



AGBU GENERATION NEXT

Mentor Application

PERSONAL INFORMATION

Full Name: _____
Last First Gender Date

Current Address: _____
Street Address Apt./Unit # City State Zip Code

Ethnicity: Armenian Asian/Pacific Islander African American Native American White (non-Latino/a) Latino/a Other: _____
(Please check all that apply)

Current Address: _____
Street Address Apt./Unit # City State Zip Code

Previous Address: _____
Street Address Apt./Unit # City State Zip Code
(if < than 5 years)

Home Phone: _____ Date of Birth: _____ Marital Status: _____

Mobile Phone: _____ Birth Place: _____ Spouse/Part. Name: _____

Email: _____ Years in U.S.: _____ Children? (Ages) _____

QUESTIONNAIRE

1. Why do you want to mentor youth?

2. List 5 adjectives that best describe you:

3. List some of your special interests and hobbies:

4. Identify a role model/mentor that you have had in your life. How have they influenced you?

5. What does the term "at-promise" mean to you?

QUESTIONNAIRE *(continued)*

6. Have you ever worked with “at-promise” or socio-economically disadvantaged youth? If yes, please describe your experience.

7. Have you ever taken part in any social or community projects where you had interaction with children, teenagers or young adults? Please describe your involvement, duration of involvement, and if no longer involved, indicate a reason.

8. What type of young person would you prefer to have as a mentee, and why?

9. What are some of your fears or concerns about becoming a mentor?

10. How would you handle a young person who does not respond to your advice and/or mentoring?

11. In what areas do you think you can best help your mentee and how? (i.e. education, career, social, family, sports, etc.)

12. What is the most important piece of advice you would pass on to your mentee?

13. In your own experience, what was the most challenging part about being a teenager?

14. What do you do when you are stressed, frustrated, or needing support?

15. If you are angry with someone, how do you let that person know?

QUESTIONNAIRE *(continued)*

16. How would you feel if your mentee only saw you as someone to share fun and entertaining outings and did not want to participate in anything related to achievement or academics with you? How would you approach this issue?

17. Have you ever been convicted of or pleaded guilty to any felony, misdemeanor or other offense? If yes, please explain. You do not need to identify ordinary traffic infractions unless they involve reckless driving or driving under the influence.
YES NO

18. Do you have any physical restrictions that you think we should be aware of? If yes, please explain. YES NO

19. Do you currently use tobacco? YES NO

20. Do you use alcohol? YES NO

21. Do you use drugs, including marijuana? YES NO

22. Are you willing to complete a background check with the DOJ? If no, please explain. YES NO

23. Are you willing to complete a TB examination? If no, please explain. YES NO

24. How did you learn about GenNext?

Mentors commit to meeting with their mentees for 2 hour sessions twice a month. Mentors will make contact with their mentee by phone or email at least once during the week off.

25. Are you willing to make this commitment? YES NO

26. Are there any circumstances that might interfere with you keeping this commitment? (Transportation, school schedule, traveling, etc.)
YES NO

27. Is there anything else that you would like to share with staff?

EDUCATION INFORMATION

DIPLOMA / GED:	Yes	No	School: _____
			Degree: _____ Year Earned: _____
ATTENDING:	Yes	No	School: _____
			Degree: _____ Year Earned: _____
COLLEGE:	Yes	No	School: _____
			Degree: _____ Year Earned: _____
POST-GRADUATE:	Yes	No	School: _____
			Degree: _____ Year Earned: _____
OTHER DEGREES:	Yes	No	School: _____
			Degree: _____ Year Earned: _____

EMPLOYMENT INFORMATION

Occupation: _____
(Current) Position/Title Employer Duration

_____ Street Address Apt./Unit # City State Zip Code

Status: (check one and indicate hours worked) Full-Time (hours) Part-Time (hours) Work & School (hours)

Occupation: _____
(Previous) Position/Title Employer Duration

_____ Street Address Apt./Unit # City State Zip Code

REFERENCES

Please list 2 professional references and 1 personal reference

Professional: _____
First & Last Name Title & Company Relationship Years Phone Number

Professional: _____
First & Last Name Title & Company Relationship Years Phone Number

Personal: _____
First & Last Name Title & Company Relationship Years Phone Number

DRIVING AND BACKGROUND

_____ DL# State Auto Ins. Co. Policy #

DISCLAIMER AND SIGNATURE

I certify that the information in my mentor application is correct to the best of my knowledge. I authorize AGBU to conduct a criminal background and driving record check. I am forwarding a copy of my auto insurance policy and a copy of my driver's license with this application.

_____ Signature of applicant Date

STATEMENT OF POLICY

The safety, well-being and positive educational, social and cultural experience for participants are the overarching goals of the AGBU's youth programs. Because Armenian General Benevolent Union (AGBU) hosts programs involving interactions between adults and minors, it is necessary to have a policy to provide and create a safe and protective working environment for participating minors and reduce the risk to AGBU when AGBU staff members/employees/volunteers interact with minors.

PURPOSE OF POLICY

To create a safe environment for all minors participating in:

a) AGBU programs, b) AGBU activities, c) events held on AGBU property, and d) all events/programs/activities whereby minors are entrusted in the care, custody and control of AGBU (collectively, "Programs"). AGBU strives for a safe environment for minors at all times, however acknowledges that neither AGBU nor any institution can guarantee any specific outcome or result. Rather this policy sets forth guidelines to be adhered to by AGBU staff members/employees/volunteers. This policy is in addition and shall in no way limit any specific requirements under applicable law.

PARENT AND PARTICIPANT REQUIREMENTS

Minors and their parents and/or legal guardians must submit required forms before participating in covered programs. These forms may include but are not limited to a participation agreement, health forms, emergency contact form, photo press release form and participant code of conduct. Parents/Guardians should know the rules and regulations of each relevant AGBU program and become familiar with disciplinary procedures as set forth in the program's guidelines.

Definitions

Minor: A person under the age of 18 years old

Adult: A person 18 years old and older

Staff member/employee/volunteer: an adult hired and/or authorized to be working on behalf of AGBU in a program sponsored or hosted by AGBU

Safe Interaction Guidelines and Codes of Conduct

A. Except in connection with the authorized operation of a program in its normal course or as required by specific circumstances, private one-on-one interaction between an adult and with a minor should be minimized. The preferred method is to have another adult observer present during an interaction with minor participants.

B. All physical contact with a minor (including between minors) should be appropriate. Adult staff members/employees/volunteers may not initiate, encourage or engage in inappropriate contact. Adult staff members/employees/volunteers are responsible to monitor that other adults and minors do not violate these guidelines. If such violations are observed, the adult is responsible for reporting the violation or suspected violation to the appropriate AGBU supervisor immediately.

The following contact guidelines apply to adult staff members/employees/volunteers:

- Under no circumstances may a minor be hit
- A minor may be touched only on the hand, shoulder or upper back
- A minor may never be touched against his or her will or obvious discomfort (with the exception of emergency circumstances)
- A minor should only be touched in the presence of other adults
- All physical contact with minors should be appropriate. For example, high fives are appropriate, but butt slaps are not
- A staff member/employee/volunteer may never look at, touch, or talk about the private areas of a minor's body which includes the areas covered by a swimsuit/trunks unless it is a emergency situation and only in the presence of another adult
- In the case of an emergency, the safety of all participants is the paramount objective and accordingly the staff member/employee/volunteer should use common sense to aid the minor
- A minor should not sit on the lap of an adult
- The privacy of minors should be respected in situations such as changing and shower and bathroom times
- Adult staff member/employee/volunteer will be dressed modestly
- Adult staff member/employee/volunteer should not spend one-on-one 'off duty' time with a minor unless with permission from the appropriate authority

- As noted above, adults should avoid being alone one-on-one with a minor, except in connection with the authorized operation of a program in its normal course, or as required by specific circumstances
- In an overnight situation, a minimum of two (2) adult staff members/employees/volunteers should be present with each adult gender represented if both minor genders are present

The following behavioral guidelines apply to adult staff members/employees/ volunteers:

- Absolutely no hazing of minors or adults will be tolerated including tricks, jokes, initiation rites, or anything of the sort which will subject any minor or adult to embarrassment or abusive treatment
- Obscene and derogatory language is prohibited
- Strict prohibition of sharing of beds or sleeping bags or any personal sleeping space by minors or adults including minors with minors and minors with adults
- Pornographic and/or inappropriate pictures, videos or other materials are strictly prohibited
- Acts such as pillow fights, wrestling or other physical contact between minors must be carefully monitored and supervised and immediately shut down when the activity starts to get out of control
- As a general guideline, the staff member/employee/volunteer should ask themselves 'what would I do if the minor's parent/guardian was watching me interact with their child'
- Romantic lives of adults should not be shared with minors

The following safety guidelines apply to adult staff members/employees/volunteers:

- Adult staff members/employees/volunteers should stay with minors under their control and responsibility and must know where the minors within their responsibility are at all times
- Adult staff members/employees/volunteers should periodically inspect and check areas such as cabins, offices, work areas etc. where minors and adults are together. This also may include restrooms, closets and other secluded areas.
- Adult staff members/employees/volunteers should provide close supervision during all swim activities
- If an adult staff member/employee/volunteer feels too stressed to deal with minors in an appropriate manner as described within these guidelines, the adult should ask for help from an AGBU supervisor or appropriate authority
- If an adult staff member/employee/volunteer feels a child is too difficult to handle, the adult should ask for help from a supervisor or appropriate authority

Transportation Guidelines

Transportation of Minors must comply with the following:

- A.** Minors may not operate an AGBU owned or authorized road vehicle while attending an AGBU program.
- B.** An authorized adult staff member/employee/volunteer who transport minors must have taken and passed a valid United States driver records check within the last 12 months. The adult must have a valid US driver's license with a clean record.
- C.** If authorized adult staff member/employee/volunteer is transporting minors, more than one adult or more than one minor must be present in the vehicle for the duration of the transportation, except as emergency or other specified circumstances may warrant.

Background Checks

All staff members/employees/volunteers who directly work with or regularly come in contact with minors must be subject to a criminal background check/screening. This will be administered and evaluated by AGBU's central headquarters. If a criminal record history is revealed, AGBU will evaluate the application consistent with its guidelines. The following types of convictions will generally be an unacceptable candidate to work or serve with minors:

- Drug distribution or felony drug possession
- Sexual offenses
- Crimes of violence involving physical injury to another person
- Child abuse, molestation or other crimes involving child endangerment
- Murder
- Kidnapping
- Any other felony or crime involving moral turpitude

This is not an all-inclusive list. AGBU reserves the right to find a candidate ineligible for any reason it deems fit, without discrimination. Each case will be independently reviewed.

Mandatory Training

All authorized adult staff members/employees/volunteers working with minors must be trained on policies and issues related to minor health, wellness, safety and security. Training must address the following topics:

- Spotting and reporting abuse or neglect
- Conduct management and disciplinary procedures
- Adult staff member/employee/volunteer code of conduct
- Sexual and other unlawful harassment
- Safety and security procedures and protocols
- Mandatory reporting

Reporting Obligations

All adult staff members/employees/volunteers must immediately report to the appropriate AGBU supervisor or act immediately to prevent any acts inconsistent with any policy included within these guidelines.

The failure of an adult to report certain illegal activities could result in adverse legal consequences in the event of suspected mental, physical or child abuse.

All reporting must be to the appropriate AGBU supervisor, authority or office. AGBU will respect wishes for confidentiality to promote candid reporting.

In case of immediate emergency call 9-1-1 to connect to the police.



POLICY GUIDELINES

For Youth Programs

ACKNOWLEDGEMENT

Name: _____

Date: _____

Program: _____

I, _____ (name of staff member/employee/volunteer) am committed to providing a safe, protective and appropriate environment for all minors and adults I come in contact with during my time with AGBU as a staff member, employee and/or volunteer. I have received, read and understood AGBU's Policy Guidelines for Youth Programs. If I have any questions, I will reach out to the appropriate AGBU supervisor.

Creating an environment of respect will create a safe atmosphere for minors and adults. I will report any issues I directly observe or any suspicions, concerns or questions brought to me even if I did not observe it, of abuse, harassment or violations of the standards included in the AGBU Policy Guidelines for Youth Programs.

By signing this document, I confirm that I have read, understand and accept the rules and guidelines and standards of conduct included in AGBU's Policy Guidelines for Youth Programs.

Signature

Date

AGBU / YMC

Mentor Agreement

As a mentor, I agree to the following:

1. I will meet with my youth a minimum of 2 hours, twice per month for the nine-month commitment (according to the Program Calendar).
2. I will contact my mentee by phone, mail, or e-mail in between formal sessions.
3. I will be on time for all program sessions. If not, I will let the program coordinator and my mentee know I am running late.
4. I will notify my program coordinator and my mentee as far in advance as possible, if I cannot attend a scheduled session.
5. I will participate in a screening process, which includes fingerprint clearance.
6. I will participate in the mentor training and at least one mentor rap session.
7. I understand that this program is designed for my mentee's personal growth and will participate enthusiastically in all exercises and activities. I understand that even when an activity is uncomfortable to me (e.g. speaking in front of the group) I need to be a good role model by stretching my limitations and participating as fully as possible.
8. I will serve as a friend, coach, and listener for my youth on personal, school, career, and other related issues. This means, that I will refrain from being a disciplinarian, and I will stay out of judgment.
9. I will keep conversations with my mentee confidential; except when confronted with issues that involve the safety, health or welfare of the mentee or others, and I will **immediately notify AGBU & YMC** staff about said issue.
10. I will participate in the exit survey and other evaluation efforts of the program.
11. I give my consent for AGBU & YMC to use my photograph, voice and likeness to be used in its advertisements, social media presentations and all publications, including their websites. Yes No
- 12. I will not loan or give money, or buy extravagant gifts for my mentee, his/her friends or family.**
13. I would like to be included in a direct email list for general AGBU & YMC news, updates, and events. Yes No
If yes, please give us the email you would like us to use: _____

By signing below, I attest to the truthfulness of all information listed on this application. I agree to let **Armenian General Benevolent Union (AGBU) & Youth Mentoring Connection (YMC)** confirm all information listed and to conduct a federal and state criminal records check, which includes fingerprinting. I give my consent for AGBU & YMC to use my photograph and likeness to be used in its publications, including their websites. I agree to follow the rules of the program and be a dedicated mentor. I understand and acknowledge the state and local guidelines to stay at home to ensure the safety of all from the COVID-19 pandemic. I understand that during this State of Emergency and for a minimum of 90 days following the lifting of same, the Mentorship Program including one-on-one sessions with mentors and other program related group activities will entirely online. I will respect the privacy of all participants in the program at all times. I will not take any screenshots unless specifically permitted to do so. I will conduct myself with decorum during all online sessions.

Print Name

Signature

Date