



THE KEYS FOUNDATION
CONFIDENTLY ME! MENTORSHIP PROGRAM

OPERATING PROCEDURES AND
POLICIES

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Section 1: Introduction

Who are We?

Confidently Me! is a youth mentoring program created in 2019 as part of an outreach initiative under the umbrella of The Keys Foundation. The primary goal of the program is to support, encourage and challenge youth girls to be the best version of themselves. We want each girl to be confident in who they are; confident in their gifts, talent and abilities; and to be confident in what they bring to the table!

OUR COMMUNITY PARTNERS

Confidently Me! works with the following community partners:

- I Be Black Girl
- No More Empty Pots
- Nelson Mandela Elementary

PROGRAM DEMOGRAPHICS

Mentee Population

The program primarily serves girls of color ages 10-18 from the Greater Omaha Metro Area.

Mentor Representation

An important aspect of the program is to give young girls of color an opportunity to work with mentors that are culturally representative of themselves. It is important that they can work with women of color who have been able to deal with issues of confidence, overcome obstacles and reach their respective levels of success both personally and professionally.

Mentoring Format

The program will utilize group mentoring as the main mentoring function. Mentees will meet with the mentors on a monthly basis. There will be a minimum of one (1) organized group workshop a month during the term where the girls will work with the mentors on a chosen activity/topic and one (1) group outing every other month during the term that will focus on team bonding and having fun.

In addition to group mentoring, each mentee will be assigned to a mentor. The assigned mentor is there to provide additional support to mentee and may conduct approved check-ins outside of the group mentoring sessions.

Check-ins outside of the group mentoring sessions MUST be approved by both the parent/guardian of mentee and the Program Coordinator.

Program Length and Time Commitment

The length of the program for both mentees and mentors is nine (9) months. The program will coincide with the Omaha Publics School calendar, from Sept to May. There will be a program completion celebration that will be held in May to celebrate the journey and accomplishments of the mentees within the program.

- All mentees enrolling in the program must sign a time commitment pledge.
- All parents of mentees enrolling in the program must sign a time commitment pledge.
- All mentors participating in program must sign a time commitment pledge.

Program Focal Areas

Confidently Me! will have three (3) focal areas that act as pillars within program. All scheduled group activities will align to these areas:

- SWAG (Strong, Wise, Accomplished, Girl): will focus on helping our young girls make positive decisions and life choices. Topics covered will include developing communication skills, decision-making, financial literacy, goal-setting, higher education, self-presentation, etc.
- HER(O): will focus on helping our young girls develop their inner hero, covering important inward-facing topics that impact young girls such as Confidence, Body Image, Self-Worth, etc.
- EDU-STEM (Science, Technology, Engineering, and Math): will focus on encouraging our young girls to explore education within the STEM fields. We want our young girls to build confidence in their abilities to learn, understand, compete and thrive in STEM careers.

Section 2: Requirements/Screening

Mentee Eligibility Requirements

The following outlines the eligibility requirements for prospective mentees:

- Be within the ages of 10 – 18 years of age
- Reside in the Greater Omaha Metropolitan Area
- Demonstrate a desire to participate in the program and be willing to abide by all the Keys Foundation Confidently Me! Mentoring Program policies and procedures
- Be able to obtain parental/guardian permission and ongoing support for participation in program
- Agree to a 10-month commitment to the program
- Commit to spending a minimum of 8 hours a month participating in mentoring activities
- Complete application and/or screening process
- Agree to attend all mentee orientation activities

MENTORS

Mentor Eligibility Requirements

The following outlines the eligibility requirements for prospective mentors

- Be female and at least 21 years of age
- Reside in the Greater Omaha Metropolitan Area
- Be willing to adhere to all of the Keys Foundation Confidently Me! Mentoring Program policies and procedures
- Agree to a 10-month commitment to the program
- Commit to spending a minimum of seven (7) hours a month participating in mentoring activities (i.e. group outings, monthly workshops)
- Agree to attend all mentor trainings as required
- Be willing to communicate regularly with the Program Coordinator and submit a monthly meeting and activity report
- Complete application and/or screening process
- Have access to an automobile or reliable transportation
- Have a current driver's license, auto insurance and a good driving record
- Have never been accused, arrested, charged, or convicted of child abuse or molestation
- 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 occurred in the past, the applicant must have completed a non-addictive period of at least five (5) years that can be validated.
- Not have falsified information during the course of the screen process

Mentor Screening Policy

It is the policy of the Keys Foundation Confidently Me! Mentoring program that each mentor applicant completes a screening procedure. All staff members must be trained and are required to carefully follow the screening procedures. At minimum, the following screening procedures are required for mentor applicants. Program staff must ensure that each applicant completes these established minimum screening procedures:

Mentor screening procedures

- The mentor must attend an initial orientation session.
- The mentor must complete a written application.
- The mentoring coordinator makes the following background checks: national or state criminal history, child abuse registry, and sex offender registry. Checks must be performed in all states the mentor resided in as an adult.
- The mentoring coordinator should check the mentor's driving record and get a copy of his or her current auto insurance coverage.
- The mentor must complete a personal interview.
- The mentor must fully participate in all pre-match training.

The decision to accept an applicant into the mentoring program will be based on a final assessment done by the Keys Foundation staff at the completion of the mentor screening procedures. Mentor applicants will be contacted in writing of decision to be accepted or not accepted as a mentor in the program.

Section 3: Reporting Policy

CONFIDENTIALITY & MANDATORY REPORTING POLICY

It is the policy of the Keys Foundation Confidently Me! 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 Keys Foundation professional staff and Board of Directors. Further, all prospective mentors, mentees and parents/guardians should be informed of the scope and limitations of confidentiality by program staff. Additionally, all mentors are required to keep information about their mentee and their family confidential.

In order for the Keys Foundation Confidently Me! Mentoring Program to provide a responsible and professional service to participants, it is necessary to ask mentors, mentees and parents/guardians, and others outside sources to divulge extensive personal information about the prospective participants and their families, such as:

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

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

Limit 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 upon receipt of a signed "release" form from mentors, mentees, or parents/guardians.
- Identifying information (including names, photographs, videos, etc.) of program participants may be used in the Keys Foundation publications or promotional materials only upon written consent of the mentor, mentee and/or parent/guardian.
- Information may only be provided to law enforcement officials or the courts pursuant to a valid and enforceable subpoena.
- Information may be provided to legal counsel in the event of litigation or potential litigation involving the Keys Foundation/Confidently Me! Mentoring Program. Such information is considered privileged information, and its confidentiality is protected by law.
- If program staff received information at any point in the match process that a volunteer is using illegal substances, has a criminal history of any kind, or is inappropriately using alcohol or other controlled substances, the information will be shared with the parent and they will have the option to reject the prospective mentor or close the existing match.
- At the time a mentor or mentee is considered as a match candidate, information is shared between the prospective match parties. However, full identity of prospective match mate shall not be revealed at this staged. Names and addresses are shared with match mates only after the involved parties have agreed to be formally matched. Each party shall have the right to refuse the proposed match based on the anonymous information provided to them. The information to be shared may include:
 - Mentors: age, sex, race, religion, interests, hobbies, employment, marriage/family status, sexual preference, living situation, reasons for applying to the program, and a summary of why the individual was chosen for the particular match. Results of driving records and criminal histories may be shared.
 - Mentees: age, sex, race, religion, interest, hobbies, family situation, living situation, a summary of self-confidence assessment, and expectations for match participation.

Section 4: Transportation

Automobile Accidents

In the event that an automobile accident occurs while a mentor is transporting a mentee the following steps MUST be followed:

- Make any emergency calls as appropriate (i.e. 911)
- Call the Director of Confidentially Me!
 - The Director shall get as much details as possible regarding accident.
 - The Director shall contact Parents and if parents. If parents cannot be reached, then calls will be made to the mentees listed emergency contacts.
- File an accident/police report as appropriate
- File a Keys Foundation Accident Report within 3 days of accident

If any of the above policy is not followed, the mentor will not be allowed to transport mentees in a private vehicle.

USE OF ALCOHOL, DRUGS, TOBACCO AND FIREARMS POLICY

It is the policy of the Keys Foundation Confidentially Me! Mentoring Program to prohibit and discourage the use of drugs, alcohol and firearms. Mentees and mentors are prohibited from using drug or alcohol or possessing firearms while engaged in the mentoring relationship. Any suspected violations should be reported to the VP, Confidentially Me! Mentoring Program.

Alcohol Beverages

No participant of the Keys Foundation Confidentially Me! 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 participants endorse the use of alcohol. Mentors and mentee may go to venues (i.e. Restaurant, bowling alley, etc.) where alcohol is served provided mentor and mentee do not consume any alcohol.

Drugs

No participant of the Keys Foundation Confidentially Me! Mentoring Program will manufacture, possess, distribute, or use any illegal substance while engaged in mentoring or otherwise.

Tobacco

The intent of the Keys Foundation Confidentially Me! Mentoring Program is to create a smoke-and-tobacco free environment. To that end, those involved in the program must refrain from use of such products while engaged in mentoring activities and/or transportation of mentees. The use of tobacco products includes but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, or other 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.

Section 5: Gift & Behavior Policy

GIFT GIVING POLICY

As a rule, mentors are not encouraged to give gifts or spend money on activities. All tokens of appreciation or special occasion (birthdays, achievement, etc.) are only done through with approval from the VP, Confidently Me! and are given as a program not from individual mentors. Shopping trips and regular gifts or cash are NOT allowed.

MENTOR / MENTEE SPECIAL OUTINGS

Mentors are allowed to take assigned mentees, with parental approval on file, on special trips outside of the monthly workshop/group outings. All such trips must be submitted and approved within five (5) days of event. Completed request forms should be submitted to the Program Coordinator or the VP, Confidently Me!

UNACCEPTABLE BEHAVIOR POLICY

It is the policy of the Keys Foundation Confidently Me! Mentoring Program that unacceptable behaviors will not be tolerated on the part of mentors, mentees or parents/guardians participating in the program. This policy is in addition to behavioral requirements stipulated in other policies or procedures. 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
- Use of Alcohol, Drugs, Tobacco and Firearms Policy

A number of behaviors are regarded as incompatible with the Keys Foundation Confidently Me! mentoring Program mission, values, goals and program standards and therefore are considered unacceptable and prohibited while participants are engaged in mentoring activities and/or transportation of mentees.

- Unwelcomed physical contact, such as inappropriate touching, patting, pinching, punching, and physical assault
- Unwelcomed 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, included 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
- Driving under the influence of alcohol or drugs
- 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.

CLOSURE POLICY

It is the policy of the Keys Foundation Confidently Me! Mentoring Program that all mentors and mentees must participate in a close procedure when their match ends. Closure is defined as the ending of a formal match relationship regardless of the circumstances of the match ending or whether they intend to have future contact informally beyond the match duration. The Keys Foundation Confidently Me! Mentoring program does not provide any tools, resources to any mentoring relationship that extends beyond the program.

Closure can occur for any number of reasons, including the match duration period as ended, one or both participants do not want to continue the match, there are changes in life circumstances in one or both of the match partner's lives, or an individual no longer meets the requirements for program participation. Hence, the match may end at the discretion of the mentor, mentee, parent/guardian and/or VP, Confidently Me! Mentoring Program. It is left to the discretion of the VP whether an individual will be reassigned to another match in the future based upon past participation and performance and current goals/needs of the program. Future contact will be at the mutual and informal agreement of the mentor, the mentee, and

parent/guardian. If future contact is agreed upon, the Keys Foundation Confidently Me! Mentoring Program is not responsible for monitoring and/or supporting the match after the match has ended. The VP, Confidently Me! Mentoring Program will verbally and in writing inform all parties – the mentor, mentee and parent/guardian – that the form match has ended and that the Keys Foundation Confidently Me! Mentoring Program will not be liable for any incidents that occur after the match as closed.