



AGBU GENERATION NEXT

Mentor Application

PERSONAL INFORMATION

Full Name: _____
Last First Gender Date

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

Home Phone: _____ Mobile Phone: _____ Email: _____

Education: _____
School Degree Year Earned

Employment: _____
Employer Position

QUESTIONNAIRE

1. Why do you want to mentor youth?

2. List 3 adjectives that best describe you: _____
3. List some of your special interests and hobbies: _____
4. What type of young person would you prefer to have as a mentee, and why?

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

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

7. Are you willing to complete a background check with the DOJ? If no, please explain. YES ____
NO: _____
8. Are you willing to complete a TB examination if needed? If no, please explain. YES ____
NO: _____

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 always strives for a safe environment for minors, 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 (except for 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/trunk unless it is a emergency situation and only in the presence of another adult
- A minor should not sit on the lap of an 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
- 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.



POLICY GUIDELINES FOR YOUTH PROGRAMS

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 encounter 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

I, _____ (name of staff member/employee/volunteer) am committed to providing a safe, protective and appropriate environment for all minors and adults I encounter 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 and attest to the truthfulness of all information listed on this application. I agree to let the **Armenian General Benevolent Union (AGBU)** confirm all information listed and to conduct a federal and state criminal records check, which includes fingerprinting. I give my consent for AGBU 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 ensure the safety of all from the COVID-19 pandemic. I understand that the program will be adjusted to reflect these guidelines if needed. I will always respect the privacy of all participants in the program. I will not take any screenshots or photos unless specifically permitted to do so. I will conduct myself with decorum during all online sessions.*

Signature

Date