

HHCDC Youth Mentoring Program

High Hope Community Development Corporation (HHCDC)

Mentoring Program Policy and Procedure Manual for Mentors



HHCDC Mentoring Program Directors:

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ORGANIZATIONAL BACKGROUND STATEMENT

HIGH HOPE COMMUNITY DEVELOPMENT CORPORATION MENTORING PROGRAM

Agency/Program History

High Hope CDC, a nonprofit organization, was founded in 1996 in Roswell, Georgia by Pastor Mirek Hufton. Pastor Mirek and a select group gathered for several meetings and in 2003, High Hope CDC was recognized as a nonprofit IRS 501 (c)3 corporation. Since opening its doors, High Hope has forged strong partnerships with the local business community, media, school districts, and other youth-serving organizations in the community.

Executive Director and staff continue to carry out the High Hope vision and expand the scope of program services. High Hope CDC currently operates various programs to include a tutoring program, career training, and many community outreach programs. Since its inception, High Hope CDC has served over 1800 people and is currently expanding its scope of services to include a mentoring program for youth 8-18.

**HIGH HOPE COMMUNITY DEVELOPMENT
CORPORATION MENTORING PROGRAM**

Mission Statement

The mission of the High Hope Community Development Corporation Mentoring Program is to empower at-risk youth in our community to make positive life choices that enable them to maximize their personal potential.

**HIGH HOPE COMMUNITY DEVELOPMENT
CORPORATION MENTORING PROGRAM**

Vision Statement

High Hope Community Development Corporation Mentoring Program envisions a community in which every youth experiences nurturing one-to-one relationships and community support, which in turn allows each of them to develop into their full potential, capable of making informed, responsible decisions as involved members of our community.

ELIGIBILITY POLICY

Eligibility Policy

It is the policy of the High Hope Community Development Corporation Mentoring Program that each participant must meet the defined eligibility criteria. Mentoring staff should be knowledgeable of and understand all eligibility criteria required for mentor and mentee participation in the program.

Mentor Eligibility Requirements:

- Be at least 21 years of age
- Reside in the N. Fulton metropolitan area
- Be willing to adhere to all High Hope Community Development Corporation Mentoring Program policies and procedures
- Agree to a one-year commitment to the program
- Commit to spending a minimum of eight hours a month with the mentee
- Be willing to communicate with the mentee weekly
- Complete the screening procedure
- Agree to attend mentor trainings as required
- Be willing to communicate regularly with the program coordinator and submit monthly meeting and activity information
- Have access to an automobile or reliable transportation
- Have a current driver's license, auto insurance, and good driving record
- Have a clean criminal history
- Have never been accused, arrested, charged, or convicted of child abuse or molestation
- Not be a convicted felon. If the applicant has been convicted of a felony then they may be considered only after a period of seven years with demonstrated good behavior and an appropriate and corrective attitude regarding past behaviors.
- Not be a user of illicit drugs
- Not use alcohol or controlled substances in an excessive or inappropriate manner
- Not be currently in treatment for substance abuse. If a substance abuse problem has occurred in the past the applicant must have completed a non-addictive period of at least five years
- Not currently be under treatment for a mental disorder or have been hospitalized for a mental disorder in the past three years
- Not have falsified information during the course of the screening process

CONFIDENTIALITY POLICY

Confidentiality Policy

It is the policy of the High Hope Community Development Corporation Mentoring Program to protect the confidentiality of its participants and their families. With the exception of the limitations listed below, program staff will only share information about mentors, mentees, and their families with other High Hope professional staff and the Board of Directors. Further, prospective mentors, mentees, and parents/guardians should be informed of the scope and limitations of confidentiality by program staff. Additionally, mentors are required to keep information about their mentee and his/her family confidential.

In order for High Hope to provide a responsible and professional service to participants, it is necessary to ask mentors, mentees, parents/guardians, and other outside sources to divulge extensive personal information about the prospective participants and their families, including:

- Information gained from mentors and mentees, written or otherwise, about themselves and/or their families, in application to and during program participation
- Participants' names and images gained from participants themselves, program meetings, training sessions, and other events
- Information gained about participants from outside sources including confidential references, school staff, employers

Records are considered the property of the agency, not the agency workers, and are not available for review by mentors, mentees, or parents/guardians.

Limits of Confidentiality

Information from mentor and mentee records may be shared with individuals or organizations as specified below under the following conditions:

- Information may be gathered about program participants and shared with other participants, individuals, or organizations only upon receipt of signed "release" forms from mentors, mentees, or parents/guardians.
- Identifying information (including names, photographs, videos, etc.) of program participants may be used in agency publications or promotional materials only upon written consent of the mentor, mentee, and/or parent/guardian.

TRANSPORTATION POLICY

Transportation Policy

It is the policy of the High Hope Community Development Corporation Mentoring Program to allow mentors to transport mentees in their own private vehicles. The program coordinator must ensure that all mentors meet the following criteria prior to transporting the mentee:

- All mentors must own a car or have access to *reliable* insured transportation; all safety equipment including blinkers, lights, brake and back-up lights, seat belts, tires, and brakes must be in good operating condition.
- All mentors must possess a valid driver's license and present proof of auto insurance; a record of insurance will be maintained in the mentor's file and will be updated on an annual basis.
- All mentors must undergo a driving record check and have a clean driving record for the last three years.
- High Hope requires that mentors obey all traffic laws, and use seat belts and headlights at all times.
- Mentors must also avoid taking medication or using any other substances that might impair their ability to drive.
- If an accident occurs while the mentor is engaged in mentoring, it should be reported to the program coordinator promptly.
- The mentor must carry a copy of the mentee's health insurance information in the transporting automobile at all times in case of emergency.

If any of the above policy is not followed, the mentor will not be allowed to transport the mentee in a private automobile or may face other consequences.

OVERNIGHT VISITS AND TRAVEL POLICY

Overnight Visits and Out-of-Town Travel Policy

It is the policy of the High Hope Community Development Corporation Mentoring Program to encourage mentor/mentee visits within their own community and limit overnight visits. However, overnight visits and out-of-town trips are permitted under the following conditions:

- Overnight visits and out-of-town travel are only permitted after six months participation with a match.
 - Between six months and one year, overnight visits and out-of-town travel may occur only with approval from both the program coordinator and parent/guardian. Out-of-town travel may occur only with the accompaniment of the parent/guardian or other person designated by the parent/guardian.
 - After one year, both overnight visits and out-of-town travel may occur with permission of the parent only, and the mentee and mentor may travel alone out of town with parental permission. All parties must report all such occurrences during their monthly contact with mentoring staff, the nature of the activity, and the purpose.
- For any and all admissible out-of-town travel, the parent/guardian must write and sign a permission slip stipulating:
 - Their child is permitted to travel with the mentor to the predetermined destination, specifying names and the location(s) being traveled to.
 - Permission for medical treatment in the case of a medical emergency.
- For any and all admissible out-of-town travel, the mentor must write out or type a detailed itinerary of the trip, and provide this to the parent/guardian prior to leaving, and include the following:
 - The destination(s)
 - Phone numbers of their cell phone (optional), places being visited, and lodging
 - Times and dates of departure and arrival at each location being visited
 - Expected time of return
- For out-of-town trips of more than one day's duration, the mentor must check in with the parent/guardian daily by phone, if possible.
- During permissible out-of-town travel, the mentor should review and abide by all terms outlined in the transportation policy.

MANDATORY REPORTING POLICY

Mandatory Reporting Policy

Board Approval Date: _____

Revision Date: _____

It is the policy of the High Hope Community Development Corporation Mentoring Program that all staff, mentors, and other representatives of the program must report any *suspected* child abuse and/or neglect of agency clients or program participants immediately. All such suspected reports must be made to appropriate state and/or local authorities. Program staff must follow the mandatory reporting of child abuse and neglect procedure.

All employees, volunteers, and mentors of the High Hope Community Development Corporation Mentoring Program are required to undergo training as to what constitutes child abuse and neglect, what the state statutes are, and how to properly report such cases.

Any staff, volunteers, or mentors accused of child abuse or neglect will be investigated by the agency. Contact with program youth will be restricted or constrained and/or the person in question suspended from employment or program participation per the decision of the executive director and board of directors until such investigation is concluded.

ALCOHOL, DRUGS, TOBACCO, AND WEAPONS POLICY

Use of Alcohol, Drugs, Tobacco, and Firearms Policy

It is the policy of the High Hope Community Development Corporation Mentoring Program to prohibit and discourage the use of drugs, alcohol, and firearms. Mentees and mentors are prohibited from using drugs or alcohol or possessing firearms while engaged in the mentoring relationship. Any suspected violations should be reported to the program coordinator.

Alcoholic Beverages: No participant of the High Hope Community Development Corporation Mentoring Program will possess or consume beer, wine, or other alcoholic beverages while actively engaged or prior to actively engaging in mentoring, nor shall any participant endorse the use of alcohol. Mentors and mentees may go to a location where minors are allowed and alcohol is served provided that the mentor and youth do not consume any alcohol.

Drugs: No participant of the High Hope Community Development Corporation Mentoring Program will manufacture, possess, distribute, or use any illegal substance while engaged in mentoring or otherwise.

Tobacco: The intent of High Hope CDC is to create a smoke- and tobacco-free environment. To that end, smoking and the use of all tobacco products is prohibited on the premises of High Hope CDC and those involved with the program must refrain from the use of such products while engaged in mentoring. The use of tobacco products includes but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, or other matters or substances that contain tobacco.

Weapons, Firearms, and Other Dangerous Materials: The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material while participating in mentoring activities is strictly prohibited.

Any violation of this policy will result in the immediate suspension and/or termination of the mentoring relationship. In addition, violations of this policy may result in notification being given to legal authorities that may result in arrest or legal action, and may be punishable by fine and/or imprisonment.

UNACCEPTABLE BEHAVIOR POLICY

Unacceptable Behavior Policy

It is the policy of the High Hope Community Development Corporation Mentoring Program that unacceptable behaviors will not be tolerated on the part of mentors or mentees while participating in the program. This policy is in addition to behavioral requirements stipulated in other policies or procedures within this manual. This policy in no way is intended to replace or take precedence over other policies or procedures including, but not limited to, the following:

- Confidentiality Policy
- Transportation Policy
- Overnight Visits and Out-of-Town Travel Policy
- Mandatory Reporting of Child Abuse and Neglect Policy
- Use of Alcohol, Drugs, Tobacco, and Firearms Policy

A number of behaviors are regarded as incompatible with High Hope Community Development Corporation Mentoring Program goals, values, and program standards and therefore are considered unacceptable and prohibited while participants are engaged in mentoring activities:

- Unwelcome physical contact, such as inappropriate touching, patting, pinching, punching, and physical assault
- Unwelcome physical, verbal, visual, or behavioral mannerisms or conduct that denigrates, shows hostility, or aversion toward any individual
- Demeaning or exploitive behavior of either a sexual or nonsexual nature, including threats of such behavior
- Display of demeaning, suggestive, or pornographic material
- Known sexual abuse or neglect of a child
- Denigration, public or private, of any mentee parent/guardian or family member
- Denigration, public or private, of political or religious institutions or their leaders
- Intentional violation of any local, state, or federal law
- Drinking while driving under the influence of alcohol
- Possession of illegal substances

Any unacceptable behavior, as specified but not limited to the above, will result in a warning and/or disciplinary action including suspension or termination from participation in the mentoring program.