



HOPE VALLEY SCHOLARS INC.

Volunteer and Mentor Application Packet

Offer your skills. Build trusted relationships. Help promising students thrive.

OUR MISSION: Hope Valley Scholars Inc. supports academically promising students in Kenya who face financial barriers, combining education support with mentorship, leadership development and preparation for purposeful service.

This single application is for general volunteers, mentors, or applicants who want to be considered for both. The form begins with one role-selection question and then displays only the sections required for that path. Mentors serve within a supervised program and clear professional boundaries; they do not replace parents, guardians, teachers, counselors, social workers or healthcare professionals.

CURRENT IMPACT AND GROWTH: Hope Valley Scholars Inc. currently supports eight scholars - six in high school and two at university. The organization plans to welcome up to 25 students into Grade 10 in 2027, subject to verified eligibility, available funding and program capacity.

DOCUMENT CONTROL: Version 1.0 | Effective 01/01/2026

Questions: info@hopevalleyscholars.org | +1 (302) 898-6006

[Visit Hope Valley Scholars](#)

Before You Apply

Thank you for considering service with Hope Valley Scholars Inc. Please read this page before completing the volunteer and mentor application.

Who should apply

1. Adults who support the mission and can serve with reliability, humility, cultural respect and integrity.
2. Professionals, students, retirees, community leaders and skilled volunteers in the United States, Kenya or another approved location.
3. Mentor applicants age 21 or older who demonstrate maturity, sound judgment, reliability and respect for student dignity and family relationships.
4. Applicants willing to follow safeguarding, confidentiality, nondiscrimination, conflict-of-interest and data-protection requirements.

What service requires

5. Complete assigned work responsibly and communicate promptly when circumstances change.
6. Protect student dignity and privacy and use only approved systems, communication channels, times and locations.
7. Complete role-appropriate orientation, screening and training before beginning service.
8. Accept supervision, feedback, reassignment, rematching, suspension or termination when required for safety, quality or organizational needs.

Selection process

9. Submit the complete combined application, two references and any role-required résumé/CV.
10. Hope Valley Scholars Inc. reviews mission alignment, role fit, availability, conflicts and safeguarding readiness.
11. Shortlisted applicants may be invited to an interview and reference checks.
12. Conditionally selected applicants complete role-appropriate identity/background screening, policy acknowledgments and training through a separate secure process.
13. Hope Valley Scholars Inc. makes placement and, where applicable, mentor-matching decisions based on program needs and approved safeguards.
14. Service begins only after a written placement notice identifies the approved role, supervisor, scope, start date and any scholar-contact plan.

DATA MINIMIZATION: Do not submit a passport, national identification number, Social Security number, police certificate, driver's license, financial account information or background-check document with this public application. If screening is required, Hope Valley Scholars will request the minimum necessary information later through a separate, secure process.

IMPORTANT: Submitting an application does not guarantee selection, placement or a particular assignment. No applicant may begin service or contact a scholar on behalf of Hope Valley Scholars until written approval, required screening and orientation are complete.

Step 1: Select How You Would Like to Serve

Select one role. Your answer controls which later questions appear. Fields marked with an asterisk (*) are required.

How would you like to serve? *

Online control: single-select radio buttons. Do not allow more than one selection.

☐ General Volunteer - support projects, events, administration, communications, fundraising, technology, professional activities or program operations.

☐ Mentor - provide an ongoing, supervised mentoring relationship with a Hope Valley Scholar.

☐ Both General Volunteer and Mentor - apply for both types of service in one application.

ROLE REQUIREMENTS: General volunteers are normally adults age 18 or older. Applicants under 18 may be considered only for specifically approved, supervised, non-contact activities with parent/guardian consent. Mentors must be age 21 or older and complete the mentor-specific questions, résumé/CV upload, interview, references, screening, training and written placement process.

IMPORTANT: Submitting this application does not guarantee selection, placement or a particular assignment. No applicant may begin service, contact a scholar or represent Hope Valley Scholars until written approval, required screening and orientation are complete.

Step 2: Applicant Information

Full legal name *

Preferred name

Optional. Enter the name you would like us to use in communications.

Email address *

Primary phone number, including country code *

Country of residence *

State/province/county and city *

Time zone *

Example: Eastern Time (United States) or East Africa Time (Kenya).

Preferred contact method *

Select one or more.

- ☐ Email
- ☐ Phone call
- ☐ WhatsApp
- ☐ Text message/SMS

Accessibility or participation accommodation requested

Optional. Describe only the support or communication format you need; medical details are not required.

Step 3: Background and Qualifications

Tell us about the experience and qualifications that are relevant to your proposed service.

Current employer, organization or professional affiliation

Required for Mentor or Both; optional for General Volunteer.

Current job title, role or primary occupation *

Professional sector or area of expertise

Required for Mentor or Both; optional for General Volunteer.

Highest level of education, field of study or relevant training *

Professional licenses, certifications, specialized training or technical skills

Optional. Include only items relevant to your proposed service.

Years of professional, leadership or relevant service experience

Required for Mentor or Both; optional for General Volunteer.

Languages spoken and level of proficiency

Optional.

Professional profile or portfolio link

Optional. Example: LinkedIn or a work portfolio.

Relevant cultural, community or lived experience you voluntarily wish to share

Optional. This information is used only to support respectful participation and, where applicable, thoughtful scholar matching.

Current résumé or CV upload

Required for Mentor or Both; optional for General Volunteer. Accept PDF, DOC or DOCX only; maximum 10 MB. Do not upload identification or background-check documents.

Step 4: Service Interests and Matching Preferences

General Volunteer path

DISPLAY RULE: Show this subsection only when General Volunteer or Both is selected.

Volunteer areas of interest *

Select every area you would genuinely be willing and qualified to support.

- ☐ Fundraising and donor engagement
- ☐ Grant research or grant writing
- ☐ Events and community outreach
- ☐ Communications, writing or social media
- ☐ Photography, video or graphic design
- ☐ Website, technology or data support
- ☐ Finance, accounting, audit or administrative support
- ☐ Career workshops, academic enrichment or marketplace-readiness activities
- ☐ Kenya-based program logistics or school/community coordination
- ☐ Board or committee service when opportunities arise
- ☐ Other (describe below)

Other volunteer interest

Show only when Other is selected.

Mentor path

DISPLAY RULE: Show this subsection only when Mentor or Both is selected.

Scholar level you are prepared to support *

Online control: single-select radio buttons.

- ☐ High school
- ☐ University
- ☐ Either high school or university

Areas in which you can provide practical guidance *

Select only areas in which you can provide responsible, age-appropriate guidance.

- ☐ Academic habits and goal setting
- ☐ Career exploration and professional exposure
- ☐ College or university transition
- ☐ Leadership and character development
- ☐ Communication and workplace readiness
- ☐ Entrepreneurship or business
- ☐ Science, technology, engineering or mathematics
- ☐ Healthcare or allied health professions
- ☐ Finance, accounting, law, public service or nonprofit leadership
- ☐ Arts, media, writing or communications
- ☐ Community service and responsible giving back
- ☐ Other (describe below)

Other mentoring area

Show only when Other is selected.

Preferred mentoring contact method *

- ☐ Video call
- ☐ Phone call
- ☐ Approved messaging platform
- ☐ In-person activities approved by Hope Valley Scholars
- ☐ No preference

Matching considerations

Optional. Share practical considerations such as schedule, language, professional field or accessibility needs. Hope Valley Scholars does not guarantee a particular match.

Step 5: Motivation and Experience

Why do you want to serve with Hope Valley Scholars, and why have you selected this role or combination of roles? *

Recommended online limit: 250-500 words.

Describe the experience, skills or perspective you would bring to this role. *

Recommended online limit: 250-500 words.

Describe a time you worked responsibly with people from a different culture, community or life experience. *

Recommended online limit: 150-300 words.

Mentor experience and approach

DISPLAY RULE: Show this subsection only when Mentor or Both is selected.

What does effective mentoring mean to you? *

Recommended online limit: 200-400 words.

Describe your previous mentoring, coaching, teaching, youth-development or supervisory experience. *

Include organization, role, dates, age group and responsibilities. If none, explain transferable experience.

Describe a time you helped someone set a goal, overcome a setback or make a responsible decision without taking over the decision for them. *

Recommended online limit: 200-400 words.

How would you build trust while maintaining professional boundaries? *

Recommended online limit: 150-300 words.

Step 6: Availability and Commitment

Preferred service format *

Select one or more that you can reliably support.

- ☐ Remote/virtual
- ☐ In person in Kenya
- ☐ In person in the United States
- ☐ Hybrid
- ☐ No preference

Earliest date available to begin *

Expected availability *

- ☐ Weekly
- ☐ Twice monthly
- ☐ Monthly
- ☐ Seasonal or event-based
- ☐ Project-based

Typical days and times available *

Include your time zone.

Minimum length of commitment you can reliably make *

Known schedule, travel or connectivity limitations

Optional. Honest disclosure helps us make a sustainable placement.

Can you commit to at least one scheduled, program-approved contact each month for 12 months, unless your placement letter states a different schedule? *

Show only when Mentor or Both is selected.

- ☐ Yes
- ☐ No
- ☐ I would like to discuss a different commitment

Step 7: Safeguarding and Service Readiness

Some assignments involve contact with students, access to student information, organizational systems or funds. Answer candidly.

Are you at least 18 years old? *

Required for every applicant.

☐ Yes

☐ No

Are you at least 21 years old? *

Show only when Mentor or Both is selected.

☐ Yes

☐ No

Are you willing to complete role-appropriate reference, identity and background/safeguarding screening if conditionally selected? *

☐ Yes

☐ No

Are you willing to complete required orientation and safeguarding training before beginning service? *

☐ Yes

☐ No

Have you previously worked or volunteered with children, adolescents or young adults? *

☐ Yes

☐ No

If yes, describe the organization, role, dates and age group served.

Show only when Yes is selected.

Have you ever been dismissed, suspended or asked to resign from a paid or volunteer role because of conduct, boundary, safety, harassment, discrimination, confidentiality or financial-integrity concerns? *

☐ No

☐ Yes - I will provide a confidential explanation if requested

Is there any current restriction, investigation, court order, professional sanction or other circumstance that may affect your suitability to work with students, confidential information, funds or the public? *

☐ No

☐ Yes - I will provide a confidential explanation if requested

CONFIDENTIAL FOLLOW-UP: Do not enter sensitive case details in this public form. A Yes response will not automatically determine the outcome. Hope Valley Scholars may request relevant information through a restricted review process and will consider applicable law, role responsibilities and safeguarding needs.

Do you have an actual, potential or perceived conflict of interest involving Hope Valley Scholars, a Board member, staff member, partner, vendor, donor, applicant or scholar? *

☐ No

☐ Yes - described below

Conflict-of-interest explanation

Show only when Yes is selected. Provide enough information for an impartial review; do not disclose unnecessary personal data.

Step 8: Mentor Safeguarding and Judgment Scenarios

Show this entire step only when Mentor or Both is selected. Answer each scenario in your own words. Strong answers protect the scholar, maintain boundaries, use approved channels and involve Hope Valley Scholars promptly.

Scenario 1: A scholar tells you that school fees are overdue and asks you to send money directly. What would you do? *

Recommended online limit: 100-250 words.

Scenario 2: A scholar discloses abuse, exploitation, self-harm, threats or another immediate safety concern and asks you to keep it secret. What would you do? *

Recommended online limit: 100-250 words.

Scenario 3: A scholar begins sending late-night private messages and asks to meet without a parent/guardian or program representative knowing. What would you do? *

Recommended online limit: 100-250 words.

Scenarios 4-5

Scenario 4: A scholar repeatedly misses scheduled contact or appears disengaged. How would you respond without shaming, pressuring or abandoning the scholar? *

Recommended online limit: 100-250 words.

Scenario 5: You learn a compelling personal story about a scholar and want to share it publicly to raise support. What approvals and privacy safeguards would you require first? *

Recommended online limit: 100-250 words.

Step 9: References

Provide two adults who are not relatives and who can speak to your character, judgment, reliability and suitability for the role. At least one reference should know you in a professional, educational, ministry, community-service or supervisory capacity.

Reference 1

Full name *

Organization and title/role *

Relationship to applicant *

How long has this person known you? *

Email address *

Phone number, including country code *

Reference 2

Full name *

Organization and title/role *

Relationship to applicant *

How long has this person known you? *

Email address *

Phone number, including country code *

Reference authorization

☐ I have informed both references that Hope Valley Scholars may contact them and I authorize Hope Valley Scholars to verify information relevant to my application. *

Step 10: Policies, Commitments and Certification

Read each statement carefully. Every required acknowledgment displayed for the selected role must be selected before the electronic form can be submitted.

[Read the Child Safeguarding & Protection Policy \(PDF\)](#)

[Read the Mentor Code of Conduct \(PDF\)](#)

[Read the Privacy Policy \(PDF\)](#)

[Read the Volunteer Agreement \(PDF\)](#)

Required for every applicant

☐ I have read, understand and agree to follow the Hope Valley Scholars Child Safeguarding & Protection Policy, Privacy Policy and Volunteer Agreement, as updated and provided to me. *

☐ I will treat scholars, families, staff, partners, donors and other volunteers with dignity, fairness and respect and will not engage in harassment, discrimination, exploitation, retaliation or abuse. *

☐ I will maintain professional boundaries, use only approved communication and meeting methods, and immediately report any safeguarding concern or boundary violation. I will never promise secrecy when safety may be at risk. *

☐ I will protect confidential student, family, donor, applicant and organizational information and will access, use, copy or share it only for an authorized Hope Valley Scholars purpose. *

☐ I will not request or provide money, gifts, transportation, lodging, employment, personal favors or private services to a scholar or family unless Hope Valley Scholars has given prior written approval. *

☐ I will disclose conflicts of interest and will not use my role for personal, political, religious, commercial or financial gain. *

☐ I understand that service is unpaid, does not create an employment relationship and does not guarantee future employment, Board appointment, reimbursement, a scholar match or continued placement. *

☐ I authorize Hope Valley Scholars to verify relevant application information and references and understand that a separate lawful, role-appropriate screening authorization may be required before placement. *

☐ I certify that the information in this application is true, complete and accurate to the best of my knowledge. I understand that material misrepresentation or omission may result in rejection or termination of service. *

Additional mentor acknowledgments

DISPLAY RULE: Show these acknowledgments only when Mentor or Both is selected.

- ☐ I have read, understand and agree to follow the Hope Valley Scholars Mentor Code of Conduct, as updated and provided to me. *
- ☐ I will encourage each scholar's agency and provide age-appropriate guidance without coercion, favoritism, discrimination, exploitation or abuse. *
- ☐ I will use only program-approved communication, meeting and recordkeeping methods. I will not use private social-media relationships, disappearing messages, secret accounts or unapproved one-to-one settings. *
- ☐ I will not pursue or permit a romantic, sexual, exploitative, dependent or otherwise inappropriate relationship with a scholar or former scholar connected to my service. *
- ☐ I will immediately report suspected abuse, exploitation, self-harm, threats, grooming, boundary violations or other safety concerns through the required safeguarding process. *
- ☐ I will not photograph, record, publish, identify or tell a scholar's story without the required organizational and parent/guardian or student consent. *
- ☐ I will not use mentoring to recruit, sell, privately solicit donations, advance political or personal causes, or impose religious beliefs. *
- ☐ I understand that mentoring may be paused, rematched or ended when Hope Valley Scholars determines that scholar safety, program quality or organizational needs require it. *

Step 11: Signature, Media Preference and Submission

Applicant's full legal name *

Electronic signature *

By typing my full legal name, I intend to sign this application electronically.

Date *

Applicant photo/media preference *

Select one. This preference concerns the applicant only. It does not authorize use of any student's image or story, and the answer will not affect application review.

- ☐ I consent to approved use of my image, voice and volunteer or mentor story.
- ☐ Please contact me for permission before each use.
- ☐ I do not consent to public use.

PRIVACY NOTICE: Hope Valley Scholars Inc. will use the information you provide to assess your application, contact references, arrange interviews, conduct authorized screening, make placement decisions and administer volunteer or mentor service. We do not sell or trade personal information. Please do not submit identification or sensitive screening documents through this form. Read our Privacy Policy for more information.

SUBMIT BUTTON: Submit Volunteer and Mentor Application

CONFIRMATION MESSAGE: Thank you. Your application has been received. Submission does not guarantee selection or placement. Please do not contact a scholar or represent Hope Valley Scholars unless you receive written authorization. We will contact you if additional information, an interview or screening is required.

SAFEGUARDING REPORTS: If a student may be in immediate danger, contact the appropriate local emergency or child-protection authority first. Then notify Hope Valley Scholars promptly at info@hopevalleyscholars.org or +1 (302) 898-6006.

Website Builder Implementation Specification

This section is for the website builder and authorized administrators. Do not display internal implementation or review notes to applicants.

Form architecture

15. Replace the separate Volunteer Application and Mentor Application links with one primary button labeled Apply to Volunteer or Mentor.
16. Build one multi-step form using Steps 1-11 and the exact applicant-facing wording in this document.
17. Use Step 1 as the routing question. General Volunteer shows common and volunteer fields; Mentor shows common and mentor fields; Both shows all applicable fields without repeating common questions.
18. Display a progress indicator that recalculates for the selected path. Provide Back and Continue controls on every step and Save and Resume Later where feasible.
19. Mark every field shown with an asterisk (*) as required. A conditionally required field becomes required only while its controlling path or answer is active.
20. Do not preselect a role, yes/no response, acknowledgment, signature consent or media preference.
21. Preserve entered data when validation errors occur. If an applicant changes role, warn before clearing answers that no longer apply.
22. Use visible labels, programmatically associated help text, keyboard-operable controls, visible focus indicators, sufficient color contrast and a screen-reader-readable error summary.
23. Use multiline text areas with visible word counters for narrative answers and enforce the stated minimum/maximum only after the Board confirms them.

Core conditional logic

24. Role = General Volunteer: show volunteer interests; make résumé optional; hide mentor matching, mentor scenarios, mentor commitment and mentor acknowledgments.
25. Role = Mentor: hide volunteer-interest categories; require mentor professional fields, résumé, matching preferences, mentor experience, five scenarios, 21+ answer, 12-month commitment and mentor acknowledgments.
26. Role = Both: show both role paths; require every mentor-specific requirement; display common questions only once.
27. Other selected: show and require the related Other description.
28. Prior youth/student service = Yes: show and require the organization, role, dates and age group field.

29. Conflict of interest = Yes: show and require the conflict explanation.
30. Suitability or conduct disclosure = Yes: do not request case details in the public form; tag the record Restricted Manual Review and notify only authorized reviewers.
31. Applicant under 18: do not permit the Mentor path. Route a General Volunteer application for manual review under the Board-approved youth-volunteer process.
32. Mentor applicant under 21: display the approved mentor age requirement and allow the applicant to change to General Volunteer; do not automatically convert the role selection.
33. Media preference: store separately from the selection score and never use it to rank, accept or reject an applicant.

Validation and uploads

34. Validate international email and phone formats without requiring a United States-only pattern.
35. Require two complete references and the reference authorization before submission.
36. Require all acknowledgments applicable to the selected role, plus full legal name, electronic signature and date.
37. Accept résumé/CV files only in PDF, DOC or DOCX format, maximum 10 MB. Run malware scanning and store uploads outside the public web directory.
38. Do not collect passports, national identification numbers, Social Security numbers, driver's licenses, police certificates, financial account information or background-check documents in this public form.
39. Use accessible anti-spam protection that does not create an image-only CAPTCHA barrier.
40. Do not display raw system errors. Identify each field requiring correction and move keyboard focus to the error summary.

Privacy, security and administration

41. Use encrypted transport, secure server-side validation, role-based administrator access and multifactor authentication where available.
42. Do not email completed application contents or attachments. Email only the receipt confirmation and secure follow-up instructions.
43. Restrict conduct, safeguarding and screening disclosures to specifically authorized reviewers and keep them out of general exports.
44. Maintain an audit trail for record access, exports, reviewer assignments and status changes.
45. Retain and securely dispose of applications under the Board-approved records-retention schedule and applicable law.
46. Publish info@hopevalleyscholars.org and +1 (302) 898-6006 for accessibility assistance and application questions.

Applicant and administrator notifications

47. Applicant receipt: send the confirmation message in Step 11 and include the application ID; do not include submitted answers or files.
48. Internal notice: send the application ID, selected role, submission date and secure record link to authorized reviewers only.
49. Restricted-review notice: use a neutral subject line and secure record link; do not place disclosure details in email.
50. Reference contact: use a separate secure reference form and disclose only the minimum information needed to request the reference.

Administrative Workflow and Review Controls

Confidential administrative section. Do not publish it as part of the applicant-facing form.

Recommended status workflow

51. Received - automated receipt sent and application ID assigned.
52. Completeness review - required fields, references, signature and files checked.
53. Initial review - mission alignment, role fit, availability, conflicts and safeguarding readiness assessed.
54. Shortlisted - interview and reference checks authorized.
55. Conditional approval - role and conditions approved pending screening and training.
56. Screening and training - completed through separate secure processes.
57. Approved and placed - written placement identifies role, supervisor, scope, start date and, for mentors, approved scholar-contact plan.
58. Hold, Declined or Withdrawn - record decision authority and concise rationale; provide only approved applicant communication.

Review matrix

Review item	Status	Notes / decision
Application, role selection and résumé completeness	☐ Pending ☐ Pass ☐ Concern	
Mission and values alignment	☐ Pending ☐ Pass ☐ Concern	
Skills, experience, motivation, boundaries and scenario judgment	☐ Pending ☐ Pass ☐ Concern	
Availability and proposed commitment	☐ Pending ☐ Pass ☐ Concern	
Safeguarding/contact-level and conflict-of-interest review	☐ Pending ☐ Pass ☐ Concern	
Both references completed	☐ Pending ☐ Pass ☐ Concern	
Interview completed	☐ Pending ☐ Pass ☐ Concern	
Role-appropriate screening completed	☐ Pending ☐ Pass ☐ Concern	
Training and policy acknowledgments completed	☐ Pending ☐ Pass ☐ Concern	
Placement and approved contact plan completed	☐ Pending ☐ Pass ☐ Concern	

Decision record

Applicant name and application ID *

Selected role *

Primary reviewer and review date *

Application outcome *

- ☐ Advance to interview
- ☐ Hold for suitable opportunity
- ☐ Conditionally approve
- ☐ Decline
- ☐ Withdrawn by applicant

Decision rationale and approved conditions

Approved role/match, supervisor and start date

Required training/screening outstanding

Decision-maker name, signature and date

Required implementation configuration

59. Configure the minimum ages and conditions for supervised applicants under 18; mentors must be age 21 or older.
60. Configure volunteer role categories and identify which roles may access students, student information, funds or systems.
61. Configure the standard mentor term and contact frequency: 12 months and at least one scheduled contact each month.
62. Configure approved communication platforms, quiet hours, guardian/staff visibility, in-person meeting and recordkeeping requirements.
63. Configure the screening matrix by role and jurisdiction, individualized-review criteria and restricted handling of screening information.

64. Enter the primary Safeguarding Lead and backup reporting contact in the United States and Kenya, including emergency escalation procedures.
65. Configure interview, reference-check, accommodation, reconsideration, supervision, rematching, suspension and termination processes.
66. Configure application and mentoring-record retention periods, access restrictions and secure destruction methods.

LAUNCH CHECK: Version 1.0 is effective 01/01/2026. Before launch, verify every policy link and test every form path, notification and restricted-review rule.