

# C.R.E.E.D. 12-Month Mentoring Program Policies & Procedures

\*(Updated 4/21/2025)\*

## 1. Program Overview

C.R.E.E.D. (Community Resources for Emerging Entertainment Dreamers) is a 12-month intensive mentoring program designed to provide hands-on training, professional development, and industry networking opportunities for aspiring entertainment professionals. Participants will gain real-world experience through internships, mentorship, structured assignments, workshops, and film productions while adhering to professional standards.

## 2. Program Fees & Payment Policy

- **Payment Options:**

- **\*\*\$30/month\*\***(12payments – *totaling\$ 360*)
- **\*\*\$200 one-time annual payment\*\*** (*\$ 200 one-time annual payment \$120 discount*)

- **Non-Refundable Policy:**

- Fees are **non-refundable after 10 days** of payment (covers application processing and representative support).

- **Late Payments:**

- Missed monthly payments will **suspend program access** until balance is paid.
- Accounts **unpaid for 60+ days** will be terminated with forfeiture of all benefits.

- **Payment Deadline:**

- Monthly payments due by the **1st of each month or date assigned through zeffy.**

### 3. Application & Acceptance Process

- **Application Submission:** All applicants must complete and sign the official C.R.E.E.D. application form.
- **Interview Process:** Selected applicants will undergo an interview with a C.R.E.E.D. representative.
- **Acceptance Agreement:** Accepted participants must sign a program agreement acknowledging all policies.

### 4. Professional Conduct Policy

Participants must:

- Maintain punctuality for all internships, meetings, and events.
- Communicate respectfully with mentors and peers.
- Adhere to workplace dress codes and behavioral standards.

### 5. Attendance Requirements

#### A. Monthly Classes/Workshops

- Attend **1 class/workshop per month** (advertised via WhatsApp/Instagram).
- Absences require **24-hour notice** (except emergencies).

#### B. Short Film Productions

- Complete **1-2 in-house films** (pre- to post-production).

#### C. Communication

- Respond to messages within **8 hours**.

### 6. Internship Policies

- **Cancellation:** 72-hour notice required.
- **Consequences for Missed Internships:**
  - 1st offense: Warning
  - 2nd offense: Probation
  - 3rd offense: Termination

## 7. Monthly Assignments

- Due by **5:00 PM on the 4th Friday** of each month.
- Late submissions:
  - 1st offense: Warning
  - 2nd offense: Probation
  - 3rd offense: Termination

## 8. Employment Rules

- **No direct employment** with production companies during program + 3 months post-graduation.
- All job inquiries must go through C.R.E.E.D. representatives.

## 9. Graduation Requirements

- Complete all assignments, internships, and film projects.
- Attend 12+ workshops.
- Maintain clean conduct record.

## 10. Termination & Appeals

- Violations may result in immediate dismissal.
  - Grievances must be submitted in writing for committee review.
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**Signed:**

\_\_\_\_\_ (Participant)

**Date:** \_\_\_\_\_

**Signed:**

\_\_\_\_\_ (C.R.E.E.D. Representative)

**Date:** \_\_\_\_\_