create an appealing place for the Mentoring Club. Do everything you can to highlight positive memories from Camp with elements (pictures, banners, etc. that you used in the summer) that Mentoring Club Kids will recognize. In addition, start to add pictures and elements from the Mentoring Club. For example, during the “Find Your Treasure” curriculum year, include a treasure chest in the room and use castle décor when you are going through the “Build Your Castle” Mentoring Club Curriculum.
“Secret”
At Royal Family KIDS Camps and Mentoring Clubs, we do not use the word “Secret” in describing any of the surprise events you may have planned. Why? If a child has been sexualized or molested or is in the process of being “groomed” by a molester, “secret” is a term the person usually uses with a young child. They say, “It’s our little secret” or “Don’t tell anyone about this, it will be our secret”. We refer to special information as “a surprise” not “a secret”.

“The Royal Family Way”
1. Treating everyone with respect and dignity (staff, mentors, Mentoring Club kids, donors, prayer partners, foster parents, social services). Giving the “Royal Treatment” whenever possible.

2. The highest standard of excellence by which everything is planned and carried out (brochures, planning, filling out evaluation forms, etc.). The opposite of this is “Sloppy Agape”.

Wards Of The State
This is a phrase that says, “every foster child is placed in the custody of the state following court action in their behalf”. Remember, Royal Family KIDS is building bridges with the state to assist children who are in the care of the state.

Where Do Mentoring Club Kids Come From?
Royal Family KIDS Mentoring Clubs and Camps include children from the following places:
1. Group Homes
2. Foster Homes
3. Social Services
4. Private Agencies
5. State Agencies
6. Other – some children entered Royal Family KIDS Camps when in foster care but are now reunited with a birth parent (but often are still have an open case file with social services). Others were removed from their birth parents and placed with relatives (‘kinship care’) or were abused by one parent and now live with the other parent. Some may have been adopted by foster parents.
RFK Training Institutes

**Director Training — CAMPS**
This is a one-week intensive training session held in conjunction with a Royal Family Kids’ Camp in operation. This is required for churches to participate in Royal Family. We ask that each church send a minimum of 2-3 individuals. One will be the Director, others will be key staff members in the future camp. These institutes are held sometime during the summer in 3 or 4 different locations.

**Mentoring Club Leaders Training — MENTORING CLUBS**
This is a 2 1/2-day intensive training session required for churches to participate in the RFK Mentoring Club. Each church must have hosted at least two successful Royal Family Kids’ Camps and they must send a minimum of 3 individuals (3 – 5 recommended) to the RFK Mentoring Training Institute (sending more makes for an even stronger start). One will be the Mentoring Director, and others will be key staff members in the future Mentoring Club. Trainings are held during the school year in at least 2 different locations nationally and always include an on-site visit to an RFK Mentoring Club.

**RFK L.I.F.T. Conference**
This annual Conference is held all day Saturday (8am-5pm). Camp and Mentoring Club leaders come to exchange ideas, discuss problem issues, learn more about child abuse, and continue relationships. New Camp and Mentoring Club curriculum is released; the theme for the upcoming season is announced, and new Camp and Mentoring Club products and attire are displayed. This is held in early spring. Funds for registration are raised by each camp and all RFK volunteers are invited.

**Future RFK National and Regional L.I.F.T. Schedule**
LIFT features National Leaders and local speakers in workshops to connect and grow with others who are doing exactly what you are doing. As a leader we want you to be a life-long learner and help you be the best you possible. [http://rfk.org/lifftbri/](http://rfk.org/lifftbri/)

**“Passing the Scepter” — Royal Family KIDS Camps and Mentoring Clubs**
Active Camps and Mentoring Clubs who need to replace their Camp Director or Mentoring Club Director before the next year, send these new leaders to “Passing the Scepter” Camp (1 week in summer) or Mentoring Club training (2 ½ day in the spring). Camp training locations vary each year and Mentoring Club training is held in Southern California.
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