



MENTORING CLUB MENTOR/STAFF MANUAL

**DESIGNED FOR
RFK MENTORING CLUBS**

ROYAL FAMILY KIDS, Inc.®
3000 W. MacArthur Blvd., Suite 412
Santa Ana, CA 92704
714-438-2494 ❖ Fax: 714-438-0510
e-mail: office@royalfamilykids.org ❖ www.royalfamilykids.org
© 2012
Royal Family KIDS, Inc.®

Mentoring Club Mentor/Staff Manual

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.

These materials are resources intended to assist others in the goal of reaching children. Permission to use these copyrighted materials and assistance in their use can be obtained from Royal Family KIDS, Inc. Permission to use the name and these materials must be obtained in writing and is subject to revocation at the discretion of Royal Family KIDS, Inc.

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.

COMMITMENT FORM

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

Mentoring Club Director (print) (signature) Date

1. Introduction to Royal Family KIDS	Section/Page
Who We Are	1
Mission Statement	2
Statement of Faith	3
Operational Models	4
The Purple Cord	5
History	7
Our Year-Round Program Model	11
Organizational Chart	13
2. Mentors	
Why Mentoring	1
The Indirect Impact of Mentoring	2
Mentor Code of Conduct	3
Mentoring and Boundaries	4
Planning Your Mentoring Time with your Club Kid	7
Club Kid Moves Placement	10
Mentor Supervision & Support Meeting	12
Public Monitored Mentoring	14
Documentation Requirements for Mentors	15
3. Mentoring Clubs	
Why Mentoring Clubs	1
Mentoring Club Meetings: Key Elements	2
What We Do At Mentoring Club	3
1st Meeting of the Year	7
Last Meeting of the Year	10
Mentoring Club Peer Support Staff Circle of Prayer	11
Mentoring Club Staff Positions	12
Using Your Mentoring Club ID Certification Cards.....	18

BASIC REQUIREMENTS-RFK Mentors & Mentoring Club Volunteers	21
4. Rules & Policies	
Seven Religious Practices	1
What Can you do about Faith at RFK?	5
Mentoring Club Volunteer Rules	8
Breaking The RFK Club Rules	16
Preparation For High Risk Activities.....	17
Child Protection Plan (CPP)	18
Mandatory Reporting of Abuse	29
Understanding the Royal Family KIDS Policy	32
5. Kids & Caregivers	
Learned Helplessness.....	1
RFK's Relationship with Caregivers.....	5
Caregiver Communication	7
One Final Note	9
6. Glossary.....	1

