



OhanaHC Mentor Travel Policy (Under 18)

As part of OhanaHC's commitment to providing enriching experiences for our mentees, mentors may occasionally travel with mentees to events or activities. To ensure the safety and well-being of all participants, the following travel guidelines must be followed:

- 1. Parental/Guardian Permission:**

Before any travel, mentors must obtain written permission from the mentee's parent or legal guardian. This permission should outline who (parent/guardian) gave permission, details of the trip, including the event location, timing, and any relevant logistical information. Permission can be obtained or confirmed via text, email, or other written documentation as required by OhanaHC. Any changes to the itinerary should be communicated ASAP.

- 2. Slack Documentation:**

All travel details, including who (parent/guardian) gave permission, should be documented in the OhanaHC Slack channel. Mentors are encouraged to post photos or screenshots of the written permission. This ensures that the program staff is aware of all mentor-mentee travel plans. Mentors are encouraged to contact their respective Village Coordinators or Executive Director, if any issues arise.

- 3. Out-of-County Travel:**

When OhanaHC program participants travel outside of Howard County, mentors are encouraged to include other OhanaHC members in the trip to foster a sense of community and provide additional support.

- 4. Travel Requirement:**

Mentors must maintain state-required automobile insurance and a valid driver's license.

By adhering to this policy, we hope to ensure a safe, enjoyable, and well-coordinated experience for both mentors and mentees.