

Rio Grande Valley Linking Economic and Academic Development (RGV LEAD), Inc.



Policies Adopted by the Board of Directors

May 20, 2014

**RIO GRANDE VALLEY LINKING ECONOMIC AND
ACADEMIC DEVELOPMENT (RGV LEAD), INC.
POLICY MANUAL**

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1.0 History

Rio Grande Valley Linking Economic and Academic Development (RGV LEAD), Inc. (formerly Tech Prep of the Rio Grande Valley, Inc.), began in July 1991, when Tech Prep planning funding was awarded to the Lower Rio Grande Valley Tech Prep/Associate Degree Consortium. The Texas nonprofit corporation was created by the consortium on November 20, 1992, and was awarded federal 501(c)(3) status on April 7, 1994. The consortium began with membership comprised of 10 school districts and 2 colleges. The corporate membership (identical to the membership of the consortium) now includes 32 school districts, 5 colleges and universities, and other organizational entities. The corporation changed its name to RGV LEAD on August 20, 2012.

In 2010, RGV LEAD embarked on a mentoring program, RGV Mentors, and the founder of the RGV Mentors program was elected to a position on the RGV LEAD Executive Board. In September 2010, RGV LEAD filed Assumed Name documentation with the Texas Secretary of State and in Cameron County to do business as RGV Mentors for the ten-year period beginning October 15, 2010, and ending October 14, 2020. RGV Mentors operates as a RGV LEAD Committee, chaired by the RGV Mentors founder. From time to time, the RGV Mentors Committee works through subcommittees created for specific purposes.

All documents pertinent to the corporate organization, agreements and contracts, grant funding, and assumed name operations are on file in the office of RGV LEAD's Director, who is housed on the campus of Texas State Technical College in Harlingen, Texas.

2.0 Mission

The corporation's mission is contained in the corporation's written strategic plan and is updated periodically as that plan is updated. The RGV LEAD strategic plan is accessible on the corporation's website at this address:
<http://www.rgvlead.com/mission.html>.

3.0 Philosophy

The philosophy of this policy manual is that RGV LEAD needs few policies of its own because RGV LEAD made the following agreements in its contract with Texas State Technical College Harlingen (TSTC), which serves as fiscal agent for all RGV LEAD contracts: (1) RGV LEAD agreed to work with TSTC in the

hiring of all employees RGV LEAD's Board deems necessary for RGV LEAD to accomplish its mission; (2) RGV LEAD agreed to follow TSTC policies and procedures in the management of equipment and personnel; and (3) RGV LEAD agreed to comply with appropriate accounting/auditing requirements in its cooperative relationship with TSTC.

Therefore, this policy manual is supplemental to TSTC's Policies and Procedures Manual. In the event of a conflict between the TSTC Policies and Procedures Manual and this manual, this manual will prevail; provided, however, that all policies adopted by the RGV LEAD Board will be consistent with RGV LEAD's covenants under its contract with TSTC.

4.0 Temporary Employees

The Director has authority to hire extra staff for short terms when emergency conditions exist.

5.0 Hours Worked by Part-Time Employees

No employee hired on a temporary, part-time basis will work more than one thousand hours in a 52-week period; provided, however, that as many part-time staff may be added as are allowed under Board-defined budgetary guidelines.

6.0 Employee Evaluations and Salaries

6.01 Evaluations of all employees shall be conducted at least annually by the Director.

6.02 Evaluation of the Director shall be conducted at least annually by the Executive Board.

6.03 Salaries for all RGV LEAD staff are set by the RGV LEAD Board; provided, however, that staff compensation increases will be consistent with the policies of TSTC. The Director will submit a proposed salary schedule to the Board as part of the corporation's proposed budget in each fiscal year.

7.0 Employee Leave

Employee absences/leaves will be managed according to TSTC's policies and procedures.

8.0 Filling Vacancies on Board of Directors

8.01 The Director nominating a candidate will submit the candidate's name to the Nominations Committee, and a member of the Nominations

Committee (or the Nominations Committee Chairperson's designee) will approach that individual about serving on the Board.

- 8.02 If the individual is willing to serve, a profile sheet giving background information about this individual will be presented to the Nominations Committee, which will consider the candidate and, if appropriate, submit the recommendation to the RGV LEAD Board of Directors at the next regularly scheduled Board meeting.
- 8.03 Individuals recommended to the Board by the Nominations Committee will become members of the Associate Board. These individuals will then be treated exactly like Board members except that they will not have voting privileges.
- 8.04 When vacancies occur, one of the Associate Board members (or a more suitable candidate, if appropriate) will be recommended as a candidate for Board membership for the vacancy created. If requested by the Board, for Associate Board members, or for any individuals named who have not been previously included on the list of Associate Board members, an interview with the candidate for membership and interested Board members will be conducted prior to voting. Otherwise, Associate Board members added by the Nominations Committee will be presented for ratification by the Board at the Board's next regularly scheduled meeting following the appointment.
- 8.05 Emeritus members will be recommended by the Nominations Committee according to criteria set by the Nominations Committee. Emeritus members will be added by vote taken at the Board meeting at which the Nominations Committee's recommendation is presented.

9.0 Conflicts of Interest

All requests for proposals and contracts will incorporate language to convey the following policy regarding conflicts of interest:

- 9.01 No manager, employee or paid consultant of any organization submitting a proposal for a subcontract to RGV LEAD will be a chief executive officer, or an employee, of RGV LEAD.
- 9.02 All individuals (Board and committee members) who have the opportunity to vote on awards of contracts in which they or their organizations might have any financial interest will abstain from any and all discussion and votes regarding such contracts and will also abstain from lobbying that might give undue advantage to their organizations.

- 9.03 Any interest, fact or circumstance that does or may present a potential conflict of interest by any of RGV LEAD's managers, employees, paid consultants, and Board members will be disclosed within any and all proposals submitted to RGV LEAD for awards of contracts.
- 9.04 Should any proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, such proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with RGV LEAD and shall immediately refund to RGV LEAD any fees or expenses that may have been paid under any contract with RGV LEAD resulting from any such proposal; further, such proposer shall be liable for any other costs incurred or damages sustained by RGV LEAD relating to that contract.

10.0 Club Account

- 10.01 RGV LEAD has established a Club Account at TSTC-Harlingen to create quick access to funds. The balance in the account should never exceed \$1,000. This account will be managed in accordance with TSTC's policies and procedures with respect to such accounts. Fund-raising activities for RGV LEAD's Club Account will be managed in accordance with the contract between TSTC and RGV LEAD for business office and human resource services. Appropriate RGV LEAD records are on file in appropriate administrative offices at TSTC.
- 10.02 Club Account Funds will be disbursed for expediting local purchases and payments, and funds will be disbursed from RGV LEAD's Club Account by the TSTC Harlingen Business Office following TSTC Harlingen policies for those disbursements.

11.0 Split of Costs Between and Among Projects

It is the policy of the Board of Directors of RGV LEAD to determine the appropriate split of shared costs between and among projects in accordance with the Cost Allocation Plan adopted by RGV LEAD. A copy of the current Cost Allocation Plan is accessible on the corporation's website at this address: <http://www.rgvleadcom/board/index.html>.

12.0 Agreements for Work-Based Learning in Health Care Environments

- 12.01 Federal laws regarding confidentiality have caused hospitals to require execution of agreements by RGV LEAD to allow continuation of work-based learning experiences for educators and students. Any such agreements will be signed by the Director; who will report to the Board about any and all agreements in effect at quarterly Board meetings;

provided, however, that any such agreements already in existence will be ratified and confirmed upon adoption of this policy.

- 12.02 RGV LEAD will comply with applicable confidentiality laws, and staff will ensure that any students or educators sent by RGV LEAD to medical offices, clinics, pharmacies, and/or hospitals for work-based learning experiences are instructed in confidentiality and sign statements ensuring compliance with applicable laws.
- 12.03 RGV LEAD will ensure that participating schools have appropriate insurance for work-based learning experiences in health care environments and will work with schools to provide copies of such insurance to cooperating employers upon request.
- 12.04 Cooperating schools will be provided with a copy of RGV LEAD's policies and will sign acknowledgment of receipt thereof to ensure clear communication with regard to work-based learning experiences coordinated by RGV LEAD in health care environments.

13.0 RGV Mentors Mentoring Program

- 13.01 General: RGV Mentors operations will follow the policies outlined below, in accordance with procedures designed by the RGV Mentors Committee. In the event that an RGV Mentors operation is funded through a contract issued to RGV LEAD by another agency, RGV Mentors operations will be conducted in a way that allows RGV LEAD to meet its contractual obligations.

All RGV Mentors program records will be maintained in a secure and confidential location within the RGV LEAD offices. Such records will be managed in accordance with RGV LEAD's procedures for maintaining confidential information. In addition, records of participation for all Protégés and Mentors will be maintained for a period of seven years after the close of their participation in the program. At the end of that time, such records will be shredded and discarded or destroyed in a secure and confidential manner in accordance with the policies of RGV LEAD.

Policies applicable to all RGV Mentors activities appear in Sections 13.02 through 13.09. Policies applicable to the RGV Mentors School-Based Component appear in Section 13.10. Policies applicable to the RGV Mentors Community-Based Component appear in Section 13.11. Policies applicable to fund-raising and contracts appear in Section 13.12.

13.02 Program Participants and Policies: All RGV Mentors participants will be given a copy of all policies applicable for the RGV Mentors component in which they are participating. Participants are as follows:

a. RGV Mentors School-Based Component:

(1) Protégés: high school students (grades 9-12).

(2) Mentors: college students from both two-year and four-year institutions and/or community leaders including but not limited to community professionals from blue- and white-collar professions.

b. RGV Mentors Community-Based Component:

(1) Protégés: high school juniors and seniors, as well as college students who have served as mentors in the School-Based Component.

(2) Mentors: community leaders and/or community professionals from blue- and white-collar professions.

13.03 Participation Agreements: All participants must sign participation agreements acknowledging that:

- a. They have received copies of the policies applicable to their participation;
- b. RGV Mentors policies applicable to their participation have been discussed with them during the program orientation session; and
- c. They agree to abide by the RGV Mentors policies applicable to their participation (or, in the case of parents/guardians, their child's participation). Mentors, Protégés, and Protégés parents/guardians must sign participation agreements prior to participation in any RGV Mentors activities.

The signature of both Protégés and their parents/guardians will be required, regardless of whether the Protégés are or are not 18 years of age. All documents to be signed by parents/guardians will be provided in both English and Spanish.

Participation agreements signed by Mentors, Protégés, and Protégés' parents/guardians will include provisions that:

- (1) Affirmatively state participants' agreement to abide by all policies applicable to the RGV Mentors activities in which those individuals are participating and
- (2) Agree to hold RGV LEAD and RGV Mentors (and school districts, for the School-Based Component) harmless from any claims for damages that might result from situations resulting from failure to follow those policies.

RGV Mentors program staff will maintain copies of all documents signed by Mentors, Protégés, and Protégés' parents/guardians in a secure environment within the RGV LEAD offices. All such records will be managed in accordance with the provisions of Section 13.01.

- 13.04 Confidentiality and Reporting of Information: All information that Protégés share with Mentors will be confidential. Sharing that information with others is prohibited, and Mentors will communicate with Protégés to ensure that Protégés understand such information will be held as confidential, subject to the exceptions described below.

Mentors are required to report immediately to the RGV Mentors Coordinator and/or RGV Mentors program staff any confidential information that is shared by Protégés if any of the following exceptions occurs:

- a. The Protégé confides that he or she is the victim of sexual, emotional, or physical abuse;
- b. The Protégé tells the Mentor of his/her involvement in any illegal activity; or
- c. The Protégé threatens to inflict self-harm and/or there are visual signs that self-harm has been inflicted to the Protégé.

If any of the exceptions described above occurs, the Mentor must contact RGV Mentors program staff immediately. In the case of a medical emergency and protégé needs to be taken to the Emergency Room, please contact the RGV Mentors program staff immediately, who will notify Protégé's parent/guardian. Emergency Room personnel, by law, will be required to contact Child Protective Services in the case that the accompanying party is not the parent/guardian of the Protégé. In addition, the Mentor will keep a record of the time and date the information was reported by the Protégé and to whom the information was given.

Mentors will affirmatively acknowledge that they understand the information shared by the Protégé is extremely personal and is capable of damaging lives, and Mentors will agree not to share such information with anyone except the appropriate authorities (RGV Mentors Coordinator and/or staff and law enforcement). RGV Mentors program staff will contact appropriate authorities and otherwise follow up. RGV Mentors program staff will maintain documentation of all activities related to the exceptions noted above, maintaining such documentation in a secure environment within the RGV LEAD offices.

13.05 Drugs and Alcohol: RGV Mentors is a drug-free/alcohol-free/violence-free program. Violators (including including Mentors, Protégés, and Protégés' parents/guardians) of RGV Mentors' alcohol, drug, and/or violence policies are subject to immediate removal from the program.

13.06 Code of Conduct: RGV Mentors' handbooks for both the School-Based and Community-Based Components will include a Code of Conduct that identifies desired behaviors and behaviors that are deemed inappropriate and unacceptable by Mentors and Protégés while participating in the program. Violations of the code of conduct will be grounds for immediate dismissal from the program and disqualification from future participation. The agreements signed by participants will include an assurance that they understand and agree to abide by the RGV Mentors Code of Conduct.

Mentors and/or Protégés who are dismissed from the program have the right to submit a written appeal to the Director of Tech Prep of the Rio Grande Valley. Upon receipt of such an appeal, RGV LEAD's Director will confer with RGV Mentors leadership and/or the RGV LEAD Board, then provide a written response to the appeal.

Mentors, Protégés, and Protégés' parents/guardians will be provided with the name, address, and contact information of RGV LEAD's Director, the RGV Mentors Coordinator, and any other RGV Mentors program staff during the orientation for the component being conducted.

13.07 Matching, Support and Supervision: RGV Mentors leadership will "match" Mentors and Protégés for both School-Based and Community-Based Components. Mentors and Protégés will be matched by gender and other criteria established by the RGV Mentors Committee, if any. After the program begins, RGV Mentors staff will make regular, periodic personal contact with Mentors, Protégés, and parents/guardians to verify that the mentoring relationship is going well and to ensure that all parties are comfortable in the mentoring relationship. Contacts may be made in person, by phone, or by email. In the case of "match" difficulties, discord,

or concerns, appropriate discussion and intervention will be undertaken to improve or rectify problem areas.

Beyond monitoring the “match” relationship and activities, program staff will undertake other efforts that support participants, such as regular group activities, ongoing training events, and a formal support structure for Mentors.

RGV Mentors program staff will maintain documentation of monitoring activities in a secure location within the RGV LEAD offices with other RGV Mentors program documentation.

- 13.08 Recognition: RGV Mentors will design and host “closing ceremony” events for both the School-Based and the Community-Based Component in order to provide recognition for all participants and to reinforce the value of the contributions made by the volunteer mentors who are vital to the success of the mentoring program. Any additional recognition activities (for example, a newsletter, recognition-award system for length of service, having outstanding Protégés, parents/guardians, and Mentors participate in orientation and training sessions for new Protégés, parents/guardians, and Mentors, etc.) will be as designed by the RGV Mentors Committee.
- 13.09 Evaluation: Evaluation is a key component in measuring the success of the RGV Mentors program and for making continuous improvements in the effectiveness and delivery of mentoring services. RGV Mentors will conduct mandatory evaluation activities for all participants at least annually, and more often if possible. Content of evaluations about the program itself will be utilized for continuous program improvement. In addition, the RGV Mentors Committee may consider evaluations of individual participants in future program activities.
- 13.10 School-Based Component: Policies applicable to RGV Mentors’ School-Based and Community-Based Components are as follows:
 - 13.10.1 All School-Based Component meetings (with the exception of the closing ceremony) will be held on school district campuses, with approval and/or participation of both school district staff and RGV Mentors staff. Parents/guardians will be invited to participate in all meetings and activity sessions, including the School-Based Component closing ceremony. RGV LEAD dba RGV Mentors will publish a meeting schedule developed with participation and approval of school district partners. Mentors must agree not to contact their Protégés in person or by email or by phone at any time. Communication between Mentors and Protégés is strictly

limited to the designated sessions held at respective school district campuses.

- 13.10.2 All RGV Mentors School-Based Component activities will comply with school districts' rules and regulations, with insurance coverage provided through school districts' policies covering after-school programs for students. RGV Mentors staff, college-student Mentors, and community professionals participating in meetings will all comply with school district's policies for background checks, which includes providing a valid driver's license for an on-site background check upon arrival at participating high school campuses.
- 13.10.3 Recruitment of Protégés (high school students) and Mentors (college students) will occur through the outreach-and-recruitment process designed by the RGV Mentors Committee and implemented by the RGV Mentors Coordinator and other RGV Mentors staff.
- 13.10.4 RGV Mentors staff will conduct orientation sessions for both Mentors and Protégés, using the handbooks developed for the RGV Mentors School-Based Component and approved by the RGV Mentors Committee. At these orientation sessions, participating Mentors, Protégés, and Protégés' parents/guardians will receive an RGV Mentors School-Based Component handbook, and that handbook will be discussed with participants during orientation sessions.
- 13.10.5 Documents for participation to be discussed during the program orientation session and signed by participants at that session are listed below. RGV Mentors staff will maintain all participant records in a secure location within the RGV LEAD offices. All such records will be managed in accordance with the provisions of Section 13.01. Documents requiring signature are as follows:
 - a. Documents to be signed by Protégés and parents/ guardians are as follows:
 - (1) Image Release Form (authorization for RGV LEAD dba RGV Mentors to take photographs during the RGV Mentors program and to use the Protégé's image, name, testimony, and signature for promotion and/or advertising).

- (2) Agreement for Participation as described in Sec. 13.03.
- (3) Acknowledgment of Receipt of Policies, agreement to abide by those policies, and hold-harmless language for failure to abide by those policies.

b. Documents signed by Mentors are as follows:

- (1) Image Release Form (authorization for RGV LEAD dba RGV Mentors to take photographs during the RGV Mentors program and to use the Protégé's image, name, testimony, and signature for promotion and/or advertising).
- (2) Agreement for Participation as described in Sec. 13.03.
- (3) Acknowledgment of Receipt of Policies, agreement to abide by those policies, and hold-harmless language for failure to abide by those policies.

13.11 Community-Based Component: RGV Mentors' Community-Based Component (CBC) will operate separately and apart from RGV Mentors' School-Based Component. Policies applicable to the RGV Mentors Community-Based Component are as follows:

13.11.1 Recruitment of Mentors and Protégés will occur separately from the recruitment process for participants in the School-Based Component. Protégé applicants who have successfully completed the RGV Mentors' School-Based Component may, at the RGV Mentors Committee's discretion, receive "priority points" in the application process; however, participation will not be restricted to School-Based Component alumni. Recruitment of Protégés (high school juniors and seniors) and Mentors (community professionals) will occur through the outreach-and-recruitment process designed by the RGV Mentors Committee. The RGV Mentors Committee may conduct interviews with prospective Mentors and Protégés in order to assess level of interest in participation, willingness to abide by policies and procedures, and any possible concerns found on applications or from references.

Program Closure: All participants will be given information and materials making it clear that the Community-Based Component involves a one-year commitment with a defined ending date, as marked by the Community-Based Component closing ceremony, and that any activities conducted by participants after the conclusion of the Community-Based Component shall not be part of the RGV Mentors Community-Based Component.

- 13.11.2 Community leaders applying for participation as Mentors for RGV Mentors' Community-Based Component will be subject to the screening process described below. Community leaders participating as Mentors must complete background-check requirements once each year. Criteria that will disqualify potential mentors from participating as Mentors in RGV Mentors' Community-Based Component are as follows:
- a. Failure to complete and successfully pass the screening process.
 - b. Having any of the following items appear through the criminal background check:
 - (1) Any crime in which children were involved.
 - (2) A felony conviction.
 - (3) A felony deferred adjudication involving crimes against persons.
 - (4) Any conviction for violence – Class B or above.
 - (5) Any conviction for theft – Class B or above.
 - (6) Any weapons charge.
 - (7) Any conviction for drug use—Class B or above.
 - (8) Any record of child abuse or neglect.
 - (9) History of any sexually exploitative behavior against children or adults.
 - (10) Being listed as a registered sex offender.
 - (11) Having a driver's license that is currently suspended.
 - (12) Any conviction of fraud, including but not limited to identity theft.
 - c. Providing false information about criminal history on the initial application submitted to RGV Mentors

In addition to outlining the criminal-background check requirements described below, applications submitted by prospective mentors will

include contact information for references who can be contacted for additional information. In addition, an interview may be required.

Initial requirements for applying as a volunteer mentor (no exceptions) are as follows:

- (1) Submit a Mentor Information Sheet (volunteer application) in the format designed by the RGV Mentors Committee.
- (2) Complete a criminal background check as follows:
 - (a) For a potential community mentor who has lived in Texas continuously for the five-year period immediately preceding submission of an RGV Mentors application, that individual will be subject to a state criminal-background check requiring the potential mentor to provide a valid driver's license number. The background check will be conducted following the procedures designed by the RGV Mentors Committee.
 - (b) For a potential community mentor who has not lived in Texas continuously for the five-year period immediately preceding submission of an RGV Mentors application, that individual will be subject to a state background check as well as an FBI nation-wide background check. The potential mentor will provide a valid driver's license number and otherwise complete the criminal background check following the procedures designed by the RGV Mentors Committee.

RGV Mentors reserves the right to deny participation to any prospective Mentor or Protégé if, in RGV Mentors' sole discretion, the prospective participant is deemed unsuitable to participate.

- 13.11.3 All RGV Mentors Community-Based Component activities and meetings will occur at sites agreed to by the RGV Mentors Coordinator, the Mentor, and the Protégé in close collaboration with the Protégés' parents/guardian. Meeting locations selected will be public locations. In addition, all Mentors, Protégés, and Protégés' parents/guardians will participate in group activities scheduled by RGV Mentors

leadership, including but not limited to the closing ceremony for the RGV Mentors Community-Based Component. All activities scheduled by the Mentor, Protégé, and Protégé's parents will be in public locations (for example, restaurants, libraries, the Mentor's work site at a time when other workers are present) and conducted in accordance with RGV Mentors' policies for confidentiality and disclosure of information, transportation, out-of-town travel, and monitoring.

- 13.11.4 Policy on Transportation: Mentors shall not transport Protégés in their personal, private vehicles at any time unless one of these situations occurs:
- a. The Protégé's parent/guardian has been invited and has agreed to participate; or
 - b. The Protégé's parent/guardian has been invited, will not be participating, and has given written permission for the Protégé to travel in the Mentor's vehicle and has also given the Mentor written permission to secure medical assistance for the Protégé in the event an emergency occurs. Any parent permission given will utilize a standard form published by RGV Mentors authorizing any such travel. A copy of RGV Mentors' standard form will be provided to all participants during orientation.
 - c. In the event that a Mentor does provide transportation to a Protégé and/or Protégé's parent/guardian to attend a session or activity, the Mentor will assume any, and all, liability regarding auto insurance and medical insurance in the event of a motor accident.

During the orientation session the Mentor, Protégé, and Protégé's parent/guardian will sign certifications regarding RGV Mentors' Transportation Policy, including any certifications included in the agreements designed by the RGV Mentors Committee.

The Mentor shall provide RGV Mentors program staff with copies of documentation applicable to any transportation occurring in accordance with this policy a minimum of one week prior to any planned activity, and RGV Mentors

program staff will maintain all such documentation in a secure environment within the RGV LEAD offices.

- 13.11.5 Policy on Out-of-Town Travel: Out-of-town travel is not permitted until the Mentor, Protégé, and Protégé's parent/guardian have been engaged in the Community-Based Component for six months. No out-of-town travel will occur unless one of these situations occurs:
- a. The six-months' requirement has been met;
 - b. The Protégé's parent/guardian has been invited and will be participating; or
 - c. The Protégé's parent/guardian has been invited and will not be participating, but
 - (1) The parent/guardian has been provided with a detailed itinerary of the trip (including destination, expected time of departure and return, lodging arrangements, if applicable; phone number at which Mentor can be reached during the trip, and any other pertinent information).
 - (2) The parent/guardian has, at least three days prior to the beginning of the out-of-town travel, signed a written permission agreement approving the planned itinerary, granting permission for the Protégé to travel with the Mentor for the trip as planned, and giving Mentor permission to secure medical assistance for the Protégé in the event an emergency occurs.
 - d. The Mentor shall provide the RGV Mentors Coordinator with copies of documentation, including signed authorization form, itinerary, contact information, and hotel lodging for overnight travel, at least one week prior to the planned field trip.
 - e. The Mentor shall provide the Protégés parent/guardian with a copy of the signed authorization form no later than three days prior to the date of field trip departure.

Expenses of any out-of-town travel will be as agreed between the Mentor and the Protégé's parent/guardian.

During the orientation session the Mentor, Protégé, and Protégé's parent/guardian will sign certifications regarding RGV Mentors' Policy for Out-of-Town Travel, including certifications included in any agreements designed by the RGV Mentors Committee.

The Mentor shall provide RGV Mentors program staff with copies of documentation applicable to any out-of-town travel that occurs in accordance with this policy, and RGV Mentors program staff will maintain all such documentation in a secure environment within the RGV LEAD offices in accordance with the provisions of Section 13.01.

- 13.11.6 RGV Mentors staff will conduct orientation sessions for both Mentors and Protégés, covering all policies applicable to the RGV Mentors program. At these orientation sessions, participating Mentors, Protégés, and Protégés' parents/guardians will receive an RGV Mentors Community-Based Component handbook, and that handbook will be discussed with participants during orientation sessions.
- 13.11.7 Documents for participation to be discussed during the program orientation session and signed by participants at that session are listed below. RGV Mentors staff will maintain all participant records, including records pertinent to criminal background checks for potential community mentors, in a secure location within the RGV LEAD offices. Documents requiring signature are as follows:
- a. Documents to be signed by Protégés and parents/guardians are as follows:
 - (1) Image Release Form (authorization for RGV LEAD dba RGV Mentors to take photographs during the RGV Mentors program and to use the Protégé's image, name, testimony, and signature for promotion and/or advertising).
 - (2) Agreement for Participation as described in Sec. 13.03.

- (3) Acknowledgment of Receipt of Policies, agreement to abide by those policies, and hold-harmless language for any situations resulting from failure to abide by those policies.
 - (4) Any other agreements developed by the RGV Mentors Committee in support of the policies for the RGV Mentors Community-Based Component, as described above.
- b. Documents to be signed by Mentors are as follows:
- (1) Image Release Form (authorization for RGV LEAD dba RGV Mentors to take photographs during the RGV Mentors program and to use the Protégé's image, name, testimony, and signature for promotion and/or advertising).
 - (2) Agreement for Participation as described in Sec. 13.03.
 - (3) Acknowledgment of Receipt of Policies, agreement to abide by those policies, any affirmations required for compliance with those policies, and hold-harmless language for any situations resulting from failure to abide by those policies.
 - (4) Understanding of, and agreement with, the criteria for dismissal from the program as outlined above.
 - (5) Any other agreements developed by the RGV Mentors Committee in support of the policies for the RGV Mentors Community-Based Component, as described above.

13.11.8 Communication: Communication between Mentors, Protégés, Protégés' parents/guardians, and RGV Mentors program staff will be conducted in the following ways:

- a. All participants will be required to participate in a mandatory orientation at which time all participants will be given the RGV Mentors Coordinator contact information along with the contact information of the

Director of RGV LEAD. The orientation will include briefing information about RGV Mentors social media resources (website, Facebook page, Twitter account, etc.)

- b. Inappropriate use of cameras, images, and digital devices by Mentors, Protégés, and parents/guardians is prohibited, and the uploading of any such photographs on social media websites such as Facebook and Twitter other than RGV Mentors' approved social media sites may be grounds for dismissal. Documentation stating participants' understanding of, and agreement with, this policy will be incorporated into the participants' agreements signed during orientation and described in Section 13.03.
- c. Communication between Mentors and Protégés may occur by phone, email, text, or any RGV Mentors approved social media sites; provided, however, that any electronic communications between Mentors and Protégés must occur only between the hours of 7 a.m. and 9 p.m.

13.12 Fund-Raising

- 13.12.1 Any funds raised exclusively for RGV Mentors through local fund-raising activities will be held by RGV LEAD in a separate account and managed in accordance with recommendations of the RGV Mentors Committee, with reporting through RGV LEAD's finance committee.
- 13.12.2 Any funds contracted to RGV LEAD for RGV Mentors operations will be managed in accordance with terms of any such contracts, in accordance with the RGV LEAD's approved Cost Allocation Policy, with reporting through RGV LEAD's finance committee and also to the RGV Mentors Committee when appropriate.

14.0 TSTC Policies and Procedures

Except as stated hereinabove, TSTC-Harlingen's policies and procedures will be applicable to all Tech Prep operations.

TSTC's policies may be viewed on Internet at the following address:
<http://www.harlingen.tstc.edu>.

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I, the undersigned, hereby certify that the above Policies are those approved by the RGV LEAD Board of Directors through the period of time up to and including the regular monthly meeting of the Board of Directors held on May 20, 2014.

Norma L. Salaiz, Ph.D.

Norma L. Salaiz, Ph.D., Corporate Secretary