

C.R.E.E.D. Mentor/Coach Application

(Community Resources for Emerging Entertainment Dreamers)

Section 1: Personal Information

Full Name: _____

Email: _____

Phone: (____) - (Google Voice accepted)

Industry Specialty:

- Film/TV Production Theater Music Hair/Makeup
 Wardrobe/Costuming Set Design Acting Other: _____

LinkedIn/Portfolio URL: _____

Section 2: Professional Background

Years of Industry Experience: _____

Current Employer/Position: _____

Relevant Skills/Expertise (select 3-5):

- Resume/Career Coaching Union/Guid Navigation On-Set Protocols
 Demo Reel/Portfolio Review Networking Strategies Mental Health Advocacy
 Financial Literacy Other: _____

Briefly describe why you want to mentor with C.R.E.E.D. (50 words max):

Section 3: Commitment Agreement

Availability:

2 hrs/month (standard) 4+ hrs/month (expandable caseload)

Preferred Meeting Times:

Weekday Evenings Weekends Flexible

I agree to:

Complete 12-month commitment (May 2024 - April 2025)

Submit session topics 2 weeks in advance

Report misconduct immediately via creedfordreamers@gmail.com

Never solicit mentees for external opportunities

Section 4: Virtual Meeting Setup

Preferred Platform: Zoom Google Meet

I confirm I can:

Create my own meeting links

Use Calendly/Google Voice for scheduling (optional)

Sample Workshop Idea (title + 1-sentence description):

" _____ "

Section 5: Signature

"I certify that all information is accurate and commit to C.R.E.E.D.'s mission of ethical, professional mentorship."

Signature: _____ **Date:** _____

Submit completed applications to: creedfordreamers@gmail.com

Approved mentors will be notified within 10 business days.

C.R.E.E.D. Mentor Volunteer Policies & Agreement

1. Mentor Commitment & Requirements

- **Time Commitment:** Minimum 2 hours per month:
 - **1 hour** group training/workshop (topic aligned with monthly learning objectives)
 - **1 hour** one-on-one check-ins with assigned mentees (may be split across multiple mentees)
- **Duration:** 12-month commitment (May 2024 - April 2025)

2. Meeting Logistics

- **Scheduling Responsibility:** Mentors must:
 - Set up their own Zoom/Google Meet links
 - Establish clear agendas for all sessions
- **Submission Deadlines:**
 - Meeting topics and descriptions due **2 weeks in advance** to creedfordreamers@gmail.com
 - Meeting links due **1 week in advance** for participant distribution
- **Communication Channels:**
 - Primary contact through C.R.E.E.D. email (creedfordreamers@gmail.com)
 - Optional: Google Voice number or Calendly scheduling tool

- **No requirement** to share personal phone numbers

3. Mentee Assignments

- **Caseload:** 2-5 mentees (self-selected based on capacity)
- **Assignment Period:** Full 12-month commitment to same mentees unless special circumstances arise
- **Relationship Boundaries:**
 - No solicitation of mentees for employment or external opportunities
 - All external opportunities must be approved through C.R.E.E.D. first

4. Session Content Guidelines

- **Monthly Topics Should Align With:**
 - Career development (resume building, networking, etc.)
 - Industry-specific skills (set etiquette, union preparation, etc.)
 - Personal growth (time management, financial literacy, etc.)
- **Suggested Session Types:**
 - Skill-building workshops
 - Industry Q&As
 - Portfolio/resume reviews
 - Mock interviews
 - Mental health check-ins

5. Communication Protocols

- **With Mentees:**
 - Establish clear response windows (e.g., "I check emails Wednesdays 10am-2pm")
 - Recommended tools: Calendly, Google Voice, email
- **With C.R.E.E.D.:**

- Monthly check-ins with program coordinator
- Immediate reporting of any concerns/issues

6. Professional Conduct

- Maintain appropriate mentor/mentee boundaries
- Represent C.R.E.E.D. values in all interactions
- Adhere to all program policies regarding confidentiality and non-solicitation
- Dress professionally for all video sessions

7. Mentor Benefits

- Letter of recommendation upon successful completion
- Professional development opportunities
- Networking with other industry mentors
- Invitation to annual C.R.E.E.D. recognition event

Mentor Agreement

I, **[Mentor's Name]**, agree to:

1. Dedicate 2+ hours monthly to C.R.E.E.D. mentees
2. Submit all required materials by deadlines
3. Maintain professional boundaries with mentees
4. Not solicit mentees for external opportunities without C.R.E.E.D. approval
5. Communicate any scheduling conflicts immediately

C.R.E.E.D. 12-Month Intern Success Roadmap

(May 2024 - April 2025)

Monthly Focus Areas & Assignments

Month	Career Development Focus	Life Skills Focus
MAY (Orientation)	Goal Setting & SWOT Analysis	Time Management

Month	Career Development Focus	Life Skills Focus
JUNE	Industry Research	Networking Basics
JULY	Resume Building	Professional Communication
AUGUST	Digital Branding	Online Reputation
SEPTEMBER	Work Documentation	Organization
OCTOBER	Mental Health Check-In	Stress Management
NOVEMBER	Networking Practice	Relationship Building
DECEMBER	Financial Literacy	Money Management
JANUARY	Reel/Portfolio Update	Self-Promotion
FEBRUARY	Mock Interviews	Confidence Building
MARCH	Union/Guild Prep	Career Strategy
APRIL (Graduation)	Career Launch Plan	Transition Planning

Mentor Signature: _____

Date: _____

C.R.E.E.D. Representative: _____

Date: _____

C.R.E.E.D. Mentor Volunteer Agreement

Professional Conduct Policy

All mentors agree to:

- Maintain professional boundaries and decorum in all communications (verbal/written/digital)
- Dress appropriately for all sessions (business casual minimum for video meetings)
- Use inclusive, respectful language at all times
- Avoid any romantic, financial, or inappropriate personal relationships with mentees
- Refrain from discussing personal political/religious views unless directly relevant to career development

Misconduct Reporting Protocol

1. **Immediate Reporting Required** for:
 - Harassment/discrimination of any kind
 - Substance abuse during sessions
 - Violations of confidentiality agreements
 - Solicitation for employment/external opportunities
 - Any behavior that jeopardizes participant safety or program integrity
2. **Reporting Process:**
 - Email full details to creedfordreamers@gmail.com within 24 hours of incident
 - Subject line: "CONDUCT ALERT: [Mentee Name] - [Brief Description]"
 - Include:
 - Date/time of incident
 - Screenshots/recordings (if applicable)
 - Witness names (if any)
 - Your recommended course of action
3. **During Incident:**
 - Immediately pause/halt the session if unsafe or unprofessional behavior occurs
 - State clearly: "This conversation/behavior violates C.R.E.E.D. policies"

- Do not engage in arguments - defer to program administrators

Mentor Commitments

I, [Mentor's Name], agree to:

1. **Time Commitment:**

- Dedicate 2+ hours monthly (1hr group + 1hr individual sessions)

2. **Professional Standards:**

- Maintain appropriate boundaries and professional demeanor
- Report misconduct within 24 hours via prescribed protocol

3. **Communication:**

- Use approved channels (email/Google Voice/Zoom)
- Respond to mentees within 48 hours

4. **Compliance:**

- Never solicit mentees for external opportunities
- Adhere to all C.R.E.E.D. policies and procedures

5. **Confidentiality:**

- Protect mentee privacy per signed agreements

Mentor Signature: _____

Date: _____

C.R.E.E.D. Representative: _____

Date: _____

This agreement remains in effect for 12 months unless terminated earlier by either party with 30 days notice.