



Denton-Lewisville (TX)
Alumni Chapter

Kappa League Operations, Mentorship, & Volunteer Guide

August 2024

Table of Contents

Preface	1
Origins and Purpose:.....	1
Acknowledgments:	1
Vision for the Future:	1
Final Thoughts:	1
Denton Lewisville (TX) Alumni Chapter Kappa League Mentor Manual	2
Overview	2
Motivation:.....	2
Conclusion:	3
Introduction	4
Purpose of the Guide.....	4
Overview of Kappa League	4
Mentor Roles and Responsibilities	6
Purpose:.....	6
Eligibility Requirements	6
Mentor Expectations	6
Training and Development.....	7
Building and Cultivating Relationships	8
Establishing Trust.....	8
Identifying Goals and Objectives.....	8
Regular Interaction and Feedback	8
Building a Lasting Relationship.....	9
Program Structure	10
The Seven Phases of Kappa League	10
Monthly Assignments and Activities	11
Kappa League Leaders and Volunteers Planning Meetings	12
Meeting Structure and Logistics	12
Meeting Preparation and Follow-Up	13
Communication and Collaboration	13
Evaluation and Improvement.....	13
Policies and Procedures	19

Guide Right Certification.....	19
Code of Conduct	19
Confidentiality and Safety	20
Transportation Policy	20
Attendance and Appearance Guidelines	20
Attendance	20
Appearance	21
Prioritizing Kappa League Events	22
General Guidelines.....	22
Kappa League Dress Code Guide.....	22
Dress Code Categories.....	22
Evaluation and Feedback.....	28
Program Assessment	28
Feedback Mechanisms	28
Continuous Improvement.....	29
Resources and Support.....	30
Mentor Support Networks.....	30
Additional Learning Opportunities	30
Training Materials and Resources.....	30
Coverage Area	32
Denton County Schools in Frisco, TX.....	32
Coordination with Other Chapters	32
School Districts in Denton County	32
Lewisville Independent School District (LISD)	33
Northwest Independent School District (NISD).....	33
Little Elm Independent School District (LEISD)	34
Lake Dallas Independent School District (LDISD).....	34
Argyle Independent School District (AISD).....	34
Krum Independent School District (KISD)	34
Ponder Independent School District (PISD).....	35
Sanger Independent School District (SISD)	35
Aubrey Independent School District (AISD).....	35

Pilot Point Independent School District (PPISD)	35
Private Schools in Denton County	35
Charter Schools in Denton County	35
Higher Education Institutions in Denton County.....	36
Program Implementation and Support	36
Volunteer Procedures.....	38
Overview of Volunteer Requirements.....	38
Background Checks and Training.....	38
Volunteer Procedures by School District	39
Volunteer Engagement and Support.....	39
Conclusion	40
Summary of Key Points	40
Encouragement for Continued Growth and Development.....	41
Appendixes.....	42
Appendix A: Sample Forms and Templates	42
Mentorship Agreement Template.....	42
Goal-Setting Worksheet	43
Feedback and Evaluation Form	44
Appendix B: Training and Resource Materials	45
Youth Protection Training Guide	45
Overview.....	45
Mentor Training Materials	46
Training Session Overview:.....	46
Accessing Training Materials:	46
Appendix C: Program Policies and Guidelines.....	47
Code of Conduct	47
Purpose:.....	47
Behavioral Expectations:	47
Disciplinary Measures:	48
Confidentiality Agreement.....	48
Purpose:.....	48
Acknowledgment:	49

Appendix D: Activity and Assignment Resources	50
September: Self-Identity and Purpose	50
Appendix E: Contact Information	55
Program Coordinators	55
Mentor Contacts.....	56
School and Community Partners	57
Appendix F: Volunteer Procedures and Guidelines	58
Volunteer Requirements	58
Eligibility:	58
Background Checks and Training.....	58
Volunteer Procedures by School District	58
Volunteer Engagement and Support.....	59
Volunteer Application Process	59
Appendix G: Social Media and Communications	61
Social Media Policy	61
Purpose:.....	61
Social Media Platforms:.....	61
Guidelines:	61
Consequences:.....	62
Communication Templates	62
Appendix H: Program Evaluation Tools	64
Evaluation Checklist	64
Data Collection Templates	65
Appendix I: Community Service Hour Capturing	67
Guidelines for Tracking Community Service Hours	67
Example Community Service Log.....	67
Appendix J: Kappa League Constitution and By-Laws	69
CONSTITUTION	69
Purpose:.....	69
BYLAWS THE KAPPA LEAGUE.....	71
Purpose:.....	71
Appendix L: Kappa League Do's and Don'ts	74

Purpose:.....	74
Kappa League Do's and Don'ts	74
Don'ts:	74
Acknowledgment and Compliance:	75
Reference and Accessibility:.....	75
Appendix M: The NGRC Certification Instructions	76
Registration	76
Assigning Roles	76
Entering Certification Details	77
Acquiring Signatures	77
Glossary of Terms	79
Purpose:.....	79
Frequently Asked Questions (FAQs).....	85
Purpose:.....	85
Recognition and Awards.....	87
Purpose:.....	87
Purpose of Recognition:.....	87
Types of Awards:.....	87
Recognition Ceremonies:.....	87
Nomination and Selection Process:	88
Incentives and Rewards:	88
Chapter Awards & Recognitions.....	88
Provincial Awards & Recognitions.....	88
National Awards & Recognitions.....	88
Parent and Guardian Involvement.....	89
Purpose:.....	89
Importance of Involvement:.....	89
Ways to Involve Parents and Guardians:	89
Resources for Parents and Guardians:	90
Benefits of Involvement:.....	90
Risk Management	91
Purpose:.....	91

Identifying Potential Risks:.....	91
Risk Assessment and Planning:	91
Risk Mitigation Strategies:	92
Review and Improvement:	92
Program Sustainability.....	93
Purpose:.....	93
Financial Stability:	93
Resource Management:.....	93
Community Engagement:	94
Evaluation and Continuous Improvement:	94
Feedback from Alumni.....	96
Purpose:.....	96
Importance of Alumni Feedback:.....	96
Strategies for Gathering Alumni Feedback:.....	96
Utilizing Alumni Feedback:	96
Long-Term Impact Assessment:	97
Scholarships.....	98
Purpose:.....	98
Scholarship Opportunities:.....	98
Administering Organizations:	98
How to Apply:.....	98
Guidance and Support:.....	99
Contact Information:	99
Revision Page.....	100
Purpose.....	100

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Preface

The Denton-Lewisville Kappa League Mentorship Program Guidebook represents a comprehensive effort to equip young men with the leadership, academic, and personal skills needed to succeed in today's world. This guidebook serves as both a roadmap and a resource, guiding participants through the various stages of development and providing the necessary tools to foster growth and achievement.

Origins and Purpose:

The Kappa League program, under the auspices of the Denton-Lewisville (TX) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc., is strategically designed to engage students within specific school districts across Denton County. Our mission is to cultivate leadership, promote academic excellence, and support personal development among young men in our community. This guidebook is a testament to our commitment to empowering youth by providing structured mentorship and guidance.

Acknowledgments:

This guidebook is the result of collaboration and dedication from numerous individuals and group meetings, and other Kappa League Chapters. I extend the deepest gratitude to the mentors, volunteers, program coordinators, parents/guardians, donors, Denton-Lewisville Guide Right Foundation, and community partners who have contributed their time, expertise, and passion to make this initiative a success. Special thanks to the Denton-Lewisville Guide Right Foundation alumni and parents/guardians who have supported the program and helped shape the leaders of tomorrow.

Vision for the Future:

As we continue to evolve and adapt to the needs of our participants, we remain focused on fostering an environment of continuous learning and improvement. This guidebook will serve as a living document, evolving alongside the program to incorporate new insights, strategies, and best practices. By using this guidebook, we aim to inspire a new generation of leaders who will make meaningful contributions to their communities and beyond.

Final Thoughts:

I invite you to explore the pages of this guidebook with an open mind and a willingness to learn. Whether you are a mentor, mentee, volunteer, alumni chapter member, parent/guardian, volunteer, or coordinator, your role is vital to the success of the Kappa League program. Together, we can achieve greatness and leave a lasting impact on the lives of those we serve.

With gratitude and anticipation for what lies ahead,



Marcus D. Taylor

Guide Right and Kappa League Program Director
Denton-Lewisville (TX) Alumni Chapter
Kappa Alpha Psi Fraternity, Inc.

Denton Lewisville (TX) Alumni Chapter Kappa League Mentor Manual

Overview

The Denton-Lewisville Kappa League Mentorship Guidebook is crafted to support the Denton-Lewisville (TX) Alumni Chapter Kappa League's commitment to fostering leadership, academic excellence, and personal development among young men in the community. Our mentoring program is strategically designed to engage students within specific school districts across Denton County, offering guidance and support that empowers them to excel academically and personally.

The guidebook serves as a comprehensive resource, providing mentors, mentees, volunteers, and program coordinators with the essential tools and information necessary to ensure the consistent delivery of high-quality mentorship and development opportunities.

Motivation:

The creation and use of this guidebook are driven by the following key objectives and values:

1. Empowering Youth Development:

- To inspire and empower young men to reach their full potential by providing opportunities for personal, academic, and leadership growth.
- To nurture future leaders who are prepared to contribute positively to their communities and society as a whole.

2. Supporting Effective Mentorship:

- To equip mentors with the tools and knowledge necessary to foster meaningful and impactful relationships with mentees.
- To create a structured framework that guides mentors in delivering consistent and effective support to their mentees.

3. Enhancing Program Consistency and Quality:

- To establish standardized practices and protocols that ensure the program operates efficiently and effectively across all activities and interactions.
- To provide clarity and direction for program participants, enabling them to understand their roles and responsibilities within the Kappa League.

4. Promoting Community Engagement and Collaboration:

- To strengthen the connections between the Kappa League program, local communities, and educational institutions through collaborative partnerships and community service initiatives.
- To encourage active involvement from parents, guardians, alumni, and community members in supporting the program's success.

5. Facilitating Continuous Improvement and Growth:

- To foster an environment of continuous learning and improvement, where feedback and evaluation are integral to the program’s development.
- To encourage innovation and adaptability in addressing the evolving needs of participants and the community.

6. Upholding the Values and Traditions of Kappa Alpha Psi Fraternity, Inc.:

- To align the Kappa League program with the values and mission of Kappa Alpha Psi Fraternity, Inc., emphasizing leadership, achievement, and community service.
- To ensure that all program activities reflect the principles and standards of excellence associated with the fraternity.

Conclusion:

This guidebook is an essential tool that provides the foundation for achieving the Kappa League’s mission of guiding and supporting young men as they navigate their personal and academic journeys. By using this guidebook, all stakeholders can work together to ensure that the Denton-Lewisville Kappa League program continues to thrive and make a meaningful difference in the lives of its members.

Introduction

Purpose of the Guide

- **Objective:**
 - This guide is a comprehensive resource for mentors in the Denton-Lewisville Kappa League, providing clear instructions and strategies for effective mentorship.
 - It aims to foster the development of young men into leaders by guiding them through structured mentoring activities.
- **Scope:**
 - Covers roles, responsibilities, program structure, policies, evaluation methods, resources, and school coverage.
 - Aligns with the overarching goals of the Guide Right Program and Kappa Alpha Psi Fraternity, Inc.

Overview of Kappa League

- **History and Background:**
 - Founded on February 12, 1969, by the Los Angeles Alumni Chapter of Kappa Alpha Psi Fraternity, Inc., at Alain LeRoy Locke High School.
 - Adopted as a national youth initiative by the Grand Chapter of Kappa Alpha Psi in 1970.
- **Mission and Objectives:**
 - **Mission:** To develop the next generation of leaders and achievers of impact and influence in the world.
 - **Objectives:**
 - Create leaders by providing educational, occupational, and social guidance.
 - Positively impact young men through structured mentoring and activities that prepare them for success in various life aspects.
- **Core Initiatives:**
 - **College Prep Series:**
 - Provides resources and guidance to help students prepare for college entrance exams and applications.
 - **Social Action/Community Service:**
 - Encourages participation in community service projects to develop civic responsibility.
 - **College Success:**
 - Supports students in navigating college life to achieve graduation.

- **Financial Literacy:**
 - Offers education on financial management to empower students with the skills needed for financial independence.

Mentor Roles and Responsibilities

Purpose:

Mentors are integral to the Kappa League program. They provide guidance, support, and encouragement to mentees. They serve as role models and help mentees develop leadership skills, achieve academic success, and grow personally.

Responsibilities:

- **Guidance and Support:**
 - Provide one-on-one mentorship to assigned mentees, offering advice and encouragement to help them reach their goals.
 - Develop a trusting relationship with mentees through regular communication and interaction.
- **Facilitate Personal and Academic Growth:**
 - Assist mentees in setting and achieving personal, academic, and career goals.
 - Encourage participation in program activities and support mentees' involvement in community service projects.

Eligibility Requirements

- **Age and Background:**
 - Mentors must be at least 21 years old.
 - Must have a clean criminal history with no accusations or convictions related to child abuse, molestation, or felonies.
 - Must agree to a one-year commitment to the program.
- **Screening and Training:**
 - Complete a Tier 3 Background Check, which includes fingerprinting and checks against criminal, sex offender, and child abuse registries.
 - Participate in Youth Protection Training to ensure the safety and well-being of mentees.
- **Transportation:**
 - Must have access to reliable transportation and possess a current driver's license, auto insurance, and a good driving record.

Mentor Expectations

- **Role Model and Guide:**
 - Demonstrate values of punctuality, dependability, and reliability.
 - Be friendly but maintain a professional boundary as a mentor, not necessarily as a friend.
- **Communication:**

- Maintain regular communication with mentees and their families in an honest and respectful manner.
- Be transparent and attentive to time commitments, always reflecting positively on the Kappa League program and Kappa Alpha Psi Fraternity, Inc..
- **Diversity and Inclusion:**
 - Respect and appreciate the diversity of mentees, including their religion, culture, and economic backgrounds.
 - Encourage and support mentees in doing well academically and personally.

Training and Development

- **Mentor Training:**
 - Participate in mandatory training sessions provided by the Kappa League program to enhance mentoring skills.
 - Engage in continuous learning opportunities to improve mentoring effectiveness.
- **Youth Protection Training:**
 - Complete the Boy Scouts of America Youth Protection Training, valid for two years, to learn how to create a safe environment for youth.
 - Ensure that training certificates are maintained by the chapter Keeper of Records.
- **Program Participation:**
 - Attend Guide Right/Kappa Men(tor) trainings as required, actively contributing to the mentoring experience.

Building and Cultivating Relationships

Establishing Trust

- **Initial Engagement:**
 - Begin with a welcoming and open introduction, setting a positive tone for the relationship.
 - Actively listen to mentees to understand their needs, interests, and backgrounds.
- **Consistency and Reliability:**
 - Be consistent in your interactions and maintain regular contact to build trust.
 - Follow through on commitments and promises to demonstrate reliability and trustworthiness.
- **Respect and Empathy:**
 - Show respect for the mentee's opinions and experiences.
 - Practice empathy by understanding their perspectives and challenges.

Identifying Goals and Objectives

- **Goal Setting:**
 - Work collaboratively with mentees to identify short-term and long-term goals.
 - Ensure goals are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).
- **Personal and Academic Growth:**
 - Focus on academic and personal development goals, encouraging a balanced approach to growth.
 - Use goal setting to motivate and inspire mentees to achieve their potential.
- **Regular Review:**
 - Conduct regular check-ins to assess progress towards goals.
 - Be flexible and adjust goals as necessary to meet the changing needs and circumstances of the mentee.

Regular Interaction and Feedback

- **Scheduled Meetings:**
 - Establish a regular meeting schedule to ensure consistent engagement with mentees.
 - Use meetings to discuss progress, challenges, and upcoming opportunities.
- **Constructive Feedback:**
 - Provide constructive and actionable feedback to help mentees improve and succeed.
 - Encourage self-reflection and critical thinking by asking thought-provoking questions.

- **Celebrating Success:**

- Recognize and celebrate achievements, no matter how small, to boost mentee confidence and motivation.
- Use positive reinforcement to encourage continued effort and dedication.

Building a Lasting Relationship

- **Open Communication:**

- Foster an environment where mentees feel comfortable sharing their thoughts and concerns.
- Encourage mentees to express themselves and take an active role in their development.

- **Life Reflection and Gratitude:**

- Teach mentees the value of gratitude and reflection as tools for personal growth.
- Ask mentees to identify what they are grateful for and reflect on past experiences that have shaped them.

- **Long-Term Impact:**

- Aim to build a relationship that extends beyond the mentorship program, providing ongoing support and guidance.
- Encourage mentees to become future mentors, sharing the knowledge and skills they have gained.

Program Structure

The Seven Phases of Kappa League

The Kappa League program is structured around seven phases, each focusing on different aspects of personal and leadership development. These phases are designed to help mentees develop a well-rounded set of skills and experiences.

- **Phase I: Self-Identity/Purpose**
 - **Objective:** Encourage mentees to explore and understand their identity, values, and purpose in life.
 - **Activities:** Self-assessment exercises, discussions on personal values, and workshops on setting life goals.
- **Phase II: Training**
 - **Objective:** Train mentees in various skills essential for personal and professional success.
 - **Activities:** Workshops on communication skills, leadership training sessions, and skill-building exercises.
- **Phase III: Competition**
 - **Objective:** Foster a spirit of healthy competition and encourage excellence in various endeavors.
 - **Activities:** Participation in debates, academic competitions, and team-building exercises.
- **Phase IV: Social**
 - **Objective:** Develop social skills and promote positive interactions with peers and mentors.
 - **Activities:** Social events, networking opportunities, and group discussions.
- **Phase V: Health Education**
 - **Objective:** Educate mentees on the importance of physical and mental health.
 - **Activities:** Workshops on nutrition, fitness activities, and mental health awareness sessions.
- **Phase VI: Economic Empowerment and Education**
 - **Objective:** Equip mentees with financial literacy and entrepreneurship skills.
 - **Activities:** Financial planning workshops, budgeting exercises, and entrepreneurship seminars.
- **Phase VII: College and Career**
 - **Objective:** Prepare mentees for higher education and career success.
 - **Activities:** College tours, career fairs, resume-building workshops, and mock interviews.

Monthly Assignments and Activities

The program includes monthly assignments and activities to reinforce the skills and knowledge gained in each phase. These activities provide mentees with practical experiences and opportunities for growth.

- **Sample Monthly Assignments:**
 - **Introducing Yourself:** Creating a 30-second elevator pitch to enhance communication skills.
 - **Resume Preparation and Review:** Crafting and reviewing resumes to prepare for job applications.
 - **Customer Service Skills:** Role-playing scenarios to develop interpersonal and customer service skills.
 - **Listening Skills:** Activities focused on active listening and effective communication.
 - **Problem-Solving Skills:** Exercises that encourage critical thinking and creative solutions.
- **Activity Calendar:**
 - **January:** Self-Identity and Goal Setting
 - **February:** Communication Skills
 - **March:** Financial Literacy
 - **April:** Health and Wellness
 - **May:** Leadership Development
 - **June:** Community Service
 - **July:** College and Career Exploration
 - **August:** Reflection and Gratitude

These assignments and activities are designed to provide mentees with continuous learning opportunities and practical applications of the skills they acquire.

Kappa League Leaders and Volunteers Planning Meetings

Purpose:

The Kappa League Leaders and Volunteers Planning Meetings are not just gatherings, but platforms where every voice is heard, every idea is considered, and every effort is valued. These meetings serve as a space for mentors, program coordinators, and volunteers to collaboratively plan, organize, and execute program events and activities, making each participant an integral part of the program's success.

Meeting Structure and Logistics

Frequency and Format:

- **Meeting Schedule:**
 - Planning meetings are held monthly to ensure regular communication and coordination among all involved parties.
 - Additional meetings may be scheduled as needed, particularly before major events or initiatives.
- **Meeting Format:**
 - Meetings are conducted primarily via Zoom to accommodate all participants and ensure flexibility.
 - Face-to-face meetings are organized quarterly or as necessary for hands-on planning and collaboration.

Attendees:

- **Mandatory Participants:**
 - All mentors and Kappa League member volunteers are required to attend planning meetings to contribute to event execution and coordination.
 - Program coordinators, including the Program Director, Mentor Coordinator, Events Coordinator, and other key leaders, must participate.
- **Optional Participants:**
 - Parents, guardians, and community partners may be invited to attend specific meetings when their input or collaboration is needed.

Agenda and Topics:

- **Standard Agenda Items:**
 - Review of upcoming events and activities
 - Progress updates on current projects and initiatives
 - Resource and logistical planning, including transportation, materials, and volunteer assignments

- Coordination of roles and responsibilities for mentors and volunteers
- Addressing any challenges or concerns related to program activities
- **Additional Topics:**
 - Strategic discussions on improving program delivery and impact
 - Training and development opportunities for mentors and volunteers
 - Feedback sessions to gather insights and suggestions for future activities

Meeting Preparation and Follow-Up

- **Preparation:**
 - Agendas are distributed in advance, outlining key topics and objectives for each meeting.
 - Participants are encouraged to prepare by reviewing relevant materials and updates prior to the meeting.
- **Follow-Up:**
 - Meeting minutes and action items are documented and shared with all attendees to ensure clarity and accountability.
 - Program coordinators follow up on assigned tasks and provide support where needed to ensure progress and successful execution.

Communication and Collaboration

- **Communication Tools:**
 - Use of digital communication platforms, such as email, BAND app, and social media, to facilitate ongoing communication and updates.
 - Zoom is utilized for virtual meetings, ensuring accessibility and convenience for all participants.
- **Collaboration Strategies:**
 - Encourage open communication and collaboration among all participants to foster a positive and productive planning environment.
 - Utilize breakout sessions in Zoom meetings for focused discussions on specific topics or tasks.

Evaluation and Improvement

- **Feedback and Evaluation:**
 - Solicit feedback from participants after each meeting to assess effectiveness and identify areas for improvement.
 - Use feedback to refine meeting processes and enhance collaboration and planning outcomes.

- **Continuous Improvement:**

- Regularly review meeting outcomes and processes to ensure alignment with program goals and participant needs.
- Implement changes as needed to improve the efficiency and effectiveness of planning meetings.

Budget and Year Planning

Purpose:

The Budget and Year Planning process is crucial for setting the financial and strategic direction of the Kappa League program. This subsection outlines the steps and considerations involved in developing a comprehensive budget and planning for the upcoming year, ensuring that all program activities are aligned with the organization's goals and resources.

Budget Planning:

1. **Financial Review and Assessment:**

- Conduct a review of the previous year's financial performance to assess spending patterns, budget variances, and overall financial health.
- Identify areas for improvement and opportunities for cost savings or increased efficiency.

2. **Budget Development Timeline:**

- Begin budget planning at least **three to six months** before the start of the new fiscal year to allow ample time for thorough analysis and consultation.
- Schedule initial budget discussions during the mid-year planning meeting to review progress and forecast needs for the coming year.

3. **Budget Development:**

- Collaborate with program coordinators, mentors, and volunteers to develop a detailed budget for the upcoming year.
- Include projected income from fundraising, sponsorships, and donations, as well as anticipated expenses for events, materials, and administrative costs.

4. **Expense Categories:**

- **Program Activities:** Allocate funds for workshops, community service projects, leadership training, and other program-related activities.
- **Operational Costs:** Budget for administrative expenses, such as office supplies, communication tools, and meeting logistics.
- **Logistics and Transportation:** Plan for costs associated with transportation, venue rentals, and catering for events.
- **Recognition and Awards:** Set aside funds for mentee awards, certificates, and recognition events.

5. **Contingency Planning:**

- Establish a contingency fund to cover unexpected expenses or emergencies that may arise during the year.
- Ensure that the budget includes flexibility to adapt to changing circumstances or new opportunities.

6. **Approval and Implementation:**

- Present the proposed budget to the Executive Board for review and approval.
- Once approved, communicate the budget to all stakeholders and implement monitoring processes to track financial performance throughout the year.

Year Planning:

1. **Setting Goals and Objectives:**

- Define clear goals and objectives for the upcoming year, aligning with the overall mission and vision of the Kappa League program.
- Prioritize key initiatives and focus areas based on participant needs, community feedback, and strategic priorities.

2. **Event and Activity Planning:**

- Develop a calendar of events and activities for the year, including workshops, service projects, leadership training sessions, and recognition ceremonies.
- Coordinate with mentors, volunteers, and community partners to ensure the successful execution of planned activities.

3. **Resource Allocation:**

- Assess the resources required for each planned event or activity, including personnel, materials, and funding.
- Ensure that resources are allocated efficiently and effectively to maximize impact and achieve program objectives.

4. **Risk Management and Mitigation:**

- Identify potential risks and challenges that may impact the program's ability to achieve its goals.
- Develop risk mitigation strategies and contingency plans to address identified risks and ensure program continuity.

5. **Evaluation and Feedback:**

- Establish metrics and evaluation processes to measure the success of planned activities and initiatives.

- Gather participant, mentor, and stakeholder feedback to inform future planning and continuous improvement efforts.

6. Communication and Collaboration:

- Foster open communication and collaboration among all participants to ensure alignment and shared understanding of goals and plans.
- Utilize digital tools and platforms to facilitate communication and inform all stakeholders of progress and updates.

Kappa League Program Budget Planning Template

Budget Year: [Year]

Prepared By: [Name]

Date Prepared: [Date]

Income

Income Source	Projected Amount	Actual Amount	Variance	Notes
Donations	\$	\$	\$	
Fundraising Events	\$	\$	\$	
Sponsorships	\$	\$	\$	
Grants	\$	\$	\$	
Membership Fees	\$	\$	\$	
Other Income	\$	\$	\$	Specify other sources if applicable
Total Income	\$	\$	\$	

Expenses

Program Activities

Expense Category	Projected Amount	Actual Amount	Variance	Notes
Workshops and Training	\$	\$	\$	
Community Service Projects	\$	\$	\$	
Leadership Development	\$	\$	\$	

Expense Category	Projected Amount	Actual Amount	Variance	Notes
Recognition and Awards	\$	\$	\$	
Other Program Activities	\$	\$	\$	Specify other activities
Total Program Activities	\$	\$	\$	

Operational Costs

Expense Category	Projected Amount	Actual Amount	Variance	Notes
Administrative Supplies	\$	\$	\$	
Communication Tools	\$	\$	\$	
Marketing and Promotion	\$	\$	\$	
Insurance	\$	\$	\$	
Other Operational Costs	\$	\$	\$	Specify other operational expenses
Total Operational Costs	\$	\$	\$	

Logistics and Transportation

Expense Category	Projected Amount	Actual Amount	Variance	Notes
Venue Rentals	\$	\$	\$	
Catering and Food	\$	\$	\$	
Transportation	\$	\$	\$	
Other Logistics Costs	\$	\$	\$	Specify other logistics expenses
Total Logistics and Transportation	\$	\$	\$	

Contingency Fund

Expense Category Projected Amount Actual Amount Variance Notes

Contingency Fund \$ \$ \$

Summary

Category Projected Total Actual Total Variance Notes

Total Income \$ \$ \$

Total Expenses \$ \$ \$

Net Surplus/Deficit \$ \$ \$

Notes and Comments:

- **Income Variance Analysis:** Explain any significant variances between projected and actual income.
 - **Expense Variance Analysis:** Explain any significant variances between projected and actual expenses.
 - **Financial Health and Recommendations:** Assess the program's financial health and suggest any adjustments or strategies for improvement.
-

Approval:

- **Reviewed By:** [Name]
- **Date Reviewed:** [Date]
- **Approved By:** [Name]
- **Date Approved:** [Date]

Policies and Procedures

Guide Right Certification

- **Purpose:**
 - Ensure that all Kappa League programs follow best practices for risk mitigation and participant safety.
 - Collect data for program evaluation and improvement.
- **Requirements:**
 - Perform annual Level 3 background checks for all mentors and volunteers with ongoing youth access. Exemptions apply to newly initiated military members.
 - Complete a limited audit of program finances to ensure proper use of funds.
 - Submit the IHQ Event Insurance Checklist for **all activities involving non-members** at least 21 days before the event.
 - All mentors and volunteers must complete a Youth Protection Training Course, producing a completion certificate.
 - Implement a social media policy to monitor and prevent inappropriate postings.
 - Provide requested information about the Guide Right Program.
- **Compliance:**
 - Certification must be completed annually by November 1st.
 - Non-compliance will result in a Cease & Desist Order until requirements are met.

Code of Conduct

- **Behavioral Expectations:**
 - All participants are expected to uphold the values and mission of the Kappa League and Kappa Alpha Psi Fraternity, Inc.
 - Engage in respectful, responsible, and ethical behavior at all times.
- **Prohibited Actions:**
 - Hazing, bullying, or any form of harassment is strictly prohibited.
 - Use of drugs, alcohol, or tobacco during any program activities is forbidden.
 - Discriminatory language or actions based on race, gender, religion, or other protected characteristics are unacceptable.
- **Disciplinary Measures:**
 - Violations of the Code of Conduct will result in disciplinary action, including suspension or removal from the program.

Confidentiality and Safety

- **Confidentiality Policy:**
 - All personal information about mentees and their families must be kept confidential.
 - Mentors must use discretion when discussing program participants and avoid sharing sensitive information.
- **Safety Protocols:**
 - Adhere to safety guidelines and procedures to ensure the well-being of all participants.
 - Report any concerns about participant safety immediately to program coordinators.
- **Child Safety and Protection:**
 - Mandated reporting of child abuse and neglect is required for all mentors and volunteers.
 - Participate in regular training sessions to stay informed about best practices for child safety

Transportation Policy

- **Guidelines for Transportation:**
 - Mentors providing transportation for program activities must have a valid driver's license, current auto insurance, and a clean driving record.
 - Ensure that all transportation arrangements comply with program safety standards and procedures.
- **Supervision:**
 - Maintain appropriate supervision during transportation to and from program events.
 - Follow all state and local laws related to vehicle safety and child transportation.

Attendance and Appearance Guidelines

The Kappa League program is committed to fostering leadership, character development, and personal growth among young men. To ensure our program's success and maintain a professional and respectful environment, we have established the following guidelines for attendance and appearance. These guidelines apply to all Kappa League members, mentors, volunteers, parents/guardians, and guests participating in our activities and events.

Attendance

Kappa League Members:

- **Commitment:** Members are expected to attend all scheduled meetings, workshops, and events. Regular attendance is crucial for personal development and active participation in the program.
- **Punctuality:** Members should arrive on time for all events and activities. Tardiness disrupts the flow of the program and reflects a lack of respect for others' time.

- **Notification of Absence:** If a member is unable to attend an event, they must inform their mentor or the program coordinator in advance. A valid reason for absence should be provided.
- **Participation:** Active participation is encouraged during all activities. Members should engage in discussions, ask questions, and contribute to group activities.
- **Prioritizing Kappa League Events:** Members are encouraged to prioritize Kappa League events over other extracurricular activities whenever possible. If conflicts arise with other schools or organizational commitments, members should review Articles III & IV of the Bylaws to understand the expectations and responsibilities of their Kappa League membership.

Mentors and Volunteers:

- **Responsibility:** Mentors and volunteers should set an example by attending all events punctually and consistently.
- **Communication:** Notify the program coordinator if you are unable to attend a session, ensuring alternative arrangements for coverage are made if necessary.
- **Engagement:** Engage with members actively, providing guidance, support, and encouragement.

Parents/Guardians and Guests:

- **Involvement:** Parents and guardians are encouraged to attend designated events and meetings to support their children's development but it is not a requirement.
- **Courtesy:** Guests should RSVP for events when required and notify the program if they are unable to attend after confirming their participation.

Appearance

Kappa League Members:

- **Dress Code:** Members should adhere to the dress code specified for each event, which may include business casual, formal, or program-specific attire.
- **Neatness:** Clothing should be clean, pressed, and in good condition. Personal hygiene and grooming should reflect a respectful and professional demeanor.
- **Accessories:** Avoid excessive jewelry or accessories that may distract from the professional appearance expected during program events.

Mentors and Volunteers:

- **Professional Attire:** Dress appropriately for each event, aligning with the dress code provided. As role models, mentors and volunteers should exhibit professionalism in their appearance.
- **Identification:** Wear any program-provided identification badges or attire during events to ensure easy recognition and approachability by members and guests.

Parents/Guardians and Guests:

- **Respectful Attire:** Dress in a manner that shows respect for the program and its objectives. Business casual or smart casual attire is recommended unless otherwise specified.

- **Event-Specific Guidelines:** Follow any additional appearance guidelines provided for specific events or ceremonies.

Prioritizing Kappa League Events

Guidance for Members:

- **Decision-Making:** Each member is encouraged to make informed decisions about their attendance at Kappa League events versus other extracurricular activities. Consider the importance and impact of each event on your personal and professional growth.
- **Review Bylaws:** If other commitments conflict with Kappa League participation, review Articles III & IV of the Bylaws to understand your responsibilities and the potential consequences of missing key events.
- **Balance and Communication:** Strive to balance your commitments by planning ahead and communicating with mentors and other organization leaders about potential conflicts.

Guidance for Parents/Guardians:

- **Support:** Encourage your child to prioritize Kappa League events and assist them in managing their schedule to minimize conflicts with other activities.
- **Communication:** Maintain open communication with program coordinators and mentors to stay informed about upcoming events and expectations.

General Guidelines

- **Cultural Sensitivity:** Respect the diverse backgrounds and cultures of all participants by avoiding clothing or symbols that may be offensive or inappropriate.
- **Safety and Appropriateness:** Ensure clothing and accessories do not pose safety hazards or create distractions during program activities.

Kappa League Dress Code Guide

The Kappa League program aims to cultivate professionalism, leadership, and personal growth among its members. To uphold these values, it is important to maintain a standard of dress that reflects respect and professionalism at all program events and activities. The following dress code guide outlines the expectations for attire for Kappa League members, mentors, volunteers, and guests.

Dress Code Categories

Business Casual

Business casual attire is appropriate for most meetings, workshops, and informal gatherings.

- **Shirts:** Collared shirts, polo shirts, or blouses. Avoid T-shirts or shirts with inappropriate graphics or slogans.
- **Pants/Skirts:** Khakis, dress pants, or knee-length skirts. Avoid jeans, shorts, or leggings.
- **Shoes:** Dress shoes or loafers. Avoid sneakers or sandals.
- **Accessories:** Minimal jewelry and accessories. Belts should match shoes.

Formal Attire

Formal attire is required for ceremonies, banquets, and special events.

- **Suits/Dresses:** Dark suits, dress shirts with ties, or conservative dresses. Avoid overly casual or flashy attire.
- **Footwear:** Polished dress shoes. Avoid casual footwear or sports shoes.
- **Grooming:** Ensure hair is neatly styled and facial hair is well-groomed.

Program-Specific Attire

Program-specific attire may be required for certain events, such as community service projects or team-building activities.

- **Kappa League Apparel:** Wear any Kappa League-branded shirts or uniforms as directed.
- **Casual Attire:** Jeans and sneakers may be acceptable if specified for outdoor or active events.
- **Safety Gear:** Wear appropriate safety gear as required for certain activities.

General Appearance Guidelines

- **Neatness:** Clothing should be clean, pressed, and in good condition. Pay attention to personal hygiene and grooming.
- **Cultural Sensitivity:** Avoid clothing with symbols or graphics that may be considered offensive or inappropriate.
- **Respectfulness:** Dress in a manner that shows respect for yourself and others. Consider the nature of the event and dress accordingly.

Guidelines for Specific Groups

Kappa League Members:

- Follow the dress code guidelines as outlined and maintain a professional appearance.
- Demonstrate respect for the program and its values through your attire and grooming.

Mentors and Volunteers:

- Serve as role models by adhering to the dress code and demonstrating professionalism.
- Wear program identification badges or attire as required during events.

Parents/Guardians and Guests:

- Dress respectfully for all events and adhere to any specific guidelines provided.
- Support the program's values by modeling appropriate attire and behavior.

Special Considerations

- **Weather:** Adjust clothing choices based on weather conditions while maintaining the dress code.

- **Religious or Cultural Attire:** Inform the program coordinator of any necessary accommodations related to religious or cultural attire.

By adhering to these dress code guidelines, we create a respectful and professional environment that supports the mission of the Kappa League program. Thank you for your cooperation and commitment to excellence.

Figure 1.



Financial Audit

The Denton-Lewisville Alumni Chapter Guide Right Program has completed its annual financial audit of its Guide Right Program funds, including a review of its chapter exchequer, chapter foundation and separate accounts. There were no violations or inconsistencies noted.

Chapter Polemarch Signature

Steve Johnson

Guide Right Chairman Signature

Marcus D. Taylor
Digitally signed by Marcus D. Taylor
Date: 2023.10.23 11:12:10 -0500

Marcus D. Taylor

Keeper of Exchequer/
Guide Right Treasurer Signature

Kirk Nobles

Dated

Figure 2.



Kappa League Do's and Don'ts

The Denton-Lewisville Alumni Chapter Guide Right Program acknowledges that its Kappa League Program will not:

- Utilize "line name" or Line numbers
- Utilize "crossing jackets or any clothes with line names or line numbers
- Utilize "hand signs" to identify or signify the Kappa League Program
- Conduct or have "probate" or coming out shows
- Utilize "masks or costumes" that resemble items of apparel used in a college probate show
- Produce or distribute "adult like" (inappropriate) flyers for fundraisers/events
- Conduct any "pledging, initiations or hazing" activities

NOTE: The National Guide Right Commission does not encourage step shows, shimmying or cane performances for Guide Right students. If your Chapter elects to participate in these activities, you will ensure that the performances are:

1. In good taste, with no profanity or inappropriate actions or sexually explicit movements.
2. Do not utilize masks or anything that resembles a college probate show.

Social Media Policy

The Denton-Lewisville Alumni Chapter Guide Right Program acknowledges that it's Guide Right Program and chapter shall abide by the Grand Chapter (IHQ) Social Media Policy and the Southwestern Province Guide Right Social Media Policy as well as the following:

- Ensure the Guide Right Students are aware of the policy
- Have a social media policy in place to monitor chapter or Guide Right social media for these and any other inappropriate items

Fraternity's Insurance

The Denton-Lewisville Alumni Chapter Guide Right Program will complete and submit the fraternity's insurance form for all of the chapter's Guide Right Program activities.

Chapter Polemarch Print & Signature _____ & _____

Guide Right Chairman/Kappa League _____ Marcus D. Taylor _____ Marcus D. Taylor
 Director Print & Signature _____ & _____

Digitally signed by Marcus D. Taylor
 Date: 2023.10.25 10:57:49 -0500

Figure 3.



Background Check Form #1

Disqualifying Information

Chapters are required to institute a three-level background check process (Federal, state, local), for those seeking to volunteer in support of Kappa League events/activities. Please refer to your state’s guidelines for agencies that provide these services. While state laws may vary, the following items are automatic disqualifiers for individuals seeking to volunteer:

- ◆ Prior history of abuse of children, sexual or otherwise
- ◆ Conviction of any crime involving children
- ◆ History of violence or sexually exploitive behavior
- ◆ Termination from a paid or volunteer position caused by misconduct involving a child
- ◆ Failure to disclose a felony conviction, particularly anything related to violence, abuse, or children.

Volunteers Background Check List:

The following individuals have completed the necessary requirements, including background checks, to be certified as youth volunteers. (Attach additional sheet if necessary):

*The following members of the **Denton-Lewisville Alumni** Chapter of Kappa Alpha Psi Fraternity, Inc. and/or designated partners, working with the chapter’s Guide Right Program, have completed required background checks, in which no disqualifying factors were found, to the best of our knowledge and information. (NOTE: Undergraduate Brothers are exempt from the yearly background check)*

Background Check List

#	Name:	#	Name:
1	Marcus D. Taylor	7	
2	Terry Mouton	8	
3	James Dunn	9	
4	DeShun Parker	10	
5	William Atkinson	11	
6		12	

Dated 10/23/2023

Evaluation and Feedback

Program Assessment

- **Objective:**
 - To evaluate the overall effectiveness and impact of the Kappa League program on mentees and mentors.
 - To identify areas of strength and opportunities for improvement within the program.
- **Evaluation Methods:**
 - **Surveys and Questionnaires:**
 - Administer regular surveys to mentees, mentors, and parents to gather feedback on program experiences and outcomes.
 - Use surveys to assess satisfaction, perceived benefits, and areas for enhancement.
 - **Progress Tracking:**
 - Monitor mentees' progress toward achieving their academic and personal goals.
 - Use tools such as goal-setting worksheets and progress reports to track development.
 - **Focus Groups and Interviews:**
 - Conduct focus group discussions with mentees and mentors to gain deeper insights into program dynamics.
 - Use interviews to explore specific challenges, successes, and suggestions for improvement.
- **Performance Metrics:**
 - Track key performance indicators such as attendance, participation rates, goal achievement, and skill development.
 - Evaluate program success based on mentees' academic performance, leadership skills, and community involvement.

Feedback Mechanisms

- **Regular Feedback Sessions:**
 - Schedule regular feedback sessions with mentees and mentors to discuss experiences and address concerns.
 - Use these sessions to foster open communication and strengthen the mentor-mentee relationship.
- **Mentor and Mentee Reflection:**

- Encourage mentors and mentees to reflect on their experiences and share insights through written reflections or journaling.
- Use reflections to identify personal growth and areas for further development.
- **Actionable Feedback:**
 - Collect actionable feedback that can be used to make meaningful improvements to the program.
 - Implement changes based on feedback to enhance program quality and participant satisfaction.

Continuous Improvement

- **Implementing Changes:**
 - Use evaluation results and feedback to identify areas for program improvement.
 - Develop action plans to address identified issues and enhance program effectiveness.
- **Training and Development:**
 - Provide ongoing training and development opportunities for mentors based on evaluation findings.
 - Encourage mentors to participate in workshops and seminars to improve their mentoring skills.
- **Sharing Best Practices:**
 - Share successful strategies and best practices with other Kappa League chapters to promote program excellence.
 - Collaborate with other chapters to learn from their experiences and implement proven approaches.

Resources and Support

Mentor Support Networks

- **Kappa Men(tor) Community:**
 - Engage with a network of mentors within the Denton-Lewisville Kappa League to share experiences, challenges, and strategies for effective mentoring.
 - Participate in mentor meetings and events to build relationships and learn from fellow mentors.
- **Guide Right Mentorship Conference:**
 - Attend the Guide Right Mentor Conference to gain insights into best practices and innovative mentoring approaches.
 - Access resources and workshops that focus on leadership development and mentorship skills.
- **Online Platforms:**
 - Utilize online platforms, such as the BAND app and Kappa League TV, for communication and collaboration among mentors and mentees.
 - Access video content and training materials to support mentoring activities.

Additional Learning Opportunities

- **Workshops and Seminars:**
 - Participate in workshops and seminars focused on leadership, communication, financial literacy, and other essential skills.
 - Encourage mentees to attend these events to gain new perspectives and skills.
- **National Kappa League Virtual Courses:**
 - Access virtual courses offered by the National Kappa League on topics such as college prep, leadership, and financial literacy.
 - Engage with online content to complement in-person mentoring sessions.
- **National Guide Right Institute:**
 - Participate in courses and programs offered by the National Guide Right Institute, which cover a range of subjects relevant to youth development.
 - Encourage mentees to explore these opportunities to enhance their learning experience.

Training Materials and Resources

- **Mentor Training Materials:**
 - Access training materials and guides provided by the Kappa League program to enhance mentoring effectiveness.

- Review training videos, handbooks, and other resources to stay informed about best practices.
- **Monthly Assignment Resources:**
 - Utilize resources provided for monthly assignments, such as templates, worksheets, and instructional videos.
 - Ensure that mentees have access to the materials needed to complete their assignments successfully.
- **Volunteer Procedures:**
 - Familiarize yourself with the volunteer procedures for the Denton, Lewisville, and Little Elm Independent School Districts.
 - Ensure compliance with background check and training requirements for school district participation.

Coverage Area

The Denton Lewisville Alumni Chapter's Kappa League program serves students across multiple school districts within Denton County. This coverage ensures that a wide range of students has access to the mentoring and resources provided by the program. The districts and schools we cover include:

Denton County Schools in Frisco, TX

While several schools in Frisco, TX, fall within Denton County, they are part of the Frisco Independent School District (FISD). These schools include:

Middle Schools

- **Pioneer Heritage Middle School**
- **Cobb Middle School**
- **Griffin Middle School**

High Schools

- **Reedy High School**
- **Lone Star High School**
- **Wakeland High School**

Even though these schools are geographically located in Denton County, they are primarily under the jurisdiction of the Frisco (TX) Alumni Chapter. The Denton Lewisville Alumni Chapter respects this territorial alignment but retains the right to coordinate events and initiatives in collaboration with the Frisco Chapter. This cooperation ensures that students benefit from the resources and support of both chapters, recognizing the proximity and shared commitment to educational excellence.

Coordination with Other Chapters

Similarly, for areas like Argyle, which may overlap with the jurisdiction of the Fort Worth (TX) Alumni Chapter, the Denton Lewisville Alumni Chapter is open to coordinating events and initiatives. This collaboration respects territorial boundaries while enhancing the impact of our mentoring programs. By working with the Fort Worth Chapter, we ensure that students in Argyle have access to the fullest range of support and opportunities.

School Districts in Denton County

Denton Independent School District (DISD)

- **Middle Schools**
 - Calhoun Middle School
 - Crownover Middle School
 - Harpool Middle School
 - Mcmath Middle School
 - Bettye Myers Middle School

- Navo Middle School
- Strickland Middle School
- **High Schools**
 - Denton High School
 - Guyer High School
 - Ryan High School
 - Braswell High School
 - Fred Moore High School

Lewisville Independent School District (LISD)

- **Middle Schools**
 - Arbor Creek Middle School
 - Blalack Middle School
 - Creek Valley Middle School
 - Forestwood Middle School
 - Lakeview Middle School
 - Killian Middle School
 - Downing Middle School
 - Huffines Middle School
 - Briarhill Middle School
 - Lamar Middle School
 - Shadow Ridge Middle School
 - Durham Middle School
- **High Schools**
 - Lewisville High School
 - Hebron High School
 - Marcus High School
 - Flower Mound High School
 - The Colony High School

Northwest Independent School District (NISD)

- **Middle Schools**

- John M. Tidwell Middle School
- Medlin Middle School
- Chisholm Trail Middle School
- Pike Middle School
- Wilson Middle School
- **High Schools**
 - Byron Nelson High School
 - Northwest High School
 - V.R. Eaton High School

Little Elm Independent School District (LEISD)

- **Middle Schools**
 - Lakeside Middle School
 - Walker Middle School
- **High Schools**
 - Little Elm High School

Lake Dallas Independent School District (LDISD)

- **Middle Schools**
 - Lake Dallas Middle School
- **High Schools**
 - Lake Dallas High School

Argyle Independent School District (AISD)

- **Middle Schools**
 - Argyle Middle School
- **High Schools**
 - Argyle High School

Krum Independent School District (KISD)

- **Middle Schools**
 - Krum Middle School
- **High Schools**
 - Krum High School

Ponder Independent School District (PISD)

- **Middle Schools**
 - Ponder Junior High School
- **High Schools**
 - Ponder High School

Sanger Independent School District (SISD)

- **Middle Schools**
 - Sanger Middle School
- **High Schools**
 - Sanger High School

Aubrey Independent School District (AISD)

- **High Schools**
 - Aubrey High School

Pilot Point Independent School District (PPISD)

- **High Schools**
 - Pilot Point High School

Private Schools in Denton County

1. **Liberty Christian School**
 - Located in Argyle, offering K-12 education with a Christian curriculum.
2. **Coram Deo Academy**
 - Located in Flower Mound, offering classical Christian education for K-12.
3. **Denton Calvary Academy**
 - Located in Denton, providing K-12 education with a Christian focus.
4. **Selwyn School**
 - Located in Argyle, a college preparatory school offering PK-12 education.

Charter Schools in Denton County

1. **Founders Classical Academy of Flower Mound**
 - Offers a classical education curriculum.
2. **Quest Collegiate Academy**
 - Offers a unique curriculum focused on individualized education plans.
3. **iSchool High of Lewisville**

- Focused on personalized learning plans for students.

4. **Premier High School of Denton**

- Provides an alternative education path for students focusing on career readiness.

Higher Education Institutions in Denton County

1. **University of North Texas (UNT)**

- Located in Denton, offering a wide range of undergraduate, graduate, and doctoral programs.

2. **Texas Woman’s University (TWU)**

- Located in Denton, offering comprehensive programs with a focus on health sciences, education, and liberal arts.

3. **North Central Texas College (NCTC)**

- Has a campus in Denton offering associate degrees and certificate programs.

Program Implementation and Support

- **Community Engagement:**

- The program works closely with local schools and community organizations to recruit participants and provide support.
- Schools serve as primary recruitment sites, ensuring that the program reaches a diverse group of young men.

- **Volunteer Involvement:**

- Volunteers from the community, including alumni of the Kappa League, support program activities and mentorship efforts.
- Mentors work in collaboration with school staff to coordinate activities and provide additional support to students.

- **Transportation and Accessibility:**

- Efforts are made to ensure that program activities are accessible to all participants, regardless of their location within the coverage area.
- Mentors are encouraged to assist with transportation needs when necessary, in compliance with the transportation policy.

Conclusion

The Denton Lewisville Alumni Chapter Kappa League is dedicated to positively impacting the lives of young men throughout Denton County. By partnering with these school districts, private schools, charter schools, and higher education institutions, the program ensures a broad reach and the ability to offer mentorship, resources, and support to students in various educational settings. Our commitment to

excellence and leadership development aligns with the educational goals of each district, creating a synergistic relationship that benefits all involved.

Volunteer Procedures

Overview of Volunteer Requirements

Volunteers play a critical role in the Denton-Lewisville Kappa League, supporting program activities and mentoring young men. To ensure the safety and effectiveness of the program, volunteers must meet specific requirements and undergo a thorough vetting process.

Responsibilities:

- **Support Program Activities:**
 - Assist in organizing and executing events, workshops, and community service projects.
 - Provide logistical support, such as setting up venues, managing materials, and coordinating participant registration.
- **Engage with Participants:**
 - Interact positively with mentees, mentors, and other program participants.
 - Encourage participation and enthusiasm in program activities.
- **Promote Safety and Compliance:**
 - Follow all safety protocols and guidelines to ensure a secure environment for participants.
 - Comply with background checks and training requirements to maintain program standards.
- **Commitment:**
 - Dedicate time and effort to support program objectives and activities.
 - Communicate availability and any scheduling conflicts with program coordinators.

Background Checks and Training

- **Tier 3 Background Checks:**
 - All volunteers must complete a Tier 3 Background Check, which includes a comprehensive screening process beyond standard criminal background checks.
 - [IngentoGO](#)
 - The check includes a Criminal History Check, Sex Offender Registry Check, Child Abuse and Neglect Registry Check, and Fingerprinting.
 - Volunteers must have their fingerprints on file, allowing for a thorough and accurate verification of their background.
- **Youth Protection Training:**
 - Volunteers must complete the [Boy Scouts of America Youth Protection Training](#), valid for two years from the date of completion.

- This training equips volunteers with the necessary knowledge and skills to create a safe environment for youth participants.
- Training certificates must be maintained by the chapter Keeper of Records.

Volunteer Procedures by School District

- **Denton Independent School District (ISD):**
 - Volunteers must register with the [Denton ISD Volunteer Program](#) and complete the necessary application process.
 - A background check is required, and approval can take a few days. Volunteers will receive an email confirmation once approved.
- **Lewisville Independent School District (ISD):**
 - Volunteers must create a [VOLY](#) account, the volunteer management system used by LISD, to post opportunities and manage volunteers.
 - Volunteers must complete a background check as part of the account creation process. Approval can take 2-3 weeks.
- **Little Elm Independent School District (ISD):**
 - Volunteers must complete the volunteer application through [VOLY](#), the platform used by Little Elm ISD.
 - An annual background check is conducted by the district, and volunteers will be processed through the district's Raptor visitor system.

Volunteer Engagement and Support

- **Volunteer Roles:**
 - Volunteers are expected to support program activities, mentor participants, and assist with special events.
 - They may also be involved in planning and organizing community service projects, workshops, and educational activities.
- **Ongoing Support and Training:**
 - Volunteers are encouraged to participate in ongoing training sessions and meetings to stay informed about program updates and best practices.
 - Regular communication with program coordinators ensures volunteers are supported and have access to the resources they need.

Conclusion

Summary of Key Points

- **Mission and Purpose:**
 - The Denton-Lewisville Kappa League aims to develop young men into future leaders through structured mentoring and developmental activities.
 - The program aligns with the Guide Right Program's goals of fostering academic and personal success.
- **Mentor Roles and Responsibilities:**
 - Mentors are crucial to the program's success, serving as role models and guides for mentees.
 - They must meet eligibility requirements, complete necessary training, and commit to building positive relationships with their mentees.
- **Building and Cultivating Relationships:**
 - Mentors should focus on establishing trust, setting goals, and providing regular feedback to support mentees' growth.
 - Effective communication and empathy are essential to nurturing a strong mentor-mentee relationship.
- **Program Structure:**
 - The seven phases of the Kappa League provide a comprehensive framework for personal and leadership development.
 - Monthly assignments and activities reinforce learning and encourage practical application of skills.
- **Policies and Procedures:**
 - Adherence to the Guide Right Certification and Code of Conduct ensures the program's safe and effective operation.
 - Confidentiality, safety, and transportation policies are in place to protect participants and maintain program integrity.
- **Evaluation and Feedback:**
 - Regular assessments and feedback mechanisms help measure program effectiveness and identify areas for improvement.
- **Resources and Support:**
 - Mentors and mentees have access to a wealth of resources, including training materials, support networks, and additional learning opportunities.

- Volunteer procedures ensure that all participants are vetted and trained to support program activities effectively.

Encouragement for Continued Growth and Development

- **Commitment to Excellence:**

- The Kappa League program is committed to continuous improvement and excellence in mentoring.
- By actively participating in the program, mentors and mentees contribute to a legacy of leadership and achievement.

- **Embracing Opportunities:**

- Participants are encouraged to embrace the opportunities for growth and learning provided by the program.
- By developing their skills and leadership potential, mentees can make a positive impact in their communities and beyond.

- **Future Leaders:**

- The program aims to inspire mentees to become future leaders and mentors themselves, perpetuating the cycle of guidance and development.
- Mentors are encouraged to share their experiences and knowledge, helping mentees navigate their paths to success.

Appendixes

Appendix A: Sample Forms and Templates

Mentorship Agreement Template

This template outlines the roles, responsibilities, and expectations for both mentors and mentees. It serves as a foundation for the mentorship relationship, ensuring that both parties are aligned in their goals and commitments.

Mentorship Agreement

Mentor Information:

- **Name:**
- **Contact Information:**
- **Mentor Role/Position:**
- **Availability (Days/Times):**

Mentee Information:

- **Name:**
- **Contact Information:**
- **School/Grade Level:**
- **Interests and Goals:**

Mentorship Objectives:

- **Primary Goal of Mentorship:**
- **Specific Skills to Develop:**
- **Academic and Personal Goals:**

Roles and Responsibilities:

- **Mentor's Responsibilities:**
 - Provide guidance and support to the mentee.
 - Maintain regular communication and be available for scheduled meetings.
 - Serve as a role model and uphold the values of the Kappa League.
- **Mentee's Responsibilities:**
 - Be proactive in seeking guidance and support.
 - Attend scheduled meetings and participate actively in program activities.

- Work towards personal and academic goals set during mentorship.

Expectations and Commitments:

- **Duration of Mentorship:** (e.g., One academic year)
- **Frequency of Meetings:** (e.g., Weekly, Bi-weekly)
- **Preferred Method of Communication:** (e.g., Email, Phone, In-person)

Confidentiality Agreement:

Both parties agree to maintain the confidentiality of all shared information, except as required by law or program policy.

Signatures:

- **Mentor Signature:** _____ **Date:** _____
- **Mentee Signature:** _____ **Date:** _____
- **Parent/Guardian Signature (if applicable):** _____ **Date:**

Goal-Setting Worksheet

This worksheet helps mentees set and track their academic and personal goals. It encourages mentees to think critically about their objectives and the steps needed to achieve them.

Goal-Setting Worksheet

Name:

Date:

Mentor's Name:

Goal Description:

- **Short-term Goal (1-3 months):**
- **Long-term Goal (6-12 months):**

Steps to Achieve Goal:

- 1.
- 2.
- 3.

Resources and Support Needed:

-
-

Potential Challenges and Solutions:

- **Challenge:**
- **Solution:**

Progress Review Date:

Comments/Notes:

-
-

Feedback and Evaluation Form

This standardized form collects feedback from mentors, mentees, and parents to assess program experiences and outcomes.

Feedback and Evaluation Form

Name:

Date:

Role (Mentor/Mentee/Parent):

Program Feedback:

1. **Overall satisfaction with the program (1-5):**
2. **Effectiveness of mentorship activities:**
3. **Communication and support from mentors:**

What did you find most valuable about the program?

-

Suggestions for improvement:

-

Additional Comments:

-

Appendix B: Training and Resource Materials

Youth Protection Training Guide

This guide provides a summary of key points from the Boy Scouts of America Youth Protection Training, ensuring that mentors and volunteers are equipped to create a safe environment for youth participants.

Youth Protection Training Guide

Overview

The Youth Protection Training is designed to equip mentors and volunteers with the necessary knowledge and skills to protect youth participants. This training is mandatory for all mentors and is valid for two years.

Key Topics Covered:

1. **Recognizing Signs of Abuse:**

- Understand different types of abuse (physical, emotional, sexual) and neglect.
- Learn to identify signs of abuse in youth.

2. **Prevention Strategies:**

- Implement safe practices to prevent abuse, such as maintaining appropriate boundaries and avoiding one-on-one situations in isolated areas.
- Use the "two-deep" leadership model, ensuring that two adults are always present during activities.

3. **Reporting Procedures:**

- Know the mandatory reporting requirements for suspected abuse.
- Understand how to report concerns to authorities and program coordinators.

4. **Communication Guidelines:**

- Maintain open and appropriate communication with youth and their families.
- Use respectful and inclusive language.

5. **Creating a Safe Environment:**

- Establish a welcoming and inclusive atmosphere for all participants.
- Monitor and supervise activities to ensure participant safety.

Certification Process

- Complete the online Youth Protection Training module.
- Print and submit the training completion certificate to the chapter Keeper of Records.

For More Information

- Visit the Boy Scouts of America Youth Protection Training website: scouting.org/training/youth-protection
-

Mentor Training Materials

These materials provide essential information and guidance for mentors to enhance their skills and effectiveness in the program.

Mentor Training Materials

Training Session Overview:

1. Introduction to Mentoring:

- Understand the role and responsibilities of a mentor.
- Explore the benefits of mentorship for both mentors and mentees.

2. Building Effective Relationships:

- Learn strategies for building trust and rapport with mentees.
- Develop communication skills to facilitate open and productive dialogue.

3. Setting and Achieving Goals:

- Use goal-setting techniques to help mentees define and work toward their objectives.
- Encourage accountability and celebrate achievements.

4. Cultural Competency and Diversity:

- Recognize and respect the diverse backgrounds and experiences of mentees.
- Foster an inclusive environment that values diversity.

5. Conflict Resolution and Problem-Solving:

- Learn techniques for addressing and resolving conflicts constructively.
- Encourage critical thinking and problem-solving skills in mentees.

Accessing Training Materials:

- Training materials are available through the Kappa League program's online portal.
- Mentors are encouraged to review materials regularly and participate in ongoing training sessions.

Appendix C: Program Policies and Guidelines

Code of Conduct

The Code of Conduct establishes behavioral expectations for all participants in the Kappa League program, including mentors, mentees, and volunteers. It outlines acceptable behavior and the consequences for violations to ensure a positive and respectful environment.

Code of Conduct

Purpose:

The Code of Conduct is designed to ensure that all participants engage in behavior that reflects the values and mission of the Kappa League and Kappa Alpha Psi Fraternity, Inc. It promotes a safe, respectful, and inclusive environment for all.

Behavioral Expectations:

1. Respect and Inclusion:

- Treat all participants with respect and dignity, regardless of race, gender, religion, or background.
- Foster an inclusive environment where all voices are valued and heard.

2. Professionalism:

- Conduct yourself professionally in all program-related activities.
- Use appropriate language and attire during events and meetings.

3. Punctuality and Reliability:

- Be punctual and reliable, attending all scheduled meetings and activities.
- Notify program coordinators in advance if unable to attend an event.

4. Communication:

- Communicate openly and honestly with mentors, mentees, and program coordinators.
- Maintain appropriate boundaries and avoid inappropriate language or behavior.

5. Safety and Well-being:

- Prioritize the safety and well-being of all participants.
- Report any concerns about safety or inappropriate behavior to program coordinators immediately.

Prohibited Actions:

• Hazing, Bullying, or Harassment:

- Any form of hazing, bullying, or harassment is strictly prohibited.

- **Discrimination:**
 - Discrimination based on race, gender, religion, or other protected characteristics is not tolerated.
- **Substance Abuse:**
 - The use of drugs, alcohol, or tobacco during program activities is forbidden.

Disciplinary Measures:

Violations of the Code of Conduct will result in disciplinary action, which may include suspension or removal from the program. Program coordinators will review and address violations on a case-by-case basis.

Confidentiality Agreement

The Confidentiality Agreement ensures that all personal information shared within the program is kept confidential and used only for program purposes. It outlines the responsibilities of mentors, mentees, and volunteers in maintaining confidentiality.

Confidentiality Agreement

Purpose:

To protect the privacy and confidentiality of all participants in the Kappa League program, ensuring that personal information is handled responsibly and ethically.

Confidential Information:

Confidential information includes, but is not limited to:

- Personal details such as names, contact information, and family background.
- Discussions and communications between mentors and mentees.
- Any sensitive information shared during program activities or meetings.

Responsibilities:

- **Mentors, Mentees, and Volunteers:**
 - Maintain the confidentiality of all shared information, except as required by law or program policy.
 - Use discretion when discussing program participants and avoid sharing sensitive information with unauthorized individuals.
- **Program Coordinators:**
 - Ensure that all records and documents containing confidential information are stored securely.

- Provide training and guidance on maintaining confidentiality to all participants.

Acknowledgment:

By participating in the Kappa League program, mentors, mentees, and volunteers agree to uphold this Confidentiality Agreement and acknowledge their understanding of its importance.

Signatures:

- **Mentor Signature:** _____ **Date:** _____
- **Mentee Signature:** _____ **Date:** _____
- **Parent/Guardian Signature (if applicable):** _____ **Date:**

Appendix D: Activity and Assignment Resources

September: Self-Identity and Purpose

Activity: Personal Reflection and Identity Map

- **Objective:** Encourage mentees to explore their identities and personal values.
- **Instructions:**
 1. **Self-Reflection Exercise:**
 - Ask mentees to write a short essay or journal entry about their personal values, interests, and what makes them unique.
 - Encourage them to reflect on their strengths, weaknesses, and personal experiences that have shaped their identities.
 2. **Identity Map:**
 - Provide mentees with paper and colored markers to create a visual representation of their identity.
 - Include elements such as family, culture, hobbies, skills, and future aspirations.
- **Discussion:**
 - Host a group discussion where mentees share their reflections and identity maps.
 - Encourage open dialogue about the diversity of identities and the importance of embracing one's unique qualities.

October: Training and Skills Development

Activity: Communication Skills Workshop

- **Objective:** Develop effective communication skills essential for personal and professional success.
- **Instructions:**
 1. **Role-Playing Scenarios:**
 - Divide mentees into pairs and provide them with role-playing scenarios that require active listening and effective communication.
 - Examples include resolving a conflict, introducing themselves to a new group, or giving constructive feedback.
 2. **Public Speaking Exercise:**
 - Have each mentee prepare and deliver a short speech on a topic of their choice.
 - Provide feedback on body language, clarity, and engagement.
- **Resources:**

- Provide worksheets on active listening techniques and public speaking tips.
- **Discussion:**
 - Reflect on the importance of communication skills and how they impact relationships and success.

November: Competition and Team Building

Activity: Team Challenge Day

- **Objective:** Foster teamwork and collaboration through a series of competitive challenges.
- **Instructions:**
 1. **Team Building Activities:**
 - Organize activities such as a relay race, puzzle-solving competition, or a scavenger hunt.
 - Encourage mentees to work together and utilize each other's strengths to complete tasks.
 2. **Reflection:**
 - After each activity, discuss what strategies worked well and what could be improved.
 - Emphasize the value of collaboration and collective problem-solving.
- **Discussion:**
 - Discuss the lessons learned from working as a team and how these skills apply to academic and career settings.

December: Social and Community Engagement

Activity: Community Service Project

- **Objective:** Promote social responsibility and community involvement.
- **Instructions:**
 1. **Identify Community Needs:**
 - Have mentees research and identify a local community need or cause they are passionate about.
 2. **Plan and Execute a Service Project:**
 - Organize a service project such as a food drive, park cleanup, or volunteering at a local shelter.
 - Encourage mentees to take leadership roles in planning and executing the project.
- **Reflection:**

- Discuss the impact of the service project and the importance of giving back to the community.

January: Health Education and Wellness

Activity: Health and Wellness Workshop

- **Objective:** Educate mentees about the importance of physical and mental health.
- **Instructions:**
 1. **Guest Speaker Session:**
 - Invite a health professional to speak about nutrition, exercise, and mental health practices.
 2. **Wellness Challenge:**
 - Create a month-long wellness challenge where mentees track their physical activity, healthy eating, and mindfulness practices.
- **Resources:**
 - Provide worksheets on healthy lifestyle tips and mental health resources.
- **Discussion:**
 - Discuss the connection between physical and mental well-being and how it affects overall success.

February: Economic Empowerment and Financial Literacy

Activity: Budgeting and Financial Planning Workshop

- **Objective:** Equip mentees with basic financial literacy skills to manage money effectively.
- **Instructions:**
 1. **Budgeting Exercise:**
 - Teach mentees how to create a simple budget, track expenses, and set savings goals.
 2. **Financial Literacy Games:**
 - Use interactive games or apps that simulate real-world financial decisions, such as managing a virtual bank account or investing in stocks.
- **Resources:**
 - Provide budgeting templates and financial literacy guides.
- **Discussion:**
 - Discuss the importance of financial responsibility and how it impacts future opportunities.

March: College and Career Exploration

Activity: College and Career Fair

- **Objective:** Prepare mentees for higher education and career opportunities.
- **Instructions:**
 1. **Virtual College Tours:**
 - Arrange virtual tours of colleges and universities, highlighting different programs and opportunities available.
 2. **Career Panel Discussion:**
 - Invite professionals from various fields to discuss their career paths, education requirements, and advice for success.
- **Resources:**
 - Provide worksheets on researching colleges and career planning.
- **Discussion:**
 - Encourage mentees to explore their interests and consider different educational and career paths.

April: Leadership Development

Activity: Leadership Skills Workshop

- **Objective:** Develop leadership skills and confidence in mentees.
- **Instructions:**
 1. **Leadership Scenarios:**
 - Present scenarios that require decision-making and leadership skills.
 - Have mentees discuss how they would handle each situation and what leadership qualities are important.
 2. **Self-Assessment:**
 - Conduct a leadership self-assessment to help mentees identify their strengths and areas for improvement.
- **Resources:**
 - Provide materials on leadership styles and qualities.
- **Discussion:**
 - Reflect on the characteristics of effective leaders and how mentees can develop their leadership potential.

May: Creativity and Innovation

Activity: Innovation Challenge

- **Objective:** Encourage creative thinking and problem-solving.
- **Instructions:**
 1. **Creative Problem-Solving Task:**
 - Present a challenge that requires innovative solutions, such as designing a new product or developing a campaign for a social issue.
 2. **Presentation:**
 - Have mentees present their solutions to the group, explaining their creative process and the potential impact of their ideas.
- **Resources:**
 - Provide brainstorming techniques and creative thinking exercises.
- **Discussion:**
 - Discuss the importance of creativity and innovation in personal and professional contexts.

June: Reflection and Gratitude

Activity: Year-End Reflection and Celebration

- **Objective:** Reflect on personal growth and achievements throughout the program year.
- **Instructions:**
 1. **Reflection Exercise:**
 - Have mentees write a reflective essay or create a presentation highlighting their accomplishments, challenges overcome, and lessons learned.
 2. **Gratitude Circle:**
 - Host a gratitude circle where mentees express appreciation for the support and guidance received from mentors and peers.
- **Celebration:**
 - Organize an end-of-year celebration to recognize mentees' achievements and celebrate their growth.
- **Discussion:**
 - Reflect on the impact of the Kappa League program and set intentions for future goals.

Appendix E: Contact Information

Program Coordinators

These individuals are responsible for overseeing the Kappa League program, coordinating activities, and providing support to mentors and mentees.

Program Director:

- **Name:** [Program Director's Name]
- **Email:** [Program Director's Email]
- **Phone Number:** [Program Director's Phone Number]
- **Responsibilities:** Overseeing program operations, managing the mentoring team, and serving as the primary contact for program-related inquiries.

Mentor Coordinator:

- **Name:** [Mentor Coordinator's Name]
- **Email:** [Mentor Coordinator's Email]
- **Phone Number:** [Mentor Coordinator's Phone Number]
- **Responsibilities:** Supporting and training mentors, facilitating mentor-mentee matching, and addressing mentor-related concerns.

Events Coordinator:

- **Name:** [Events Coordinator's Name]
- **Email:** [Events Coordinator's Email]
- **Phone Number:** [Events Coordinator's Phone Number]
- **Responsibilities:** Organizing and coordinating program events, workshops, and community service projects.

Logistics Coordinator:

- **Name:** [Logistics Coordinator's Name]
- **Email:** [Logistics Coordinator's Email]
- **Phone Number:** [Logistics Coordinator's Phone Number]
- **Responsibilities:** Managing logistics, including food, transportation, and travel arrangements for program activities.

Administration Coordinator:

- **Name:** [Administration Coordinator's Name]
- **Email:** [Administration Coordinator's Email]
- **Phone Number:** [Administration Coordinator's Phone Number]

- **Responsibilities:** Handling communications, budgeting, and administrative tasks to ensure efficient program operations.

Fundraising Coordinator:

- **Name:** [Fundraising Coordinator's Name]
- **Email:** [Fundraising Coordinator's Email]
- **Phone Number:** [Fundraising Coordinator's Phone Number]
- **Responsibilities:** Developing and executing fundraising strategies to support program initiatives and ensure financial sustainability.

Community Service Coordinator:

- **Name:** [Community Service Coordinator's Name]
- **Email:** [Community Service Coordinator's Email]
- **Phone Number:** [Community Service Coordinator's Phone Number]
- **Responsibilities:** Coordinating community service projects and fostering partnerships with local organizations to enhance program impact.

Safety and Security Officer:

- **Name:** [Safety and Security Officer's Name]
- **Email:** [Safety and Security Officer's Email]
- **Phone Number:** [Safety and Security Officer's Phone Number]
- **Responsibilities:** Ensuring safety during travel, program events, and meetings, and implementing security measures to protect participants.

Mentor Contacts

Mentors serve as role models and guides for mentees. They are responsible for maintaining regular communication and providing support throughout the mentoring relationship.

Mentor Name: [Mentor's Name]

- **Email:** [Mentor's Email]
- **Phone Number:** [Mentor's Phone Number]
- **Mentee(s):** [Mentee's Name(s)]

Mentor Name: [Mentor's Name]

- **Email:** [Mentor's Email]
- **Phone Number:** [Mentor's Phone Number]

- **Mentee(s):** [Mentee's Name(s)]
-

School and Community Partners

These contacts include local schools and community organizations that collaborate with the Kappa League program to provide resources and opportunities for mentees.

Denton Independent School District (ISD) Contact:

- **Name:** [Denton ISD Contact Name]
- **Email:** [Denton ISD Contact Email]
- **Phone Number:** [Denton ISD Contact Phone Number]
- **Role:** Liaison for program activities within the Denton ISD schools.

Lewisville Independent School District (ISD) Contact:

- **Name:** [Lewisville ISD Contact Name]
- **Email:** [Lewisville ISD Contact Email]
- **Phone Number:** [Lewisville ISD Contact Phone Number]
- **Role:** Liaison for program activities within the Lewisville ISD schools.

Little Elm Independent School District (ISD) Contact:

- **Name:** [Little Elm ISD Contact Name]
- **Email:** [Little Elm ISD Contact Email]
- **Phone Number:** [Little Elm ISD Contact Phone Number]
- **Role:** Liaison for program activities within the Little Elm ISD schools.

Community Organization Contact:

- **Name:** [Organization Name]
- **Contact Person:** [Contact Name]
- **Email:** [Contact Email]
- **Phone Number:** [Contact Phone Number]
- **Role:** Partnering organization supporting program initiatives.

Appendix F: Volunteer Procedures and Guidelines

Volunteer Requirements

Volunteers play a crucial role in the Denton-Lewisville Kappa League, supporting program activities and mentoring young men. To ensure the safety and effectiveness of the program, volunteers must meet specific requirements and undergo a thorough vetting process.

Eligibility:

- Volunteers must be at least 18 years old.
 - Must complete a Tier 3 Background Check, including fingerprinting and checks against criminal, sex offender, and child abuse registries.
 - Must complete the Boy Scouts of America Youth Protection Training, valid for two years.
 - Must demonstrate a commitment to the program's mission and goals.
-

Background Checks and Training

- **Tier 3 Background Checks:**
 - Includes Criminal History Check, Sex Offender Registry Check, Child Abuse and Neglect Registry Check, and Fingerprinting.
 - Volunteers must provide fingerprints, allowing for a thorough and accurate verification of their background.
 - **Youth Protection Training:**
 - The training equips volunteers with the necessary knowledge and skills to create a safe environment for youth participants.
 - Training certificates must be maintained by the chapter Keeper of Records.
-

Volunteer Procedures by School District

- **Denton Independent School District (ISD):**
 - Volunteers must register with the Denton ISD Volunteer Program and complete the necessary application process.
 - A background check is required, and approval can take a few days. Volunteers will receive an email confirmation once approved.
- **Lewisville Independent School District (ISD):**
 - Volunteers must create a VOLY account, the volunteer management system used by LISD, to post opportunities and manage volunteers.

- Volunteers must complete a background check as part of the account creation process. Approval can take 2-3 weeks.
 - **Little Elm Independent School District (ISD):**
 - Volunteers must complete the volunteer application through App-Garden, the platform used by Little Elm ISD.
 - An annual background check is conducted by the district, and volunteers will be processed through the district's Raptor visitor system.
-

Volunteer Engagement and Support

- **Roles and Responsibilities:**
 - Volunteers are expected to support program activities, mentor participants, and assist with special events.
 - They may also be involved in planning and organizing community service projects, workshops, and educational activities.
 - **Ongoing Support and Training:**
 - Volunteers are encouraged to participate in ongoing training sessions and meetings to stay informed about program updates and best practices.
 - Regular communication with program coordinators ensures volunteers are supported and have access to the resources they need.
-

Volunteer Application Process

1. **Complete Volunteer Application:**
 - Access the online application form through the Kappa League website or partner school district portal.
2. **Submit Required Documents:**
 - Provide identification, proof of background check completion, and Youth Protection Training certificate.
3. **Interview and Orientation:**
 - Participate in a volunteer interview with program coordinators.
 - Attend an orientation session to learn about program policies, procedures, and expectations.
4. **Receive Confirmation:**
 - Await confirmation of acceptance as a volunteer.

- Begin participation in program activities and mentoring sessions.

Appendix G: Social Media and Communications

Social Media Policy

The Social Media Policy outlines the guidelines for using social media platforms to promote the Kappa League program, share achievements, and communicate with participants. It ensures that all content is appropriate, respectful, and aligns with the program's mission.

Purpose:

The Social Media Policy is designed to ensure that all social media interactions reflect the values and mission of the Kappa League and Kappa Alpha Psi Fraternity, Inc. It promotes positive engagement and protects the program's reputation.

Social Media Platforms:

- **Kappa League TV on YouTube:**
 - Subscribe to Kappa League TV for updates on national and local activities.
- **Facebook and Instagram:**
 - Follow the national Facebook and Instagram pages for announcements and updates.
- **The BAND App:**
 - Use the BAND app for real-time communication and updates within the program.

Guidelines:

1. **Appropriate Content:**
 - Share content that highlights program activities, achievements, and positive messages.
 - Avoid sharing sensitive information, personal details, or inappropriate content.
2. **Respectful Communication:**
 - Use respectful and inclusive language in all posts and comments.
 - Avoid engaging in arguments or negative discussions on social media platforms.
3. **Privacy and Confidentiality:**
 - Do not share confidential information about participants or program activities without consent.
 - Respect the privacy of mentors, mentees, and their families.
4. **Professionalism:**
 - Represent the Kappa League program professionally in all social media interactions.
 - Avoid posting content that could be perceived as offensive, discriminatory, or harmful.
5. **Approval for Live Events:**

- Obtain approval from the program director or coordinator before live streaming public events.

Consequences:

- Violations of the Social Media Policy may result in disciplinary action, including suspension or removal from the program.

Communication Templates

These templates provide examples of effective communication for mentors, mentees, and program coordinators to use when interacting with each other and the community.

Sample Email to Mentees:

Subject: Welcome to the Kappa League Program!

Dear [Mentee's Name],

I hope this message finds you well. I am excited to welcome you to the Denton-Lewisville Kappa League program! As your mentor, I am here to support you in achieving your academic and personal goals.

Our first meeting will be on [Date] at [Time] at [Location]. During this meeting, we will discuss our goals for the year and get to know each other better. Please feel free to bring any questions or topics you'd like to discuss.

I look forward to an exciting and productive year together!

Best regards,

[Your Name]

[Your Contact Information]

Sample Social Media Post:

 Exciting News from the Denton-Lewisville Kappa League! 

We are proud to announce the success of our recent community service project, where our mentees volunteered at the local food bank. Their hard work and dedication made a significant impact on our community. Thank you to everyone who participated and supported this initiative!

Stay tuned for more updates and opportunities to get involved. #KappaLeague #CommunityService #Leadership

Sample Meeting Reminder:

Subject: Reminder: Upcoming Kappa League Meeting

Dear [Participant's Name],

This is a friendly reminder about our upcoming Kappa League meeting on [Date] at [Time] at [Location]. We will be discussing our upcoming projects and reviewing our progress towards our goals.

Please make sure to bring your completed assignments and any materials needed for our discussion.

Looking forward to seeing you there!

Best regards,

[Your Name]

[Your Contact Information]

Appendix H: Program Evaluation Tools

Evaluation Checklist

The evaluation checklist helps program coordinators systematically assess the program's performance, track progress, and identify areas for improvement.

Evaluation Checklist

Program Objectives

- Are the program's goals and objectives clearly defined and communicated to all participants?
- Are activities aligned with the seven phases of the Kappa League program?
- Are there opportunities for mentees to develop leadership, academic, and personal skills?

Mentor and Mentee Engagement

- Are mentors actively participating and providing regular support to their mentees?
- Are mentees engaged and participating in program activities and discussions?
- Are there opportunities for mentors and mentees to provide feedback and suggestions?

Communication

- Is there effective communication between mentors, mentees, and program coordinators?
- Are communication platforms (email, social media, BAND app) used effectively?

Program Activities and Resources

- Are activities well-organized and meet the needs of participants?
- Are resources (worksheets, training materials) readily available and used effectively?

Safety and Compliance

- Are all safety protocols and guidelines being followed during program activities?
- Are all volunteers and mentors compliant with background checks and training requirements?

Community Engagement

- Is the program actively engaging with the community and fostering partnerships?
- Are there opportunities for mentees to participate in community service projects?

Program Evaluation

- Are evaluation tools (surveys, focus groups) used to gather feedback?
- Are results from evaluations used to make improvements to the program?

Data Collection Templates

These templates help collect and analyze key performance metrics and survey results to evaluate the program's impact on participants.

Survey Template: Mentor Feedback

Mentor Feedback Survey

Name (Optional):

Date:

Overall Experience:

1. How would you rate your overall experience as a mentor in the Kappa League program? (1-5)
 2. What aspects of the program did you find most valuable?
 3. What challenges did you encounter as a mentor?
 4. How can the program better support you in your mentoring role?
 5. Additional Comments:
-

Survey Template: Mentee Feedback

Mentee Feedback Survey

Name (Optional):

Date:

Overall Experience:

1. How would you rate your overall experience in the Kappa League program? (1-5)
 2. What activities or events did you find most beneficial?
 3. What skills or knowledge have you gained through the program?
 4. What challenges did you face during the program?
 5. How can the program better support your goals and development?
 6. Additional Comments:
-

Key Performance Metrics Template

Key Performance Metrics Tracking

Metric	Target	Actual	Notes/Comments
Attendance Rate	90%	[Actual Attendance]	
Goal Achievement Rate	80%	[Actual Achievement]	
Number of Community Service Hours	100	[Actual Hours]	
Mentee Satisfaction (Survey Rating)	4.0+	[Average Rating]	

Appendix I: Community Service Hour Capturing

Guidelines for Tracking Community Service Hours

Community service is an integral part of the Kappa League program. It helps mentees develop a sense of civic responsibility and give back to their communities. Properly tracking community service hours ensures that participants receive recognition for their contributions and helps the program assess its community impact.

Guidelines for Recording Service Hours:

1. Eligibility:

- Community service activities must be organized or approved by the Kappa League program or its partners.
- Activities should contribute to the well-being of the community and align with program goals.

2. Documentation:

- Mentees are responsible for accurately recording their service hours in a logbook or digital tracking system.
- Service logs must include details such as date, activity description, hours worked, and a supervisor's signature.

3. Submission:

- Service logs should be submitted to the Community Service Coordinator on a monthly or quarterly basis for verification.
- Ensure all entries are complete and signed before submission.

4. Verification:

- The Community Service Coordinator will review and verify all submitted logs.
 - Verified hours will be recorded in the mentee's program records and contribute to any recognition or awards.
-

Example Community Service Log

Community Service Log

Date	Activity Description	Location	Hours Worked	Supervisor Name	Supervisor Signature	Comments
09/15/2024	Volunteered at local food bank	Denton Food Bank	3 hours	Jane Smith	[Signature]	Helped organize and distribute food items
09/22/2024	Park cleanup project	Lewisville Park	2 hours	John Doe	[Signature]	Assisted in litter removal and landscaping
10/05/2024	Tutoring session for elementary students	Little Elm Community Center	1.5 hours	Sarah Brown	[Signature]	Tutored math and reading to 3rd-grade students
10/12/2024	Community health fair volunteer	Denton Health Fair	4 hours	Mike Johnson	[Signature]	Helped with event setup and participant registration

Instructions for Using the Log:

- **Date:** Record the date of the service activity.
- **Activity Description:** Provide a brief description of the activity performed.
- **Location:** Specify where the activity took place.
- **Hours Worked:** Note the total number of hours spent on the activity.
- **Supervisor Name and Signature:** Obtain the signature of the supervising adult or organization representative to verify participation.
- **Comments:** Include any additional remarks or notes about the activity.

Mentees should maintain their logs throughout the program and update them promptly after each community service event.

Appendix J: Kappa League Constitution and By-Laws

CONSTITUTION

Purpose:

The Constitution provides the foundational framework for the governance and operation of the Kappa League, outlining the organization's name, purpose, membership, and operational guidelines. This document ensures that all participants understand the rules and structure governing the program.

ARTICLE I - NAME

Section 1. The name of this organization shall be the Kappa Instructional Leadership League, to be called the Kappa League.

ARTICLE II - PURPOSE

Section 1. The objectives of this organization shall be to promote and develop the leadership potential of its members through participation in club-oriented activities and to motivate them to raise their aspirations levels.

ARTICLE III - MEMBERSHIP

Section 1. The organization's membership shall consist of male students who are properly enrolled and meet the specifications of the membership of the Kappa League.

Section 2. All members shall be privileged to participate in all Kappa League activities and elections, except when said privilege is suspended by reason of the members' failure to maintain the minimum requirements.

ARTICLE IV - OFFICERS

Section 1. The organization's officers shall be a president, first vice president, second vice president, third vice president, secretary, treasurer, and five directors of Area Phases.

Section 2. A presidential vacancy shall be filled in order of succession beginning with the first vice-president, the second vice-president, and finally, if necessary, a special Kappa League election.

Section 3. These officers shall hold office for no more than one year.

Section 4. All officers will be elected by the entire membership during elections held in May of each year.

Section 5. The qualifications and duties for each office are to be determined by the Kappa League members' Bylaws as approved by the Kappa League members.

Section 6. No officer may hold more than one seat in the Kappa League for the duration of one year.

ARTICLE V - EXECUTIVE AND LEGISLATIVE POWERS

Section 1. The legislative powers shall be vested in the Board of Directors.

Section 2. The Board of Directors, consisting of the officers listed in Article IV, shall meet regularly and by majority vote shall pass Kappa League programs and projects to be carried out by the Kappa League. The Board of Directors, by majority vote, shall recommend proposed laws and regulations for that purpose.

ARTICLE VI -AMENDMENTS

Section 1. Either the Kappa League membership or the Board of Directors may draft proposed amendments to this Constitution.

Section 2. Upon arrival of the majority of members of the Kappa League Board of Directors, the proposed amendment must be approved by a 2/3-vote cast by the Kappa League membership in a special Kappa League meeting called specifically for that purpose.

ARTICLE VII - BYLAWS

Section 1. The membership, by majority vote, shall determine the Bylaws of the Kappa League, which must not conflict with the content of the Constitution of the Kappa League.

ARTICLE VIII - RATIFICATION

Section 1. The Constitution shall take effect when a 2/3-vote cast by the Kappa League membership ratifies it.

ARTICLE IX - SPONSORSHIP

Section 1. The Kappa Alpha Psi Fraternity, Inc., sponsors the Kappa League. Section 2. The Kappa League shall engage in no programs or projects unless approved by the Fraternity appointed advisors.

Section 3. The Kappa League, without the written approval of the Fraternity appointed advisors shall make no expenditure.

BYLAWS THE KAPPA LEAGUE

Purpose:

The Bylaws provide detailed operational guidelines and procedures that support the implementation of the Kappa League Constitution. They specify the duties and responsibilities of officers, outline meeting protocols, and set forth participation requirements. The Bylaws ensure the consistent and effective functioning of the organization by establishing clear expectations and standards for all members.

ARTICLE I - DUTIES OF OFFICERS

Section 1. The President shall:

- a. Act as the chief executive officer of the Kappa League.
- b. Preside as a nonvoting member at all meetings of the Board of Directors and General Membership.
- c. Be an ex-officio member of all committees of the Kappa League.
- d. Be empowered to appoint any special committees for the general welfare of the Kappa League.

Section 2. The First Vice-President shall:

- a. Be in charge of programs and projects.
- b. Be an ex-officio member of all committees of (a) immediately above.
- c. Be an assistant to the President for all executive tasks.

Section 3. The Second Vice-President shall:

- a. Be in charge of the following areas of responsibility: Parliamentarian, Sergeant-at-Arms, Constitution, Bylaws, Historian, and Public Relations.
- b. Be an ex-officio member of all committees of (a) immediately above.
- c. Be an assistant to the President for all executive tasks.

Section 4. The Third Vice-President shall:

- a. Be in charge of membership recruitment and activation.
- b. Be an ex-officio member of all committees of (a) immediately above.
- c. Be an assistant to the President for all executive tasks.

Section 5. The Secretary shall:

- a. Keep minutes of all meetings of the Board of Directors and General Membership.
- b. Maintain a book of records containing the minutes listed in (a) immediately above.
- c. Handle all correspondence for the Kappa League.

- d. Be assisted by a corresponding and recording secretary whose duties shall be assigned by the Secretary and will have the power to appoint members to this position.

Section 6. The Treasurer shall:

- a. Be chairman of the Ways and Means Committee.
- b. Collect and record all dues and assessments.
- c. Be an ex-officio member of all fund-raising committees.
- d. Be assisted by a collection and recording Treasurer whose duties and appointments shall be made by the Treasurer.

Section 7. The Historian shall:

- a. Record in the Kappa League scrapbook all activities of historical interest.
- b. Maintain the Kappa League archives.

Section 8. Director of Public Relations shall:

- a. Direct the Community Contact Committee of the Kappa League.
- b. Arrange the publicity for all Kappa League events.
- c. Direct the artwork and photography as they relate to publicity.
- d. Be in charge of the Kappa League bulletin board and showcase.

Section 9. The Parliamentarian shall:

- a. Make all decisions in parliamentary procedure.
- b. Direct all Kappa League elections.

ARTICLE 11 - QUALIFICATIONS FOR OFFICE

Section 1. The Kappa League President must be a senior class member when in office and must have served at least one previous year on the Board of Directors.

Section 2. The First Vice-President must be in the senior class when serving in office.

Section 3. All other officers must be in at least the 10th grade when serving in office and have been a Kappa League member for at least six months.

Section 4. Members to be eligible for any Kappa League office must have at least a "C" average with no "Failures", acceptable deportment, cooperation, and work habits as recorded on the last official report card.

ARTICLE III - MEETINGS

Section 1. The Board of Directors will meet before each General Membership meeting. All committee chairmen proposing to make a report at the General Membership meeting must submit their report to the Board. Any Kappa League member is entitled to attend the Board meeting.

Section 2. The General Membership meetings will be held twice a month. One third of the membership constitutes a quorum to hold a meeting.

Section 3. All meetings will be held at The University of North Texas or Authorize designated space.

ARTICLE IV - PARTICIPATION REQUIREMENTS

Section 1. Minimum requirements for privilege to participate in Kappa League activities and programs:

- a. Officers are required to attend each called meeting except when excused by the Kappa Advisor in advance of the time of said called meeting.
- b. New members must attend three (3) General Membership meetings in succession to be eligible for a Membership card.
- c. Any member absent from General Membership meetings for two successive General Membership meetings shall lose his voting rights.
- d. Any member absent from General Membership meetings for three successive General Membership meetings shall lose his privilege to attend all Kappa League activities. Such a member shall be reinstated only after having made an application to the Board of Directors and said application approved by the Board.
- e. Officers shall be excused from not more than two (2) Board of Directors meetings and one (1) General Membership meeting during his term of office.

Section 2. Dues

- a. Dues shall be **\$150** per General Membership meeting. Members becoming delinquent in dues shall become subject to Art. IV, Section 1, d, above.

Appendix L: Kappa League Do's and Don'ts

Purpose:

The Kappa League Do's and Don'ts provides guidelines for mentors, volunteers, and chapter members to ensure that the program maintains its focus on mentoring and development. This appendix outlines the acceptable and unacceptable practices within the Kappa League, emphasizing the importance of adhering to the organization's mission and values.

Kappa League Do's and Don'ts

Do's:

1. Focus on Mentorship:

- Prioritize the mentorship and development of Kappa Leaguers through structured programs and activities.
- Encourage positive behavior and personal growth in all interactions with mentees.

2. Adhere to the Mission:

- Align all activities and initiatives with the primary purpose of the Kappa League, which is to mentor and develop young men through the "Four Major Initiatives" and the 7 Phases of Kappa League.

3. Promote Leadership and Education:

- Facilitate programs that enhance leadership skills, academic success, and community involvement.
- Support Kappa Leaguers in setting and achieving personal and academic goals.

4. Maintain Professionalism:

- Conduct oneself professionally at all times when representing the Kappa League.
- Respect the confidentiality and privacy of all program participants.

5. Ensure Safety and Compliance:

- Follow all safety protocols and guidelines during program activities.
- Ensure that all mentors and volunteers are compliant with background checks and training requirements.

Don'ts:

1. Do Not Treat Kappa Leaguers as Fraternity Members:

- Avoid treating Kappa Leaguers as if they are members of a fraternity. They are **not** "Junior Kappas" and should not be subjected to fraternity-like activities or rituals.

2. Avoid Hazing or Inappropriate Behavior:

- Do not engage in or tolerate any form of hazing, bullying, or inappropriate behavior. Such actions are strictly prohibited and contrary to the values of the Kappa League.

3. Do Not Deviate from the Program's Purpose:

- Refrain from engaging in activities that do not align with the program's mission of mentoring and leadership development.
- Ensure that all events and programs have a clear educational or developmental focus.

4. Avoid Unprofessional Conduct:

- Do not engage in behavior that could be perceived as unprofessional or disrespectful to Kappa Leaguers, parents/guardians, guests, or other program participants.
- Maintain a positive and supportive environment at all times.

Acknowledgment and Compliance:

- Each Kappa League program, Guide Right Chairman, Kappa League Chairman, Polemarch, and Keeper of Records must acknowledge the Kappa League Do's and Don'ts before being Guide Right certified.
- Chapter members, especially those volunteering to mentor Kappa Leaguers, must be aware of and adhere to these guidelines.

Reference and Accessibility:

- This acknowledgment is available on the National Guide Right website and with the Southwestern Province Guide Right Certification.

Appendix M: The NGRC Certification Instructions

Greetings Chapter Guide Right Chairmen:

The NGRC Certification Website is now open! You can still access the website at:

<https://kapsi-ngrc.org>

We have made some changes that will make it a little easier for you to get your certification details entered. While we are updating our complete User Guide, below are some quick reference steps to get you started. Start at SECTION 1 and work your way through to SECTION 4.

Registration

The updated website will still require all Guide Right Committee members to register themselves. Brothers who registered themselves last year still have their accounts in the system. If they have forgotten their password, use the “Forgot your Password” option on the login page.

For brothers who have never registered, here are the steps:

1. At the login page, type, in all caps, REGISTER-GR in the email field and click on Sign in button.
2. Select your province from the drop-down list and click on the SELECT button.
3. Select your chapter from the drop-down list and click on the SELECT button.
4. Enter all the requested information then click on the Submit Registration button.
5. Once you receive the confirmation email, open it and click on the confirmation link. Your account is now active and ready for you to log onto the Certification website.

Assigning Roles

In order to proceed with certification, you are first required to assign the appropriate brothers to the roles of Polemarch, Keeper of Records, Vice Chairman, and Kappa League Coordinator. *It is permissible to assign the same brother to more than one role.* Only the Guide Right Chairman can perform this task.

NOTE: If you are a new Guide Right Chairman for your chapter or replacing the current Guide Right Chairman, reach out to your Province Guide Right Director so that he can assign you as the Guide Right Chairman for your chapter.

If your chapter DOES NOT have a Guide Right Program, skip to SECTION 2 ENTER CERTIFICATION DETAILS. Follow the steps below to assign brothers to roles:

1. From the certification home page, click on ASSIGN ROLES under the CERTIFICATION PROGRESS section.
2. On the ROLE ASSIGNMENT page, you will see 4 drop-down lists under the headings of Polemarch, Keeper of Records, Vice Chairman and Kappa League Coordinator. Use the drop-down list to select the brother for each role. NOTE: If the brother you want to assign is not in the list, provide them with the steps under the REGISTRATION section above so that they can register themselves.
3. Once the brothers have been selected for the roles, click on the ASSIGN ROLES button.
4. Role assignment is now complete. Return the home screen.

5. If the percentage on the home page for ASSIGN ROLES is not 100%, you have not assigned all of the roles and need to go back to the ROLE ASSIGNMENT page to complete ALL role assignments.

Entering Certification Details

The certification details screen is the data entry portion for certification. Only the Guide Right Chairman or Vice Chairman can perform this task. Below are the steps for completing the certification details data entry:

1. From the certification home page, click on ENTER CERTIFICATION DETAILS under the CERTIFICATION PROGRESS section.
2. On the certification details page, answer all of the questions that apply to your program:
 - a. If you have Guide Right Program that DOES NOT include a Kappa League component, select YES to the question “Do you have a Guide Right Program”, answer the questions in the top portion of the form, answer NO to the question “Do you have a Kappa League Program”, then click on Submit.
 - b. If you have a Guide Right Program that DOES include a Kappa League component, select YES to the question “Do you have a Guide Right Program”, answer the questions in the top portion of the form, answer YES to the question “Do you have a Kappa League Program”, answer all applicable questions in the bottom portion of the form, then click on Submit.
 - c. If you DO NOT have a Guide Right Program, select NO to the question “Do you have a Guide Right Program?” and then click on Submit.
3. If you do not have all the information you need to complete the certification details, you can always return to this page later.
4. On the home page, your percent complete will be displayed along with a list answer that are missing.
5. When the home page displays 100%, you have completed data entry for certification, besides entering your credentials. You can go back into your certification details to make any necessary changes.

Acquiring Signatures

For the certification to be complete, electronic signatures (confirmations) are required from the Guide Right Chairman, Polemarch, and Keeper of Records. All three should receive emails letting them know that the certification details have been completed and are now ready to be signed. Only the Guide Right Chairman, Polemarch, and Keeper of Records can perform this task. Below are the steps for completing the certification signoff:

1. From the certification home page, click on ACQUIRE SIGNATURES under the CERTIFICATION PROGRESS section.
2. All information associated with your certification details will be displayed. Please read all of the responses, including the information about the operation of your Guide Right Program.
3. At the bottom of the page is a section requiring your confirmation of the information in the certification details. Select “X” from the drop-down box next to your role. NOTE: If you are

serving in more than one of the roles allowed to access this page, you will see a drop-down box beside all of the roles you are assigned.

4. After your selection is made, click the Submit button.
5. Your certification is complete once all three roles (Guide Right Chairman, Polemarch, and Keeper of Records) have signed off on the certification.

If you have any questions, please contact your Province Guide Right Director. If you don't know who that is, please see the list below:

PROVINCE	User ID	PROVINCE	User ID
Northern	Terry Ward terryward619@gmail.com 248-842-3729	Southeastern	Oscar Neely neelycoach@aol.com 864-346-7216
Northeastern	Kevin Boston-Hill KBHSP94@gmail.com 917-821-2020	Southwestern	Draon Glenn draonglenn@gmail.com 817-996-0403
North Central	Jermaine Murry murry2525@yahoo.com 414-236-0042	South Central	Levar Brown sokraticnupe@gmail.com 423-653-2705
Eastern	Antonio Harrison ezskinnay@gmail.com 703-200-2092	Western	Shannon Faulk slfaulk3@aol.com 310-902-6836
East Central	Kojo Kandi kojokandi@gmail.com 614.989.0535	Middle Eastern	Donzell Newkirk donzellnewkirk@gmail.com 919-750-3209
Southern	LaShante Keys GuideRightSp@gmail.com 727-459-1302	Middle Western	Lorenza Breckenridge breckco71@aol.com 316-461-8353

Glossary of Terms

Purpose:

The glossary clearly defines key terms and acronyms used within the Kappa League program, ensuring that all participants understand the language and terminology specific to the organization.

Glossary of Terms

Academic Achievement Award:

An award is given to mentees who achieve exceptional academic performance during the program year.

Active Participation:

Engagement and involvement in program activities, events, and discussions by mentors, mentees, and volunteers.

Administration Coordinator:

An individual handles communications, budgeting, and administrative tasks to ensure efficient program operations.

Advisory Committee:

A group of individuals who provide guidance and support to the Kappa League program, offering expertise and insights to enhance program delivery.

Alumni Network:

A group of former mentees and mentors who maintain connections with the Kappa League program and provide support, guidance, and networking opportunities.

Annual Awards Banquet:

A yearly event to celebrate the achievements of mentees and present awards.

Annual Review:

A comprehensive evaluation of the Kappa League program is conducted at the end of each year to assess effectiveness and identify areas for improvement.

Area Phases:

Specific focus areas within the Kappa League program address different aspects of leadership, personal development, and academic success.

Background Check:

A screening process is conducted to ensure the safety and security of all program participants, verifying the background of mentors and volunteers.

BAND App:

A communication platform used by the Kappa League for real-time updates and interactions among mentors and mentees.

Best Practices:

Established methods and techniques that have been proven effective in achieving program objectives and ensuring participant success.

Board of Directors:

The governing body of the Kappa League consists of elected officers who oversee the program's operations.

Budget Planning:

The process of creating and managing a financial plan to allocate resources effectively and ensure the program's financial health.

Bylaws:

Rules and regulations govern the internal operations of the Kappa League program and outline the responsibilities of officers and members.

Career Exploration:

Activities and workshops help mentees learn about different career paths and opportunities, preparing them for future success.

Change Log:

A record of all revisions and updates made to the mentorship guide.

Code of Conduct:

A set of guidelines outlining the expected behaviors and standards for program participants.

Collaboration:

Working together with community partners, educational institutions, and other organizations to enhance program delivery and impact.

Community Engagement:

Efforts to involve local communities in the Kappa League program, foster partnerships, and encourage community service and involvement.

Community Service Award:

An award recognizing mentees who make significant contributions to community service projects.

Community Service Log:

A document used to record and track community service hours completed by mentees.

Confidentiality Agreement:

An agreement to protect the privacy and confidentiality of all participants in the program.

Constitution:

The foundational document outlining the governance and operation of the Kappa League.

Continuous Improvement:

An ongoing process of evaluating and refining program activities and strategies to enhance effectiveness and meet evolving participant needs.

Cultural Competency:

Understanding and respecting diverse cultural backgrounds and experiences, promoting an inclusive and welcoming environment for all participants.

Denton-Lewisville (TX) Alumni Chapter:

The local chapter of Kappa Alpha Psi Fraternity, Inc. sponsors the Kappa League program.

Denton-Lewisville Guide Right Foundation:

An organization that administers scholarships and supports the educational pursuits of young men in the community.

Educational Workshops:

Sessions focused on providing mentees with knowledge and skills in various areas, such as leadership, academics, and personal development.

Evaluation Checklist:

A tool used to assess the program's performance and identify areas for improvement.

Executive Board:

The leadership team is responsible for managing the Kappa League program and implementing policies.

Feedback Loop:

A process of collecting and using feedback from participants to inform decision-making and improve program activities.

Fundraising Coordinator:

An individual is responsible for developing and executing fundraising strategies to support program initiatives.

Fundraising Strategy:

A plan to generate financial support for the Kappa League program through events, sponsorships, and donations.

Goal Setting:

Defining and working toward specific objectives, helping mentees focus their efforts and achieve personal and academic success.

Guide Right Certification:

A recognition of compliance with Guide Right Program standards, ensuring that Kappa League programs adhere to established guidelines and practices.

Guide Right Program:

A national service program of Kappa Alpha Psi Fraternity, Inc., designed to promote educational and occupational guidance for youth.

Incident Report:

A documented account of any accidents, injuries, or incidents during program activities is used to evaluate and improve safety protocols.

Kappa Alpha Psi Fraternity, Inc.:

The fraternity that sponsors the Guide Right Program and Kappa League initiatives.

Kappa League:

A youth leadership development program under the Guide Right Program aimed to foster young men's leadership skills.

Kappa League TV:

A YouTube channel providing updates on national and local Kappa League activities.

Leadership Development:

Activities and initiatives designed to enhance leadership skills and capabilities among mentees, preparing them for future roles and responsibilities.

Leadership Excellence Award:

An award recognizing mentees who demonstrate outstanding leadership abilities.

Logistics Coordinator:

An individual is responsible for managing logistics, including food, transportation, and travel arrangements for program activities.

Mentee:

A youth participant in the Kappa League program who receives guidance and support from a mentor.

Mentee of the Year Award:

An award is given to a mentee who exemplifies the core values and mission of the Kappa League program.

Mentor:

An adult volunteer who provides guidance, support, and encouragement to a mentee throughout the program.

Mentor Coordinator:

An individual is responsible for supporting and training mentors and facilitating mentor-mentee matching.

Mentoring Relationship:

The supportive and collaborative partnership between a mentor and mentee, focused on achieving the mentee's personal and academic goals.

Monthly Recognition:

Regular acknowledgment of mentees' achievements to encourage ongoing motivation and engagement.

National Guide Right Program:

The overarching program of Kappa Alpha Psi Fraternity, Inc. includes national awards and recognition opportunities.

Nomination and Selection Process:

The procedure for nominating and selecting award recipients based on established criteria.

Parent and Guardian Involvement:

Guidelines for involving families in the Kappa League program to support mentees' participation.

Parliamentarian:

An officer is responsible for ensuring that meetings and decision-making adhere to established parliamentary procedures.

Program Alignment:

Ensuring all activities and initiatives are consistent with the Kappa League program's mission and objectives.

Program Director:

The leader oversees the Kappa League program and manages the Executive Board.

Program Goals:

The specific outcomes and achievements that the Kappa League program aims to accomplish guide the development of activities and initiatives.

Program Objectives:

The Kappa League's specific goals and initiatives aim to develop leadership, academic, and personal skills.

Program Sustainability:

Strategies for ensuring the Kappa League program's long-term success and financial stability.

Recognition Ceremonies:

Events are held to celebrate mentees' achievements and present awards.

Risk Management:

Strategies for identifying and mitigating potential risks associated with program activities.

Safety and Security Officer:

Individuals are responsible for implementing safety measures and protocols to protect participants during program activities and events.

Scholarships:

The Denton-Lewisville Guide Right Foundation and the Kappa Foundation, separate from the Kappa League Chapter program, administer financial aid opportunities.

Self-Identity:

Understanding and awareness of one's personal values, strengths, and goals are fostered through program activities and reflection.

Service Learning:

An educational approach that combines community service with academic learning, promoting civic responsibility and personal growth.

Seven Phases of Kappa League:

The structured phases of the Kappa League program include Self-Identity/Purpose, Training, Competition, Social and health Education, economic empowerment and Education, and College and Career.

Social Media Policy:

Guidelines for using social media platforms to promote the Kappa League program and communicate with participants.

Strategic Planning:

The process of setting long-term goals and developing strategies to achieve them, ensuring the Kappa League program's sustainability and success.

Tier 3 Background Check:

A comprehensive background check including Criminal History Check, Sex Offender Registry Check, Child Abuse and Neglect Registry Check, and Fingerprinting.

Training Materials:

Resources and materials are provided to mentors and volunteers to enhance their skills and effectiveness in supporting mentees.

Volunteer:

An individual who supports the Kappa League program by assisting with activities and events.

Volunteer Engagement:

Efforts to recruit, retain, and motivate volunteers to actively participate and contribute to the Kappa League program's success.

Wellness and Well-Being:

Initiatives focused on promoting participants' physical, mental, and emotional health, supporting holistic development.

Youth Protection Training:

Training provided by the Boy Scouts of America focuses on creating a safe environment for youth participants.

Frequently Asked Questions (FAQs)

Purpose:

The FAQs section addresses common questions from mentors, mentees, and parents, providing clarity on various aspects of the program and reducing confusion.

For Mentors:

1. How do I become a mentor in the Kappa League program?

- To become a mentor, complete the application process, including a Tier 3 Background Check and Youth Protection Training. Contact the Mentor Coordinator for more information.

2. What is the time commitment for mentors?

- Mentors are expected to commit to at least one academic year, with regular meetings and interactions with their mentees.

3. How are mentors matched with mentees?

- Mentors are matched with mentees based on shared interests, goals, and compatibility to foster a successful mentoring relationship.

For Mentees:

1. What activities can I expect to participate in during the program?

- Mentees will participate in leadership workshops, community service projects, college and career exploration, and various skill-building activities.

2. How can I track my community service hours?

- Use the Community Service Log provided in Appendix I to record and track your hours. Submit the log to the Community Service Coordinator for verification.

3. Who do I contact if I have questions or concerns about the program?

- Reach out to your mentor or the appropriate Program Coordinator for assistance and support.

For Parents:

1. How can I support my child's participation in the Kappa League program?

- Encourage your child to actively engage in program activities and communicate regularly with their mentor. Attend program events and provide feedback to coordinators.

2. What measures are in place to ensure the safety of participants?

- The program follows strict safety protocols, including background checks for all volunteers, Youth Protection Training, and supervised activities.

3. How is information communicated to parents?

- Information is communicated via email, newsletters, social media updates, and the BAND app. Ensure your contact information is up-to-date.

Recognition and Awards

Purpose:

The Recognition and Awards section outlines how the program acknowledges and rewards the achievements and contributions of mentees. This motivates participants to excel and reinforces positive behaviors and accomplishments.

Purpose of Recognition:

- To celebrate and acknowledge the achievements of mentees in academic, personal, and community service endeavors.
- To motivate mentees to continue striving for excellence and to set a positive example for peers.

Types of Awards:

1. Academic Excellence Award:

- Recognizes mentees who have achieved outstanding academic performance during the program year.
- Criteria may include maintaining a high GPA and demonstrating improvement or exceptional effort in their studies.

2. Leadership Award:

- Awarded to mentees who have demonstrated exceptional leadership skills in program activities and initiatives.
- Criteria include taking initiative, inspiring peers, and effectively managing group projects.

3. Community Service Award:

- Honors mentees who have contributed significant volunteer hours to community service projects.
- Recognizes the impact of their efforts on the community and their commitment to social responsibility.

4. Mentee of the Year Award:

- Awarded to a mentee who exemplifies the core values and mission of the Kappa League program.
- Criteria include active participation, positive attitude, and contributions to the program's success.

Recognition Ceremonies:

• Annual Banquet:

- The program hosts an annual banquet to celebrate mentee achievements and present awards.

- Family members, mentors, and community partners are invited to attend and honor the accomplishments of participants.
- **Monthly Recognition:**
 - Regularly acknowledge mentees' achievements in meetings or newsletters to encourage ongoing motivation and engagement.

Nomination and Selection Process:

- Nominations for awards can be submitted by mentors, program coordinators, or peers.
- A selection committee reviews nominations and selects award recipients based on established criteria.
- Transparency in the selection process is maintained to ensure fairness and integrity.

Incentives and Rewards:

- In addition to formal awards, incentives such as certificates, gift cards, or educational materials may be given to recognize mentee achievements.
- Encourage a culture of recognition where accomplishments are celebrated regularly, fostering a supportive and encouraging environment.

Chapter Awards & Recognitions

Update as needed

Provincial Awards & Recognitions

Update as needed

National Awards & Recognitions

Update as needed

Parent and Guardian Involvement

Purpose:

The Parent and Guardian Involvement section outlines strategies for engaging and involving parents and guardians in the Kappa League program, ensuring a supportive environment for mentees and enhancing program outcomes.

Importance of Involvement:

- Engaged parents and guardians provide crucial support and encouragement for mentees, contributing to their overall success in the program.
- Involvement fosters a collaborative relationship between families and the program, enhancing communication and understanding.

Ways to Involve Parents and Guardians:

1. Orientation Sessions:

- Host orientation sessions at the beginning of the program year to introduce parents and guardians to the program's mission, goals, and activities.
- Provide an overview of expectations for mentees and how families can support their participation.

2. Regular Updates and Communication:

- Send regular updates through newsletters, emails, and the BAND app to keep parents informed about upcoming events and activities.
- Encourage open communication between parents, mentors, and program coordinators to address questions and concerns.

3. Parent-Teacher Conferences:

- Coordinate with schools to schedule conferences where parents can discuss their child's progress with both academic teachers and program mentors.
- Use these meetings to set goals and identify areas where additional support is needed.

4. Family Engagement Events:

- Organize events such as family nights, picnics, or workshops to foster community and build relationships among families, mentors, and mentees.
- Encourage families to participate in community service projects alongside their children to promote shared values and goals.

5. Volunteer Opportunities:

- Invite parents and guardians to volunteer for program events, workshops, or trips, providing opportunities for them to engage directly with the program.

- Recognize and appreciate their contributions through acknowledgment in newsletters or events.

6. Feedback and Input:

- Solicit feedback from parents and guardians through surveys or focus groups to gather insights on program effectiveness and areas for improvement.
- Encourage them to share ideas and suggestions for enhancing program activities and support.

Resources for Parents and Guardians:

- Provide resources such as guides on supporting academic success, communication tips, and information on college and career planning.
- Share community resources, such as counseling services or educational workshops, that can assist families in supporting their children.

Benefits of Involvement:

- Increased parental involvement is associated with higher academic achievement, improved behavior, and greater program satisfaction for mentees.
- Families feel more connected to the program and are better able to support their child's growth and development.

Risk Management

Purpose:

The Risk Management section provides guidelines for identifying, assessing, and mitigating risks associated with Kappa League program activities. It ensures the safety and well-being of all participants and minimizes potential liabilities.

Identifying Potential Risks:

1. Activity-Related Risks:

- Evaluate the physical, logistical, and environmental risks associated with program activities such as workshops, trips, and events.
- Consider factors such as location, transportation, weather conditions, and participant safety.

2. Health and Safety Risks:

- Assess health-related risks, including medical emergencies, allergies, and infectious diseases.
- Ensure that safety protocols and emergency procedures are in place for all activities.

3. Behavioral Risks:

- Identify potential risks related to participant behavior, including bullying, harassment, and conflicts.
- Develop strategies to prevent and address inappropriate behavior.

4. Data and Privacy Risks:

- Consider risks related to the handling and storage of personal information for mentors, mentees, and families.
- Implement measures to protect the confidentiality and privacy of all participants.

Risk Assessment and Planning:

1. Risk Assessment Process:

- Conduct regular risk assessments for all program activities, identifying potential hazards and evaluating their likelihood and impact.
- Use a risk assessment matrix to prioritize risks and determine appropriate mitigation strategies.

2. Safety Planning:

- Develop safety plans for high-risk activities, outlining procedures for emergency response, communication, and supervision.
- Ensure that all participants are aware of safety protocols and understand their roles in maintaining a safe environment.

3. Training and Preparedness:

- Provide training for mentors and volunteers on risk management practices, emergency response, and first aid.
- Conduct drills or simulations to ensure readiness for potential emergencies.

Risk Mitigation Strategies:

1. Safety Protocols:

- Establish clear safety protocols for transportation, event supervision, and participant conduct.
- Ensure that all volunteers and mentors are compliant with background checks and training requirements.

2. Emergency Response Plan:

- Develop a comprehensive emergency response plan, including contact information for emergency services, evacuation procedures, and communication strategies.
- Designate a Safety and Security Officer responsible for implementing and monitoring safety measures during events.

3. Insurance and Liability:

- Verify that appropriate insurance coverage is in place for program activities, including liability insurance for events and transportation.
- Maintain accurate records of incident reports and follow up on any claims or concerns.

Review and Improvement:

1. Incident Reporting and Analysis:

- Implement a system for reporting and documenting incidents or near-misses, allowing for analysis and improvement of safety measures.
- Review incident reports regularly to identify trends and areas for improvement.

2. Continuous Improvement:

- Use feedback from participants, mentors, and volunteers to enhance risk management practices and improve program safety.
- Update risk management plans and procedures based on lessons learned and evolving best practices.

Program Sustainability

Purpose:

The Program Sustainability section provides a framework for maintaining and growing the Kappa League program over the long term. It focuses on strategies for financial stability, resource management, and building strong relationships with community partners.

Financial Stability:

1. Budget Planning and Management:

- Develop an annual budget that aligns with the program's goals and objectives, considering expenses for events, materials, and administrative costs.
- Monitor expenditures regularly and adjust the budget as needed to ensure financial health.

2. Fundraising Initiatives:

- Organize fundraising events such as community dinners, auctions, or sponsorship drives to generate financial support for the program.
- Explore partnerships with local businesses and organizations for sponsorships or in-kind donations.

3. Grant Applications:

- Research and apply for grants from foundations, government agencies, and other funding sources that support youth development programs.
- Ensure that grant applications align with the program's mission and include clear objectives and outcomes.

4. Donor Engagement:

- Cultivate relationships with individual donors and alumni by providing regular updates and acknowledging their contributions.
- Establish a donor recognition program to thank and honor supporters for their generosity.

Resource Management:

1. Efficient Use of Resources:

- Optimize the use of resources, including venues, materials, and volunteers, to maximize impact and minimize waste.
- Leverage technology and digital tools to reduce costs and enhance program delivery.

2. Volunteer Recruitment and Retention:

- Develop strategies for recruiting and retaining dedicated volunteers, including recognition and appreciation initiatives.
- Provide ongoing training and development opportunities to enhance volunteer skills and engagement.

3. Partnerships and Collaborations:

- Build strong partnerships with local schools, businesses, and community organizations to share resources and expertise.
- Collaborate with other youth programs and initiatives to create synergies and expand reach.

Community Engagement:

1. Building a Supportive Community:

- Engage community members in program activities and events to build awareness and support for the program.
- Encourage mentees and their families to actively participate in community service projects and initiatives.

2. Public Relations and Marketing:

- Develop a marketing plan to promote the program's achievements and impact, utilizing social media, newsletters, and press releases.
- Highlight success stories and testimonials from participants to showcase the program's value.

3. Alumni Network:

- Establish an alumni network to maintain connections with former mentees and mentors and encourage their ongoing involvement.
- Organize alumni events and activities to foster a sense of community and support for the program.

Evaluation and Continuous Improvement:

1. Regular Program Evaluation:

- Conduct regular evaluations to assess program effectiveness and identify areas for improvement.
- Use data and feedback to inform decision-making and refine program strategies.

2. Adapting to Change:

- Stay informed about trends and changes in youth development and education to ensure the program remains relevant and effective.
- Be open to innovation and new approaches to meet the evolving needs of participants and the community.

3. Setting Long-Term Goals:

- Establish long-term goals and a strategic plan for program growth and development, considering factors such as expansion, diversity, and impact.

Feedback from Alumni

Purpose:

The Feedback from Alumni section highlights the value of collecting insights from former participants to evaluate the long-term impact of the Kappa League program. It provides strategies for engaging alumni and using their feedback to enhance program effectiveness.

Importance of Alumni Feedback:

- Alumni feedback provides valuable insights into the long-term impact of the Kappa League program on participants' personal and professional development.
- Engaging alumni helps create a continuous feedback loop, allowing the program to evolve and remain relevant to the needs of future participants.

Strategies for Gathering Alumni Feedback:

1. Surveys and Questionnaires:

- Develop surveys to gather feedback from alumni about their experiences during and after their time in the program.
- Include questions about skills developed, career paths, and how the program influenced their personal growth.

2. Alumni Interviews:

- Conduct one-on-one interviews with selected alumni to gain deeper insights into their experiences and recommendations for program improvement.
- Use interviews to capture personal stories and testimonials that highlight the program's impact.

3. Alumni Focus Groups:

- Organize focus groups to facilitate discussions among alumni about their experiences and ideas for enhancing the program.
- Use focus groups to explore specific topics such as leadership development, community service, or mentorship.

4. Online Feedback Platforms:

- Utilize online platforms or forums where alumni can share their feedback and engage in discussions with current participants and program coordinators.
- Encourage ongoing communication and support within the alumni community.

Utilizing Alumni Feedback:

1. Program Evaluation and Improvement:

- Analyze alumni feedback to identify strengths and areas for improvement in the program.

- Use insights to refine program activities, resources, and support services for current and future participants.

2. Showcasing Success Stories:

- Highlight alumni success stories in newsletters, social media, and promotional materials to demonstrate the program's impact.
- Use testimonials and case studies to inspire current participants and attract new mentees and mentors.

3. Engaging Alumni in Program Activities:

- Invite alumni to participate in program events, workshops, and mentorship opportunities as guest speakers or facilitators.
- Encourage alumni to serve as role models and mentors for current participants, fostering a sense of community and continuity.

4. Building an Alumni Network:

- Establish a formal alumni network to maintain connections and facilitate ongoing engagement with the program.
- Organize alumni events and reunions to strengthen relationships and encourage continued involvement and support.

Long-Term Impact Assessment:

1. Tracking Alumni Outcomes:

- Develop a system for tracking alumni outcomes, such as educational attainment, career achievements, and community involvement.
- Use data to assess the long-term impact of the program and identify trends and patterns.

2. Adapting to Alumni Feedback:

- Be responsive to alumni feedback by implementing changes that address their suggestions and needs.
- Use alumni insights to guide strategic planning and ensure the program's sustainability and relevance.

Scholarships

Purpose:

The Scholarships section provides information on scholarship opportunities available to Kappa League participants through the Denton-Lewisville (TX) Alumni Chapter or the Denton-Lewisville Guide Right Foundation. It clarifies that these scholarships are administered separately from the Kappa League program and offers guidance on accessing these opportunities.

Scholarship Opportunities:

While the Kappa League program focuses on leadership development and mentoring, scholarship opportunities are available to support the educational pursuits of mentees. These scholarships are provided by the Denton-Lewisville (TX) Alumni Chapter and the Denton-Lewisville Guide Right Foundation.

Administering Organizations:

1. Denton-Lewisville (TX) Alumni Chapter:

- This chapter of Kappa Alpha Psi Fraternity, Inc. administers scholarships for local students pursuing higher education.
- Scholarships are typically awarded based on academic achievement, leadership potential, and community involvement.

2. Denton-Lewisville Guide Right Foundation:

- The Guide Right Foundation offers scholarships to support the educational aspirations of young men who have participated in the Kappa League or similar programs.
- The foundation focuses on providing financial assistance to help students achieve their educational goals.

How to Apply:

1. Eligibility Criteria:

- Scholarships are generally open to high school seniors who have demonstrated leadership, academic excellence, and community service involvement.
- Specific eligibility criteria may vary for each scholarship opportunity.

2. Application Process:

- Interested applicants should contact the Denton-Lewisville (TX) Alumni Chapter or the Guide Right Foundation for detailed application instructions and deadlines.
- Applications typically require the submission of transcripts, letters of recommendation, and personal statements.

3. Selection Process:

- Scholarship applications are reviewed by committees within the administering organizations.

- Selection criteria often include academic performance, leadership experience, community service, and financial need.

4. Award Disbursement:

- Scholarship funds are typically disbursed directly to the educational institution the recipient will attend.
- Recipients are expected to maintain a specified academic standard to continue receiving support.

Guidance and Support:

- Mentees are encouraged to seek guidance from their mentors when applying for scholarships. Mentors can provide support in preparing application materials and offer advice on highlighting achievements and goals.
- Information sessions or workshops on scholarship applications may be organized by the Kappa League program or partnering organizations to assist mentees in the application process.

Contact Information:

- For more information on available scholarships, application requirements, and deadlines, mentees should contact:
 - **Denton-Lewisville (TX) Alumni Chapter Scholarship Committee:**
 - [Contact Name]
 - [Email Address]
 - [Phone Number]
 - **Denton-Lewisville Guide Right Foundation:**
 - [Contact Name]
 - [Email Address]
 - [Phone Number]

Revision Page

Purpose

This page records all revisions made to the Denton-Lewisville Kappa League Mentorship Guide. Each revision entry includes the version number, date, description of the change, and the sections affected.

Revision History

Version 1.0

Date: [Initial Release Date]

Description: Initial release of the Denton-Lewisville Kappa League Mentorship Guide.

Sections Affected: All sections

Version 1.1

Date: [Date of Change]

Description: Added Appendix J to include the Constitution of the Kappa League.

Sections Affected: Appendix J

Version 1.2

Date: [Date of Change]

Description: Added Appendix M to outline the Kappa League Do's and Don'ts.

Sections Affected: Appendix M

Version 1.3

Date: [Date of Change]

Description: Updated the Scholarships section to clarify the administration of scholarships by the Denton-Lewisville (TX) Alumni Chapter and the Guide Right Foundation.

Sections Affected: Scholarships

Version 1.4

Date: [Date of Change]

Description: Added additional considerations, including Glossary of Terms, FAQs, Recognition and Awards, Parent and Guardian Involvement, Risk Management, Program Sustainability, and Feedback from Alumni.

Sections Affected: Additional Considerations

Version 1.5

Date: [Date of Change]

Description: Revised roles and responsibilities in the Governance Structure section to include additional coordinator positions.

Sections Affected: Governance Structure

Version 1.6

Date: [Date of Change]

Description: Updated contact information for program coordinators and community partners.

Sections Affected: Appendix E: Contact Information

Version 1.7

Date: [Date of Change]

Description: Included the Community Service Hour Capturing section with guidelines and an example log.

Sections Affected: Appendix I: Community Service Hour Capturing

Version 1.8

Date: [Date of Change]

Description: [Description of additional revisions and updates]

Sections Affected: [Specific sections affected by the changes]

Instructions for Use:

- Record each revision or update to the mentorship guide with a new entry in the revision history.
- Ensure that the date, description, and affected sections are accurately documented for each revision.
- Regularly review and update this page to maintain a complete and accurate record of changes.