



**HERNANDEZ
FOUNDATION**
FOR EDUCATION
LIFECRAFT
MENTORSHIP

ReModel Education

HERNANDEZ FOUNDATION | REMODEL EDUCATION

VOLUNTEER FORMS

2025



HERNANDEZ FOUNDATION

FOR EDUCATION LIFECRAFT MENTORSHIP

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Role descriptions

1) Youth Mentor Volunteer (18+)

Purpose: Provide safe, structured mentorship to youth in Foundation programs.

Location: Foundation site(s), school partners, or supervised community settings.

Time: 2–4 hrs/week, minimum 3-month commitment.

Key responsibilities

- Lead or assist small-group sessions (homework help, enrichment, SEL activities).
- Model appropriate boundaries; follow **two-adult rule** and visibility standards at all times.
- Record attendance/hours; flag concerns; escalate suspected abuse promptly per policy.
- Communicate with staff; complete logs and brief progress notes.

Qualifications

- 18+, dependable, patient communicator.
- Pass **Live Scan**; complete **Mandated Reporter Training (Volunteers module, ~2 hrs)**; sign Code of Conduct and Media/Confidentiality forms before first shift.
- If on a school site: provide **TB clearance** and any district-specific approvals.

Boundaries & safety

- No 1:1 closed-door meetings; no off-hours private messaging with youth; no transporting minors unless pre-approved and parent consent is on file.
- Follow the **external reporting** procedure for suspected abuse.



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2) Admin & Operations Volunteer (18+)

Purpose: Keep our mission running through data, logistics, and office support (no youth contact).

Location: Foundation office or remote (as assigned).

Time: Flexible; 2–6 hrs/week preferred.

Key responsibilities

- Data entry, filing, donor acknowledgments, meeting prep; inventory and supply runs.
- Protect PII; maintain digital hygiene; follow Confidentiality Policy.
- *If role expands to youth-facing tasks, AB 506 clearance/training must be completed first.*

Qualifications

- Detail-oriented; comfortable with Google Workspace or MS Office.
- Sign Volunteer Agreement, Liability Waiver, and Confidentiality; complete HIPAA-like privacy brief if handling sensitive data.
- Driving on behalf of the org requires license verification, proof of personal auto insurance, and a signed Driver Addendum (non-owned auto risk).



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Teen Volunteer – Youth Program Assistant (Under 18)

Location: [City/Neighborhood], CA (on-site at [sites/schools/community centers])

Time Commitment: 2–4 hours per week for at least 8 weeks (after-school or Saturday shifts)

Reports To: Program Coordinator or Site Supervisor

Compensation: Unpaid volunteer role (eligible for school/community-service hours)

Role Summary

Teen Volunteers support our youth programs by helping staff run safe, structured learning and enrichment activities for children. This is a great way to build leadership skills, earn service hours, and make a visible impact in your community.

Safety first: Teen volunteers are **never** left alone with children. A minimum of two qualified adult staff/volunteers are present at all times. Teen volunteers do **not** transport children and do not perform hazardous tasks.

What You'll Do

- Welcome participants; help with check-in, name tags, and setting up materials.
- Assist staff during activities (reading buddies, homework help, arts/STEM projects, supervised games).
- Model positive behavior and inclusivity; help maintain a supportive, calm environment.
- Prep and clean up: organize supplies, wipe tables, restock kits, sanitize shared materials.
- Help with family events (greeter, runner, raffle/booth helper) under staff direction.
- Track your service hours by signing in/out and asking the supervisor to sign your school form.

Optional “Operations Track” (no youth contact)

- Assemble program kits, pack supplies, label bins, make copies, prepare bulletin boards.
- Light data entry (attendance totals), filing, or flyer distribution with staff approval.

What You Won't Do (Age-Appropriate Boundaries)

- Operate power tools or machinery; climb ladders; lift heavy loads (>20–25 lbs).
- Administer medications or provide medical care beyond basic first aid by staff.
- Communicate privately with youth (no personal DMs/texts/social-media adds).
- Transport youth or drive on behalf of the Foundation.
- Take or post photos of participants without explicit staff permission.

Qualifications

- **Age:** 14–17 (students 13 may be considered for Operations Track with parent/guardian present—if desired by the Foundation).
- Responsible, punctual, and kind; enjoys helping younger children.
- Comfortable working under direction in a busy, kid-friendly space.
- Able to stand/walk for portions of a shift and perform light, non-hazardous tasks.
- Language skills other than English are a plus but not required.

Training & Support We Provide

- **Orientation** covering role expectations, safety, and communication.
- **Youth-safety basics:** the “two-adult rule,” appropriate boundaries, and how to get help.
- Shadowing with staff until you’re comfortable; ongoing check-ins and feedback.
- Clear instructions for tracking and verifying school-service hours.

Schedule & Location

- Shifts typically run **Mon–Fri, 2:30–6:00 PM** and **Sat, 9:30 AM–1:00 PM**.
- Primary site(s): [Site address/es]. Limited opportunities may occur at partner schools or community events.

What to Wear/Bring

- Closed-toe shoes; comfortable, school-appropriate clothing.
- Hair tied back for activities; bring a water bottle.
- The Foundation provides all materials and any required name badge.

Community-Service Hours

- We sign **school service-hour forms** and keep a **sign-in/out log**.
- Bring your school’s form on your first day; we’ll verify tasks and hours after each shift.
- Some schools set daily caps on creditable hours—check your school’s rules.

Parent/Guardian Requirements

- **Parent/Guardian Consent & Waiver** (Foundation form) is required before the first shift.
- For teens **driving themselves (16–17)**: submit a parent permission acknowledgment. Teens may **not** transport other volunteers or participants.

School-Site Placements (if applicable)

- When volunteering **on a school campus**, you must follow that district's volunteer steps (the Foundation will guide you). These may include a brief application or TB clearance depending on the district.

Equal Opportunity & Accessibility

The Foundation welcomes volunteers from all backgrounds. We provide reasonable accommodations; please tell us what you need to participate fully.

How to Apply

1. Complete the **Teen Volunteer Interest Form** at [link] (parent/guardian will receive the consent packet).
2. Upload or bring your **school service-hour form**.
3. Attend a **30–45 minute orientation** before your first shift.
4. Get your first shift on the calendar



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VOLUNTEER APPLICATION (ADULT)

Legal Name (first/middle/last):

Other Names/Aliases (for background check, if any):

Preferred Name:

DOB (MM/DD/YYYY) [optional for application; required later for Live Scan]:

Email • Mobile:

Address:

Emergency Contact (name, relationship, phone):

Areas of Interest: ☐ Youth mentor ☐ Admin/Operations ☐ Events ☐ Other:_____

Availability (days/times):

Languages:

I understand this is unpaid volunteer service; not employment. If my role involves contact with minors, I will complete California AB 506 requirements (training + Live Scan) before any youth contact.

Signature _____ Date _____



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MINOR VOLUNTEER CONSENT & WAIVER (Under 18)

Student Name & Age:

School / Grade:

Parent/Guardian Name(s):

Primary Phone & Email:

Emergency Contact (if parent unavailable):

Medical concerns/allergies:

Transportation plan (check):

☐ Parent drop-off/pick-up ☐ Student drives self (attach driving addendum)

CONSENTS:

- I authorize my child to volunteer with the *Foundation* on _____ or ongoing. I understand tasks may include [list typical tasks] and that hours are unpaid.
- I understand the *Foundation* follows youth-safety policies (two-adult rule, open-door supervision, boundaries).
- I permit the *Foundation* to provide basic first aid and to seek emergency medical care if needed.
- I understand my child must sign in/out and follow staff directions at all times.

RELEASE: To the fullest extent permitted by law, I assume ordinary risks of participation on my child's behalf and release/hold harmless the *Foundation*, its officers, employees, and agents from claims arising out of ordinary negligence during volunteer activities. This release does not cover gross negligence or willful misconduct.

MEDIA (choose one): ☐ Consent to photo/video use ☐ Do NOT consent

Parent/Guardian Signature _____ Date _____

Student Signature (if age 14+) _____ Date _____



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VOLUNTEER AGREEMENT & CODE OF CONDUCT (ADULT)

- 1) Status. I serve as a volunteer (not an employee/contractor).
- 2) Safety. I will follow staff directions, PPE, and site rules; report hazards/incidents immediately.
- 3) Youth safety (AB 506). I will (a) complete CA Mandated Reporter training if I am a “regular volunteer”, (b) comply with *Foundation’s* child-protection policy, including the two-adult rule and visibility standards, and (c) follow external reporting procedures for suspected abuse.
- 4) Boundaries. No closed-door 1:1 with youth; no off-platform private messaging; no transporting minors unless authorized and parent/guardian consent is on file.
- 5) Conduct. No harassment, discrimination, or retaliation; professional language; no drugs/alcohol on duty.
- 6) Confidentiality. I will protect private information of youth, families, donors, and volunteers.
- 7) Property/IP. Materials I create for the *Foundation* may be used by the Foundation.
- 8) At-will service. Either party may end service at any time.

Signature _____ Name _____ Date _____



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RELEASE OF LIABILITY & ASSUMPTION OF RISK

In consideration of being permitted to volunteer with the *Foundation*, I understand activities may involve ordinary risks (e.g., lifting, tools, weather, walking to/from sites). To the fullest extent permitted by law, I assume these risks and release/hold harmless the *Foundation*, its officers, employees, agents, and volunteers from claims arising from ordinary negligence in connection with my volunteer service. This release does not apply to gross negligence or willful misconduct. I authorize emergency medical care if needed. If I drive on Foundation business, I will maintain a valid license and insurance and sign the Driver Addendum.

Signature _____ Date _____



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PHOTO/MEDIA CONSENT (Optional)

I grant the *Foundation* permission to photograph/record me during volunteer activities and to use my image, voice, and first name in print/digital media for nonprofit purposes without compensation.

☐ I consent ☐ I do NOT consent

Signature _____ Date _____



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BACKGROUND CHECK AUTHORIZATION (Adults only)

I authorize the *Foundation*, as a DOJ-registered Applicant Agency, to request and receive my California and federal criminal history information via Live Scan under Penal Code §11105.3. I understand the *Foundation* will use this information only to determine my suitability for volunteer service involving minors and will keep results confidential per law. This authorization remains in effect for one year and may be renewed annually.

Name _____ DOB __/__/____ Aliases _____ Signature _____ Date _____



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COMMUNITY SERVICE TIMESHEET – [FOUNDATION NAME]

Student: _____ School: _____ Parent Tel: _____

Date	Start	End	Total Hrs	Task Summary	Supervisor Initials
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Total Hours this sheet: _____

Supervisor Name & Title: _____ Phone/Email: _____

Supervisor Signature: _____ Date: _____



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SAMPLE LETTER

[DATE]

To Whom It May Concern:

This letter verifies that [STUDENT NAME] volunteered with the *Foundation*, a nonprofit [brief mission], from [START DATE] to [END DATE] for a total of [TOTAL HOURS] hours. Typical duties included [brief tasks].

All service was unpaid and supervised by [SUPERVISOR NAME, TITLE, PHONE/EMAIL]. Our FEIN is [XX-XXXXXXX].

If you need additional information, please contact me at [PHONE/EMAIL].

Sincerely,

[NAME], [TITLE]

[FOUNDATION ADDRESS/PHONE/EMAIL]



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The *Foundation* is a “youth service organization” under BPC §18975. We will:

- Screen: Live Scan (state + federal) for administrators, employees, and “regular volunteers” (18+ with >16 hrs/month or >32 hrs/year of direct contact with youth); annual waiver to receive results.
- Train: AB 506 child-abuse identification & reporting training (Mandated Reporter – Volunteers).
- Two-adult rule: To the greatest extent possible, at least two mandated reporters are present whenever administrators, employees, or volunteers are in contact with or supervising children.
- External reporting: Suspected child abuse is reported to law enforcement/child protective services per Penal Code §11165.9, in addition to internal notification to leadership.
- Boundaries: no closed-door 1:1, no personal/private messaging with youth, no transporting youth without prior written parent consent and supervisor approval.
- Monitoring: open-door/visibility practices; logs; periodic observations; immediate incident reporting.
- Records: retain Live Scan ATI and results in restricted files; use DOJ subsequent-arrest notifications.