



MENTors MEMORANDUM OF UNDERSTANDING

This memorandum of Understanding (the MOU) is made on _____
by and between The Character Company (4 Summer Place, Veronica Street,
Kloofendal, JHB), hereinafter referred to as TCC and

(NAME) _____, of

(ADDRESS) _____, hereinafter

referred to as _____.

The MOU sets out the working arrangements that each partner agrees are necessary to achieve TCC's MENTorship program goals and strategic objectives.

OBLIGATIONS OF THE PARTNERS

The partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in a spirit of partnership to ensure that there is a united visible and responsive leadership of the program and to demonstrate administrative and managerial commitment to the program's policies and procedures.



1. TCC FOUNDING PRINCIPLES

The Character Company is a Christian-based organisation embracing people from all walks of life, regardless of colour or creed, to work together to counter the impact of absent fathers on our families and society.

2. STRATEGIC PRIORITIES

1. Raising boys to be good men by positively impacting families, communities and society at large via a long-term, activities based, 5-Values MENTorship programme for young boys growing up with absent fathers and/or positive role models.
2. Recruit committed MENTors and big brothers.
3. Develop mutually beneficial partnerships.
4. Build a sustainable organisation.

3. VALUES

The 5 values of TCC form the foundation of TCC's MENTorship program. MENTors are to incorporate these values in every discussion possible and ensure that they are reinforced at all times. MENTors agree to teach each boy on the TCC programme these values, the definitions as we use them and how to apply these values in their lives;

1. *HONESTY* – to tell the truth even when it is difficult.
2. *COURAGE* – to face your fears and conquer them.
3. *SELF DISCIPLINE* – to do the right thing before someone tells you to do it.
4. *RESPECT* – to treat others, their belongings and their time the way you want to be treated.
5. *KINDNESS* – to show that you have a good heart.

4. PROGRAMME STRUCTURE

The typical structure of MENTor interaction with TCC boys is as follows;

- 4.1 MENTor collects boy from school/arranged venue.
- 4.2 MENTor sends message on afternoon WhatsApp group to confirm that boy was collected.
- 4.3 Proceed to venue for afternoon ACTIVEty (activity is used as the means to deliver the values).
- 4.4 MENTor starts with group discussion to find out how everyone is doing, explain the activity if necessary, get the boys to explain the values, discuss the theme for the month & week and pick up on any relevant information that comes out of the discussion.

- 4.5 One of the boys to say thank you (pray) for snack.
- 4.6 Have snack.
- 4.7 Continue with activity.
- 4.8 Wrap up afternoon programme, collect “props” if necessary, make sure everyone greets everyone and is safely back in the vehicles.
- 4.9 Drop boys at school or home & send message on WhatsApp group to confirm delivery.
- 4.10 Complete and capture monitoring and evaluation tools.

5. THE LIFE OF A TCC MENTOR

5.1 The Mentors’ Role

- Take the lead in supporting TCC boys through an ongoing, MENToring relationship.
- Serve as a positive male role model.
- Build the relationships by planning and participating in activities together.
- Strive for mutual respect.
- Build self-esteem and motivation.
- Help set goals and work toward accomplishing them.

5.2 The Mentors’ Time Commitment

- Make an ongoing commitment for at least one year (JAN to DEC).
- Spend a minimum of eight hours per month with a mentee in weekly sessions.
- Attend an initial three-hour training session and additional two-hour training sessions quarterly during each year of participation in the programme.
- Attend at least two camps per year (weekend or holiday camp).
- Attend at least two monthly events per year.

5.3 The Mentors’ “MENTor pack”;

- TCC T shirt
- TCC attendance list
- TCC MENTors MANual.
- TCC Head Office contact numbers and email addresses.
- Details of all moms in his group.
- Details of all activity partners.

6. TCC CODE OF CONDUCT:

Mentors pledge to do the following:

- 6.1 Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, fairness and consideration.
- 6.2 Avoid situations where he is alone with a child e.g. in a closed indoor space or secluded outdoor area. This includes a private residence unless another TCC MENTor is present.
- 6.3 Use positive reinforcement rather than criticism, competition or comparison when working with children.
- 6.4 Refuse to accept inappropriately expensive gifts (those with a value > R100) from children or their parents, without the prior written approval from the programme director.
- 6.5 Refrain from giving gifts to children without the prior written approval from the programme director.
- 6.6 Report suspected abuse to the programme director (verbally) immediately and follow up in writing within 24 hours. It is understood that failure to report suspected abuse is, according to the law, a misdemeanour.
- 6.7 Be responsible with the property and/or equipment that I work with, ensuring that it is not damaged, removed or stolen.
- 6.8 Model positive behaviour, relationships and interactions in the presence of children.
- 6.9 Ask if not sure about anything, rather than taking unnecessary risky decisions.
- 6.10 Drive in a totally law-abiding manner giving extra special attention to safety. It must be kept in mind that an example is being set for the boys the vehicle. Only use hands free devices whilst driving – no texting. Each child should wear a safety belt. No child is allowed to stand in the vehicle. Children must at all times be well behaved and disciplined to ensure safe driving.

Mentors pledge to refrain from following:

- 6.11 Smoke or use tobacco products in the presence of children.
- 6.12 Use, possess, or be under the influence of alcohol in the presence of children. Mentors and mentees may go to a location where minors are allowed and alcohol is served provided that the mentor and boys do not consume any alcohol.
- 6.13 Use, possess, or be under the influence of illegal drugs at any time. No participant of TCC will manufacture, possess, distribute or use any illegal substance.
- 6.14 Pose any health risk to any TCC community members, (e.g. no fevers or other infectious/contagious conditions).
- 6.15 Unwelcome physical contact, such as inappropriate touching, patting, pinching, punching, and physical assault.
- 6.16 Unwelcome physical, verbal, visual, or behavioral mannerisms or conduct that denigrates shows hostility, or aversion toward any individual.
- 6.17 Demeaning or exploitive behavior of either a sexual or nonsexual nature, including threats of such behavior.
- 6.18 Use any discipline that frightens or humiliates children.
- 6.19 Use profanity/blasphemy in the presence of children.
- 6.20 Have inappropriate conversations in the presence of children (e.g. discussion of sensitive subjects they don't fully understand and may worry or mislead them).
- 6.21 Display of demeaning, suggestive, or pornographic material
- 6.22 Take possessions that are not my own unless authorised to do so in writing by the owner.
- 6.23 Denigration, public or private, of any mentee parent/guardian or family member.
- 6.24 Denigration, public or private, of political or religious institutions or their leaders.
- 6.25 The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material while participating in mentoring activities is strictly prohibited unless it is part of an authorised and planned activity like target shooting at camp. Any suspected violations should be reported to the Operations Character or TCC Head Office.

7. MARKETING STRATEGY

Marketing of the vision and/or strategic objectives and any media or other related public relations contact should always be consistent with the aims of the program and only undertaken with the approval of the program or marketing director.

Extra care is to be taken if a vehicle has TCC branding, as it reflects very visibly TCC's standards.

8. FUNDRAISING

TCC is a registered Non-Profit and Public Benefit Organisation with Section 18A Status allowing it to issue tax certificates for donations. All TCC's operations are covered through donations and fundraising so networking remains an ongoing priority to everybody involved with TCC.

Mentors are encouraged to find an investor(s) for a minimum of R250 per month via a secure debit order donation system. This can be the MENTor himself or a third-party donor.

MENTors are encouraged to take part in and support fundraising initiatives wherever possible.

9. MONITORING & EVALUATION

Ongoing monitoring and evaluation of the TCC long-term MENTorship programme, MENTors, Mom's and Boys is key to building a sustainable and transparent organisation.

MENTors are required to support and adhere to all monitoring and evaluation protocols for their group and personal evaluation.

10. TRAINING

Ongoing training and development of MENTors helps to create a strong MENTorship programme and develops MENTors in their MENTorship and personal capacity. MENTors are encouraged to attend all MENTorship training opportunities.

11. CURRICULUM

TCC will continuously develop its curriculum and ensure that the material is available to all MENTors on the program. MENTors undertake to reinforce the curriculum at every opportunity and stick to the monthly themes.

MENTors agree to provide constructive feedback on the use of the curriculum to ensure ongoing updates of the material.

The Curriculum is broken down into 10 monthly themes with sub-themes for weekly discussions. Each MENTor will receive a MENTors Manual (a guide to raising 5-Values men) with all the relevant guidelines.

12. SOCIAL MEDIA

Please keep in mind that MENTors are representatives and ambassadors for TCC and therefore should be careful what they post on their social media platforms.

13. COMMUNICATION

Organising the various activities of TCC is a complex undertaking and MENTors are required to please communicate clearly. Note especially the following;

- 13.1 Please check with event organisers before making any private arrangements for pick up of attendees.
- 13.2 Should a new mom or potential partner or investor contact a MENTor, please refer them to the appropriate person involved. Each scenario requires different communication and protocols.
- 13.3 One on one sessions to be coordinated through the Moms Support Coordinator.
- 13.4 Mentors are not allowed to enter into any program partnership discussions without the permission of the program director.
- 13.5 MENTors should avoid personal relationships with moms on the programme – remember you are there to MENTor the boy, not the mom. TCC provide a separate moms support program for single moms.
- 13.6 MENTors must ensure that all correspondence to the boys in their group and/or the programme remains transparent and feedback is provided to the Social Support Character and/or authorised channels in writing. For example, telephone conversations can be reported in written format and screenshots can be uploaded and forwarded in case of messages.
- 13.7 Should a MENTor develop romantic feelings for a mom in the programme, the MENTor must immediately advise the TCC program director in writing.

14. POLICIES & PROCEDURES

Policies and procedure are posted on the website and updates will be communicated to MENTors - MENTors are responsible for reading and familiarizing themselves with the content.

15. LIABILITY

No liability will arise or be assumed between the Partners as a result of this Memorandum.

16. DISPUTE RESOLUTION

In the event of a dispute between the Partners a dispute resolution group will be convened.

17. TERMINATION

It is mutually agreed upon and understood by the partners of this Memorandum that either partner may terminate their participation in this MOU by providing at least 30 days written notice to the other partner.

Date _____

For and on behalf of TCC

MENTor

Name _____

Name _____

Signature _____

Signature _____