

# Kollab Youth

## Kollab Youth Workforce & Career Development Program

### Distance-Based Learning Parent/Guardian Letter

**Dear Parent/Guardian:**

Your child/youth has been selected to participate in the **KOLLAB YOUTH Workforce & Career Development Program**.

**KOLLAB YOUTH** is an ACCREDITED program to help build communities and economic growth by investing in our youth, so that future employees have the skills to compete and prosper in the global economy. The **KOLLAB YOUTH** program explores issues at the intersection of work experience and education.

To continuously serve Los Angeles County youth during the COVID-19 pandemic, Kollab Youth is providing the program through virtual distance-based learning through which the Kollab Youth team will facilitate program activities through an online platform.

Kollab Youth will use an application provided by a third party that members, parents/guardians and/or staff will access via the Internet and use for purposes of communication and programming. This platform is called Zoom.

This letter seeks consent for your child to utilize Zoom for our virtual **KOLLAB YOUTH** distance-based program purposes. Zoom provides an opportunity to deliver video and chat-based educational experiences to members via any device. Please be aware that Zoom collects information about its users and has its own privacy terms and conditions to which members must adhere. Please review Zoom's privacy terms and conditions carefully before registering your member:

<http://zoom.us/terms> and <http://zoom.us/privacy>.

In order to participate in the **KOLLAB YOUTH** distance-based program, you will need the following:

- A computer, mobile, or tablet device with access to the Internet
- A quiet space at home in which members can participate in distance-based experiences under the supervision of an adult
- To register for Zoom, you will need to provide some customer data, including but not limited to: your email address and first and last name (for more information, see <https://zoom.us/privacy>)

We will use Zoom for the following anticipated program activities:

- Virtual classes (**Summer Session** will begin June 28<sup>th</sup> to August 3<sup>rd</sup> 2023. Classes are every Wednesday & Thursday from 4:00pm to 5:15pm)
- Video conferencing
- Media sharing (for example, uploading images of journal entries, research and/or other projects)

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Our commitment to keeping the young people we serve safe is always our number one priority. Kollab Youth Workforce & Career Development Program will actively monitor member activity on Zoom and will make every effort to protect member information by, among other things, maintaining control of, and access to, the data collected; prohibiting re-disclosure of member information; limiting the purposes for which the online platforms may use member information; ensuring there is no advertising, and that no member information is collected for commercial purposes.

Secondly, this letter also seeks consent for your child (who is 16 years & older) to be paired with a professional mentor for the duration of the program. Please note, this is optional, and your child may continue the program with or without a mentor. Participants (who are 16 years and older) have the option to be paired with a professional mentor so the mentor can provide guidance, motivation, emotional support, and role modeling to their mentee through the duration of the program. A mentor may help with their mentee's career exploration, goal setting, networking skills, resume building, job interviewing, and life/school advice. Mentors are top-level career professionals from companies like Kaiser Permanente, JPL/NASA, Robert Half, Target, Wells Fargo, and other successful companies. Mentors virtually meet with their mentees once a week for the duration of the program. Mentorship is only available to children who are 16 years old or older in age.

Lastly, this letter also seeks consent for Kollab Youth to take and use photos and video footage of your child in the news and press releases included but not limited to, promotional materials and social media content.

If you **would like** your child to participate in the **KOLLAB** YOUTH program, please return the portion below with your names, signatures, and date to our attention.

If you **would not like** your child to participate, you do not need to take any action.

Please complete the attached Consent Form to record your consent. Please return the completed Consent Form to us.

If you have any questions, please contact below:

Mary Hewitt  
Executive Director  
Kollab Youth Workforce Development Program  
Tel 310 303-2869  
[mhewitt@kollabyouth.org](mailto:mhewitt@kollabyouth.org)

Adriana "Sari" Chaparro  
Program Manager  
Kollab Youth Workforce Development Program  
M: (818) 256-0827  
[schaparro@kollabyouth.org](mailto:schaparro@kollabyouth.org)

To learn more about Kollab Youth, visit [kollabyouth.org](http://kollabyouth.org)

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## PARENT/GUARDIAN CONSENT FORM FOR SUMMER SESSION 2023

### Distance-Based Learning & Media Release - Parent/Guardian

#### Parent/Guardian Permission,

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
*Print Parent/Guardian's Full Name* *Print Child's Full Name*

give permission for him/her to participate in the virtual online **KOLLAB YOUTH** Workforce & Career Development distance-based online program.

I, (*Parent/Guardian Initials*) \_\_\_\_\_, grant permission for **KOLLAB YOUTH** to pair my child with a professional mentor to virtually meet with them on a weekly basis for the duration of the program's timeline with third adult present. Mentorship is only available to children who are 16 years old or older in age.

I, (*Parent/Guardian Initials*) \_\_\_\_\_, grant permission for **KOLLAB YOUTH** to take and use photos and video footage of my child in the news and press releases included but not limited to, promotional materials and social media content.

Child's Email Address \_\_\_\_\_

Parent/Guardian's Phone Number \_\_\_\_\_

Parent/Guardian's Email Address \_\_\_\_\_

*I would like to opt-in the Kollab Youth newsletter and parent communication.*

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

PROGRAM INFORMATION: [kollabyouth.org](http://kollabyouth.org)

Mary Hewitt  
Executive Director  
**KOLLAB YOUTH** Workforce & Career Development Program  
Tel 310 303-2869  
[mhewitt@kollabyouth.org](mailto:mhewitt@kollabyouth.org)