



verizon^v

Youth Educational Enrichment Series

#LULACPrograms #SayYEESToSTEAM



2020-2021

VOLUNTEER HANDBOOK

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This handbook describes the Youth Educational Enrichment Series (YE²S) program developed by LULAC Institute, Inc. and supported by Verizon Foundation. The YE²S program aims to empower and provide mentorship to Hispanic students interested in STEAM between the ages of 13 to 18.

About LULAC

The **Mission** of the League of United Latin American Citizens (LULAC) is to advance the economic condition, educational attainment, political influence, housing, health and civil rights of the Hispanic population of the United States.

As the premiere grassroots Latinx organization in the United States, LULAC has a rich history of providing Latinx communities with the technological skills needed to reduce the economic and educational disparities that are all too prevalent in our communities. Over the last 15 years, LULAC has empowered communities to immerse themselves in the digital age by providing state-of-the-art computer technologies and safe spaces in the United States and Puerto Rico to bridge the digital divide in our communities through robust programming.

With 68 Empowering Hispanic America with Technology (EHAT) centers distributed throughout the United States and Puerto Rico, LULAC has been able to serve low-income Latinx communities by providing access to and utilization of key telecommunication technologies which have been historically out of reach for this demographic. Through this, LULAC has built technological education programs centered around literacy, technology immersion, robotics and coding, entrepreneurship and leadership.

LULAC in partnership with Verizon are working to empower the next generation of leaders through LULAC's Youth Educational Enrichment Series (YE²S) program to elevate the representation of the Latinx community in STEAM education and careers.

About the YE²S Program

LULAC's Youth Educational Enrichment Series (YE²S) program is a movement to empower Latinx youth across the United States to emerge in the fields of STEAM and aid in diminishing the digital divide through social engagement and mentorship. The program is designed to increase digital literacy skills while exposing students to STEAM-fields and empowering them through professional development in efforts to prepare students for post-high school and expand digital inclusion in the community.

With the help of Verizon mentors and volunteers, the YE²S program will have access to over 15,000 industry professionals around the world that are eager to help program participants take advantage of technology, access to connectivity and insight on the application of technology for problem-solving, gainful employment and entrepreneurship. Volunteers from LULAC's network of over 1,000 councils across the nation and Puerto Rico will also be available to engage with students and provide mentorship. In addition to the insightful access to different career professionals, the program will help provide professional development to prepare students for in-demand STEAM careers which will encourage academic achievement, strategic and critical thinking skills, and an understanding of the current digital world.

This guide is intended to serve as a resource for volunteers that outlines some key program deliverables and corresponding timetables to help ensure program goals are met and that each volunteer can communicate program achievements, challenges, and any other milestones.

Information for Webinar Facilitators

As part of the YE²S curriculum, LULAC Institute has developed a list of webinar topics that will require students to engage in critical thinking, explore STEAM-fields, develop life skills through engagement in professional development. LULAC Institute will work with volunteers to pre-record 45-minute to one-hour webinars focused on STEAM exploration, academic and career guidance, with leadership development. Additionally, volunteers will have the opportunity to create a follow-up activity directly related to the webinar topic for additional volunteering hours. LULAC Institute staff will provide the recording to on-site program coordinators for them to present to their students via a virtual meeting using the platform of their choice. Program coordinators will engage students by asking follow-up questions and inviting them to share their thoughts on the topics discussed.

Pre-Volunteering Requirements

For Verizon Volunteers

1. RSVP on the Verizon Volunteering Platform for “Say Y.E.E.S. to Volunteering!” and attend the introductory webinar.
2. RSVP on the Verizon Volunteering Platform for the specific webinar you are interested in facilitating.
 - This will be based on a first come, first serve basis.
3. Complete and submit a [Commitment Form](#) to confirm your participation as a webinar facilitator.
 - Congratulations! If you are reading this, you have completed the first few steps in making a difference!
4. Complete and submit a [Media Release Form](#) to STEAM@LULAC.org.

For General Volunteers

1. Complete and submit a [Volunteer with LULAC](#) form.
2. Complete and submit an [Interest Form](#) to share your contact information with LULAC staff and RSVP to attend the “Say Y.E.E.S. to Volunteering!” introductory webinar.
3. Attend a “Say Y.E.E.S. to Volunteering!” introductory webinar.
4. Complete and submit a [Commitment Form](#) to confirm your participation as a webinar facilitator.
 - Congratulations! If you are reading this, you have completed the first few steps in making a difference!
5. Complete and submit a [Media Release Form](#) and an updated resume. Completed forms must be submitted to STEAM@LULAC.org.

Volunteering Requirements

For Verizon Volunteers & General Volunteers

- Work with LULAC Institute staff to develop and pre-record a webinar.
 - This includes planning and recording sessions.
- Develop a one-page description of your selected webinar using the template provided by LULAC Institute. *Template located in Appendix II and can be downloaded by clicking [HERE](#).*
- Develop a PowerPoint presentation to accompany your webinar (if applicable).
- Complete all reporting requirements as outlined by LULAC Institute.
- Additional Opportunity: Develop a follow-up activity for on-site program coordinators to complete with their students. *Template located in Appendix III and can be downloaded by clicking [HERE](#).*

Reporting Requirements

LULAC Institute will require you to complete the following items as part of your volunteering commitment:

- **Volunteering Log:** This log will be used to record all volunteering hours. Volunteers are required to submit their log no later than two weeks after concluding their volunteering commitment. *Completed logs must be submitted by clicking [HERE](#).*
- **Volunteer Satisfaction Survey:** This survey will help us collect feedback to improve the program and volunteering experience. Volunteer Satisfaction Surveys will be due no later than two weeks after you have completed your volunteering commitment.

Guidelines & Acknowledgements

All volunteers must abide by the following guidelines:

1. Upholding the highest level of professionalism and integrity when working with students, staff, and program coordinators.
2. Following best practices of the nonprofit sector.
3. Following best practices when working with minors.
4. Being available and on-time during your scheduled volunteering activities.
5. Being recorded digitally including visual and audio recordings when participating in webinars.
6. Abide by all guidelines set forth by LULAC Institute and Verizon.

Webinar Topics

The following webinar topics are available for volunteers to sign up for. A maximum of three (3) volunteers can sign up for each webinar topic. Availability is on a first-come-first-serve basis.

Webinar Description*
<p>Let's Get Crafty Our Verizon artists are excited to show you how to build a creative and crafty resume that outlines your colorful skills and unique experiences. Come learn how you can make a splash!</p>
<p>CHECK me in! Adulting can be difficult, I'll give you some CREDIT there, but the SCORE is what counts! LULAC, with the help of Verizon masterminds, will guide you through the process of why a credit score is important, how to start and build your credit score and specific Do's and Don'ts in terms of credit.</p>
<p>Tools & Rules! Grab your tools and build a plan to create an impact in your local community by developing your own social innovation project. By focusing on what our communities need, we can create a self-sustaining project to help those in our community.</p>
<p>The Art of Leading Our Verizon leaders will explore the art of leadership to help you develop your skill set with a focus on servant leadership, team building, and team management to excel in your day-to-day lives.</p>
<p>It's Electric! Get energized and connect with our Verizon engineers on how to navigate careers in STEAM as a minority in the U.S.</p>
<p>No better time than the PRESENT! Our Verizon historians will help you focus on your personal story to explore possible career paths. Through a focus on career guidance, they will show you how you can use your past experiences to identify career interests and plan for the future.</p>

GoFUNDMyself

Hop online and connect with our Verizon mathematicians to learn what options are available to pay for college. The resources presented will cover funding options such as scholarships, financial aid, and other resources. In addition, the webinar will provide you with other important information that can help students of color navigate the financial stress of paying for college.

#KUWTT

Keep up with our Verizon techies to learn how to navigate through the never ending technological changes. With our lead specialists, we will inform you on how to adapt to ever changing careers and fields. #KeepUpWithTheTech

#SelfieSesh

Slide into our Verizon Influencer's #SelfieSesh workshop to learn about the importance of social media professionalism, the effects of everything we post online, & how to #StayWoke during an ever-evolving technology based workforce.

Bring in the ELEMENTS!

Explore science through a fun experiment using household materials led by our very own Verizon scientists! This experiment will follow the scientific process as you use your critical thinking skills to analyze and evaluate the results of your activity.

**LULAC staff members will work with volunteers to develop a timeline to submit volunteering requirements.*

Information for Mentors

As part of the YE²S program, students will have the opportunity to receive mentoring and guidance from volunteers. Mentors will empower students with essential life, educational, and professional skills while supporting them as they plan for their future goals.

Each student will be paired with a mentor based on common interests such as career pathways, hobbies, and extracurricular activities collected through a survey provided by LULAC Institute. Mentor and mentee pairings will be created by LULAC Institute. Mentors will receive a Mentoring Match-up Information Sheet with information that was submitted pertaining to the student's interests and goals. Students will also receive the Mentoring Match-up Information Sheet with their mentor's bio and information about their interests. *Template found in Appendix V.*

Mentors are required to meet with their mentee for a minimum of 60-minutes every other week to discuss academic, personal and career exploration.

Pre-Mentoring Requirements

For Verizon Volunteers

1. RSVP on the Verizon Volunteering Platform for "Say Y.E.E.S. to Volunteering!" and attend the introductory webinar.
2. Complete and submit a [Commitment Form](#) to confirm your participation as a mentor.
 - a. Congratulations! If you are reading this, you have completed the first few steps in making a difference!
3. Complete and submit a [Media Release Form](#) to STEAM@LULAC.ORG
4. Complete a [Mentoring Match-Up](#) form. This form will be used to pair you with your student mentee based on similar interests and career involvements.

For General Volunteers

1. Complete and submit a [Volunteer with LULAC](#) form.

2. Complete and submit an [Interest Form](#) to share your contact information with LULAC staff and RSVP to attend the “Say Y.E.E.S. to Volunteering!” introductory webinar.
3. Attend the “Say Y.E.E.S. to Volunteering!” introductory webinar.
4. Complete and submit a [Commitment Form](#) to confirm your participation as a mentor.
 - Congratulations! If you are reading this, you have completed the first step in making a difference!
5. Submit a background check (less than one year old), a copy of an ID, and updated resume at your own expense. All items must be submitted by clicking [HERE](#).
6. Complete and submit a [Media Release Form](#) to STEAM@LULAC.ORG
7. Complete a [Mentoring Match-Up](#) form. This form will be used to pair you with your student mentee based on similar interests.

****All items must be completed and submitted before any participation in the YE²S program.****

Mentoring Requirements

For Verizon Volunteers & General Volunteers

- Minimum 8-week commitment.
- Minimum 60-minute bi-weekly mentoring video sessions.
- Video sessions must be recorded for the safety of all participants. On-site program coordinators will be responsible for recording these sessions.
- Complete all reporting requirements as outlined by LULAC Institute.
- Conduct a mock interview with your mentee to help them prepare for college and job interviews.
 - A list of potential questions will be provided.
 - Mock interviews will be conducted with mentors who are volunteering in December, March, and June as one of the sessions conducted during the designated month.

Mentoring Session Structure

On-site program coordinators are responsible for hosting a bi-weekly mentoring session via Zoom for students and mentors. Once the meeting has started, the on-site program coordinator will split up students and their designated mentors into breakout/meeting rooms. Students and mentors will then engage in the required 60 minutes of mentoring. On-site program coordinators will not be a part of the individual sessions but they will be responsible for recording all meetings and be available if students and/or mentors choose to exit the mentoring session before it ends.

Guidelines & Acknowledgements

As a mentor participating in the LULAC YE²S program you must commit to:

1. Upholding the highest level of professionalism and integrity when working with students, staff, and program coordinators.
2. Following best practices of the nonprofit sector.
3. Following best practices when working with minors.
4. Being available and on-time during your scheduled volunteering activities.
5. Immediately reporting any activities and/or interactions deemed concerning or inappropriate.
6. Being recorded digitally including visual and audio recordings when interacting with students and/or participating in webinars. All webinars and mentoring sessions will be recorded for the safety and protection of all parties involved. LULAC has a right to review and keep these recordings for any purpose necessary that includes the YE²S program.

7. You are expected to meet with your mentee at least 60-minutes every other week of the 8-week commitment. If you cannot meet this commitment you must notify LULAC staff as well as your mentee via email so as not to disappoint your mentee. This program does exert flexibility in accommodating mentor schedules given the importance of the role, but you must strive to stay as close to the 60-minute bi-weekly commitment as possible.
8. Understanding it is prohibited to promote or inhibit religious views through the mentoring sessions. Mentors/mentees will not promote or designate any particular religion, religion in general, or lack or religious belief. Mentors/mentees must not interject personal views or advocate those of others. During this program, mentors/mentees must be extremely sensitive to respect, and not interfere with, other's religious beliefs and practices.
9. Understanding the mentor/mentee agreement can be ended through a no-fault conclusion if, for any reason, it seems appropriate. Either party has the option of discontinuing the relationship for any reason, and he or she will discuss this decision with the on-site program coordinator and LULAC Institute staff before terminating the relationship.

Reporting Requirements

LULAC Institute will require you to complete the following items as part of your volunteering commitment:

- **Volunteering Log**: This log will be used to record all volunteering hours. Volunteers are required to submit one log per month on the last Friday of the month. Logs must be submitted by clicking [HERE](#)
- **Volunteer Satisfaction Survey**: This survey will help us collect feedback to improve the program and volunteering experience. Volunteer Satisfaction Surveys will be due no later than two weeks after you have completed your volunteering commitment.

Resources for Mentors

The following section provides resources and answers to frequently asked questions about the mentoring process.

How should I prepare for my mentoring sessions?

- Familiarize yourself with the video conferencing platform you will be using for the mentoring sessions.
- Set up the right equipment and space.
 - Make sure there are no distractions in your background that the camera may capture.
 - This includes any inappropriate posters or illegal items that can be seen on camera.
 - Set up in an area with good lighting and a strong internet connection.
 - Wear appropriate clothing attire (i.e. no pajamas, inappropriate T-shirts).
- Choose the topic you will be discussing with your mentee ahead of time. Prepare any necessary materials.

What makes a good mentor?

- **Love helping students**: Mentors should enjoy working with youth. For example, let's say a student is lost and does not understand what they are doing, a mentor should be able to understand what their needs are and how to best provide guidance. Overall, mentors are constantly helping students develop their life, academic, and professional skills.
- **Have great listening skills**: Listening to the student effectively is important to get to know their likes, dislikes, and personality as well as to understand their questions, doubts, or concerns in regards to the topics being discussed. Listening carefully is a technique that mentors generally use to provide good feedback to students and engage in a conversation.

- **Have great communication skills:** In addition to being an effective listener, it is important to have strong communication skills when building a mentor-mentee relationship. When communicating information with students it is important to be clear and concise. If the student does not understand the message you are trying to get across, you may need to articulate your ideas in a different way to help them understand.
- **Always be patient:** When developing a mentor-mentee relationship you may face moments of disagreement or miscommunication and it is important to remember to remain patient. Students oftentimes face pressures from a variety of sources including school, work, family expectations, and other commitments. It is important to respond to these instances with empathy and through open communication. Remember to always avoid losing your patience and never verbally harm a student. Always respond with kindness and respect no matter the circumstances.
- **Have empathy for others:** Empathy is the ability to understand someone else's feelings and experiences as if they were your own. Some students may be struggling with their mental and emotional health and may share these experiences with their mentors. As a mentor, you should always respond with empathy when students share their feelings.
- **Provide positive feedback:** Provide students with positive feedback to help motivate them. For the student's success, mentors should provide constructive criticism as a way to learn efficiently in everything they are doing.
- **Be open-minded:** Good mentors are always open to listen to any ideas given by students. Whether the ideas are broad or specific you should always be open to receive any suggestions from students.
- **Be yourself:** Every person is different and has qualities that make them unique. Personalities can range from relaxed and quiet to funny and outgoing. Being yourself is important to build meaningful mentor-mentee relationships.

What are some ideas of topics I can cover during my mentoring sessions?

- **Get to know each other:** The beginning sessions should start by introducing yourself and getting to know your mentee's likes, dislikes, and personality. Below are some questions you can discuss to get to know each other:
 - What are your favorite hobbies?
 - What is your favorite school subject?
 - What motivates you to work hard?
 - Are you an introvert or extrovert?
 - What are your plans after you graduate high school?
 - How would you describe a good mentor?
 - How can I support you as a mentor?
- **Build or update your resume:** Help your mentee polish their resume and prepare to apply for college or the workforce.
- **Create a cover letter:** A strong cover letter is important to stand out to college recruiters and hiring managers. Help students develop a cover letter they can adapt for their college and job applications.
- **Develop an elevator pitch:** An elevator pitch is oftentimes used when networking with colleagues and professionals. Help students develop and practice an effective elevator pitch.
- **Potential career paths:** Explore professional fields and potential occupations based on your mentee's interests
- **Setting short-term and long-term goals:** Discuss the importance of goal-setting with your mentee and the differences between short-term and long-term goals.

- **Conducting mock college recruiter and job interviews:** Help your mentee practice their interviewing skills by conducting a mock interview and providing feedback on how they can improve their skills.
- **Practicing public speaking:** Have your mentee practice public speaking or giving a speech. This will help the mentee gain knowledge and confidence.
- **Working in a team:** Share your experience in working with teams and the most important skills for collaboration in the academic and professional world.
- **Leadership development:** Explore what makes a good leader and the most important leadership skills to develop.
- **Your experience in the workforce:** Share with students what your professional journey has been like and how they too can become successful in the workforce.

What are good communication skills?

Consider the following communications techniques and skills while working with your mentee:

- **Being on the same page:** You have to make sure that you and your mentee understand each other while interacting. Every relationship requires an understanding of each other's wants and needs to accomplish mutual goals.
- **Being clear and concise:** Explain concepts thoroughly but in a clear and direct way. This will help make sure that your mentee understands the message you are trying to communicate.
- **Addressing miscommunication:** Regardless of how effective you feel you may be communicating, misunderstandings and miscommunications may still occur. It is important to address these instances and clear them up so there is a mutual understanding moving forward.
- **Integrity:** Being honest and following your moral principles will help you set a good example for your mentee.
- **Be open-minded:** Be open to people's ideas and recommendations. Remember, your mentee and you are building a relationship based on mutual respect and understanding.

What information about myself is appropriate for me to share with my mentee?

As a mentor you should share a limited amount of information about your personal background and experiences. Information you share should pertain to your experiences in the academic and professional sectors. Your main focus is helping your mentee accomplish their academic and career goals.

What information about myself is not appropriate for me to share with my mentee?

Avoid sharing personal information that you place in governmental documents like your home address, social security, personal email, and personal phone number. It is never appropriate to share your personal problems with students.

What steps should I take if I am not able to make it to my mentoring session?

If you are not able to attend the previously scheduled mentoring session please email the on-site program coordinator and your mentee to inform them 24 hours prior to the scheduled session. The on-site program coordinator will work with you to find an alternative time for you to meet with your student.

Why is it essential for sessions between my mentee and I to be recorded?

All webinars and mentoring sessions must be recorded for the safety and protection of all parties involved. LULAC has a right to review and keep these recordings for any purpose necessary that includes the YE²S program.

What should I expect to get out of my mentor-mentee relationship?

Every mentoring session is intended to be an opportunity of growth for both you and your mentee. Throughout your commitment as a mentor you will build a meaningful mentor-mentee relationship and grow personally and professionally from the experience.

What should I do if I am concerned for the safety of my mentee?

If your mentee is displaying concerning or inappropriate behavior and/or experiencing psychological issues, you must contact the on-site program coordinator immediately via email with a detailed description of your concerns. The email should include information such as the time, date, pupil, and details of the situation that raised concerns. We request that you CC Melissa Cossio, MCossio@lulac.org and Tanya Mendez TMendez@lulac.org in these emails. Some examples of concerning behavior include: expressing suicidal thoughts or ideas of hurting themselves/others; witnessing or being informed of domestic violence in the mentee’s home; or a mentee making inappropriate comments that make you feel uncomfortable.

Important Websites for YE²S Program

LULAC Web Page	www.lulac.org
YE ² S Program Web Page	www.lulac.org/yees
YE ² S Program Volunteer Portal	www.lulac.org/yees/volunteer

Staying Involved with LULAC

Our network of LULAC council members is the backbone of the organization and they are at the forefront of advancing LULAC’s mission across the country. The success of the organization has always been a direct result of their commitment and involvement.

LULAC offers a variety of opportunities to get involved for individuals like you who are passionate about working to improve the lives of those around them.

Volunteering with LULAC

LULAC provides robust programming opportunities to Latino communities to help reduce the economic and educational disparities that are all too prevalent in our communities. Our diverse portfolio encompasses programs centered around technological skill development, STEAM-field exposure and careers, entrepreneurship, educational and college readiness, healthy living, youth empowerment, professional development and leadership.

Volunteer with LULAC’s Programs Department for opportunities such as being a tutor, mentor, keynote speaker, or workshop facilitator.

To sign up to continue volunteering with LULAC and explore available opportunities, visit www.lulac.org/volunteer.

Become a LULAC Member

More than ninety years ago, a group of Latino leaders formed the League of United Latin American Citizens (LULAC) to defend the rights and advance the well being of Hispanic Americans in the United States. Today, LULAC is the largest and most active membership organization serving the Hispanic community.

LULAC members are the driving force behind significant advancements and improvements to the quality of life for Hispanics across the country. Since LULAC's founding, our members have not wavered in their determination to end discrimination and injustice for Hispanics living in the United States. LULAC has developed national and community-based programs to address the needs of the Hispanic community and to ensure that this nation's workforce obtains the necessary education and skills to keep America productive.

As a LULAC member, you will be part of an organization whose members are making a difference through volunteer programs addressing the needs of the Latino community. You will also be part of a nationwide network of community activists who are protecting our civil rights in the areas of immigration, social services, education, and economic opportunity at the local, state, and national levels.

Today, our membership extends into every state in the Union and Puerto Rico with over 1,000 councils nationwide. Through our Youth, Young Adult and Adult councils, LULAC offers membership opportunities for all age groups. LULAC also reflects a broad cross-section of Hispanic Americans including Mexicans, Puerto Ricans, Cubans, and Central and South Americans. We need your help to continue our legacy of improving the quality of life for all Latinos.

To become a LULAC member, visit www.lulac.org/members/campaign.

LULAC Institute Contact Information

LULAC has designated the following staff to this program. If volunteers need any assistance throughout the implementation of the programs or have any questions, comments, or concerns, feel free to contact any one of the people listed below.

POSITION	CONTACT INFO
LULAC STEAM Programs Team	STEAM@LULAC.org
Programs Coordinator	Melissa Cossio MCossio@LULAC.org (915) 577-0726
Programs Coordinator	Tanya Mendez TMendez@LULAC.org (202) 833-6130

APPENDIX

Appendix I: Media Release Packet

Appendix II: Webinar Description Template

Appendix III: Supplemental Activity Template

Appendix IV: Volunteering Log

Appendix V: Mentoring Match-up Information Sheet

Appendix I

Media Release Packet



GENERAL RELEASE

I grant Verizon Communications Inc., its subsidiaries, successors, assigns, and licensees (collectively "Verizon") the following rights:

1. I grant Verizon the right to take photographs and videos of me and my likeness and record or otherwise take my voice for testimonials and other statements ("Photography") on the date and at the location listed below.
2. I also grant Verizon the right to edit and use the Photography in any way whatsoever, for any purpose, and in any manner and medium, including but not limited to, advertising, publicity or promotional material, in print, video, television, radio, or any other media, electronic or otherwise, including websites and the Internet, at any time or times throughout the world, to use quotations and soundtrack recordings of me or my voice, including the right to substitute the voice of another person(s) for my voice, to use my name or a fictitious name and biographical and other information, accurate or fictitious, concerning me in connection with the use of the Photography.
3. I waive any right to inspect or approve the Photography or how the Photography is used and further waive any claim that I may have with respect to its use.
4. I acknowledge that I will not receive any compensation other than any publicity that I may receive relating to the use of the Photography.
5. I forever release and discharge, and agree to hold harmless Verizon and its directors, officers, agents, employees, shareholders and representatives from any and all liability for any violation of any personal rights (including right of privacy and right of publicity), intellectual property rights or any other rights which I may have arising out of or in connection with Verizon's use of the Photography
6. I represent and warrant that I am of full age and have every right to contract in my own name in the above regard. This agreement shall be binding upon me, my heirs, legal representatives and assigns.

Location and date: _____

I hereby agree and consent:

Printed Name	Signature	Address	Date

If a minor: I am the (parent/legal guardian) of the named minor. I agree and consent to the foregoing on behalf of the minor and personally join in the warranties and representations above. I also agree to indemnify and hold harmless Verizon against any claims the minor may make as a result of Verizon's use of the Photography as described above.

Printed Name of Minor	Printed Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Address	Date



LULAC's Youth Educational Enrichment Series Program Media Release

I give permission to the LULAC Institute, Inc. and Verizon Communications to use any slides, photographs, images, video and/or statements that may be taken of my child during the course of LULAC's Youth Educational Enrichment Series program for online and/or printed marketing and/or promotional purposes including but not limited to the LULAC Institute, Inc. and Verizon Communications website, newsletter, social media and television with the privilege of editing or rearranging but not changing the original meaning. In addition, some participants may be asked to give interviews if the program is covered by the media.

By signing below I authorize LULAC Institute, Inc. and Verizon Communications to use your child's name and image for the above-mentioned purpose.

Print Participant's Name

Date

Participant's School/Organization Name

Grade

Print Parent/Legal Guardian's Name

Parent/Legal Guardian's Signature

Date





LULAC's Youth Educational Enrichment Series Program Formulario de lanzamiento de medios

Doy permiso al personal de LULAC Institute, Inc. y Verizon Communications para usar cualquier fotografía, imagen, video y / o declaración que se tome durante el curso del programa Youth Educational Enrichment Series de LULAC para fines de mercadotecnia y / o promocionales en línea y / o impresa incluidos, entre otros, los sitios web, boletines informativos, redes sociales, programas de televisión, y otros medios de comunicación de LULAC Institute, Inc. y Verizon Communication, con el privilegio de editarlas o reformularlas pero sin modificar su sentido original. Además, puede ocurrir que se les pida a algunos participantes que den entrevistas si el programa está cubierto por los medios de comunicación.

Al firmar a continuación, autorizo a LULAC Institute, Inc. y Verizon Communications a usar el nombre y la imagen de su hijo para el propósito mencionado anteriormente.

Nombre del participante

Fecha

Nombre de la escuela/organización del participante

Fecha

Nombre del padre / guardián legal

Firma del padre / guardián legal

Fecha



Access a downloadable PDF by clicking [HERE](#).

Appendix II

Webinar Description Template

Youth Educational Enrichment Series

Webinar Description Template



Please complete the following form to provide LULAC Institute with more information about the webinar you will be facilitating. Note that the webinar title and description has already been completed based on the webinar topic you selected.

Volunteer Name:	Submission Date:
Volunteer Email:	
Webinar Title: [Completed by LULAC Inst.]	
Webinar Description: [Completed by LULAC Inst.]	
Presentation Description:	
Presentation Objectives: <i>Minimum of three objectives. (Example: Students will gain a better understanding of various Google Tools including Gmail, Google Drive, and Google Docs.)</i> 1. 2. 3.	
Will you use a PowerPoint presentation? Yes No	
If you chose "No," please include what you will be using to present:	
Discussion Questions: <i>Minimum of three questions. Questions should build a dialogue that has students use their critical thinking skills.</i> 1. 2. 3.	
Additional Notes: <i>Please note if you will be creating an optional Supplemental Activity to accompany this webinar.</i>	

Access a downloadable Word document by clicking [HERE](#).

Appendix III

Supplemental Activity Template

Youth Educational Enrichment Series Supplemental Activity Template



Please complete the following form to outline a supplemental activity to accompany your assigned webinar. Any materials needed for this activity must be inexpensive items commonly found in a home.

Volunteer Name:	Submission Date:
Volunteer Email:	
Webinar Title:	
Supplemental Activity Title:	
Estimated Time: 1 hour	
Objectives: <i>Minimum of three objectives. (Example: Students will learn the basic format of a professional resume and understand the major section components that should be included.)</i> 1. 2. 3.	
Materials/Special Requests:	
Instructions: <i>Please be as specific as possible.</i> 1. 2. 3. 4.	
Discussion Questions: <i>Minimum of three questions. Questions should engage students into a dialogue and have them think critically.</i> 1. 2. 3.	
Additional Notes:	

Appendix V

Mentoring Match-up Information Sheet

Youth Educational Enrichment Series Mentoring Match-up Information Sheet



The following form provides information about your mentor/mentee as well as details regarding your bi-weekly mentoring session. If you have any questions regarding the details about your mentoring session, please contact the designated point of contact listed below.

BI-WEEKLY MENTORING SESSION:

Day of the Week:	
Time:	
Platform:	
Program Site:	
Point of Contact:	

MENTOR INFORMATION:

CONTACT INFORMATION	
Full Name:	
Pronouns:	
Email Address:	
Location:	City, State
INTERESTS	
Career Interest(s)	
Hobbies/Outside Activities:	
Other Information:	
When asked what the word "mentor" means to them, they responded:	

Youth Educational Enrichment Series

Mentoring Match-up Information Sheet



STUDENT(S) INFORMATION:

CONTACT INFORMATION - Student 1	
Full Name:	
Pronouns:	
Email Address:	
Location:	City, State
Parent(s)/Guardian(s) Name:	
Parent(s)/Guardian(s) Phone Number:	
Parent(s)/Guardian(s) Email:	
INTERESTS	
Career Interest(s)	
Hobbies/Outside Activities:	
Other Information:	
When asked what the word "mentor" means to them, they responded:	