



## Mentoring Initiative Application (NON-EXEMPT EMPLOYEE)

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I am requesting administrative leave to volunteer as a mentor in Take Stock in Children, Okaloosa County Public Schools Foundation Inc.'s mentoring initiative and other mentoring initiatives administered by the Foundation. I understand that I may be granted up to one hour of administrative leave per week, not to exceed five hours per month. I will document that leave on my Biweekly Time Report.

I further understand: 1) that my participation must be approved by the Okaloosa County Public Schools Foundation, Inc. and I must adhere to all school requirements for acceptance into the program and for continued participation, 2) that leave granted must fall within my regularly scheduled work hours, 3) I will not be paid at overtime rate, 4) travel time required during work hours beyond the one hour granted will be charged to my leave accrual, and 5) I will not be reimbursed for expenses of any kind by the Okaloosa County Board of County Commissioners.

The County reserves the right to approve, disapprove, terminate, or limit employee participation in the Mentoring Initiative at any time.

*To be completed by Employee:*

Name & Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Schedule for Mentoring: Day of Week \_\_\_\_\_

Time: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Months (ex: August through May) \_\_\_\_\_

*Signatures:*

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

Note: This form must be completed and re-submitted for approval on an annual basis.