



# Onboarding Packet

# Welcome to Build Trybe

Build Trybe is a mentorship community that empowers you with employable skills. It is a bridge connecting you to opportunity. Our team of trade experts and community partners will train you in a trade and then connect you with jobs and advanced trainings. We have three training paths:



## Seed to Plate

1. Initial culinary training through Build Trybe, option for advanced training with The Prospect KC.
2. Introduction to seeding, growing, and harvesting a variety of fruits and vegetables at our on-site farms.
3. Connection to jobs through a network of farmers, chefs, and restaurants with entry level jobs.



## Construction

1. Initial building trades training through Build Trybe.
2. Connection to jobs and additional training through a network of building trade companies.



## Horticulture

1. Initial landscape and horticulture training at Cornerstones of Care urban farms
2. Advanced landscape and horticulture training with community partners and Heartland Conservation Alliance.
3. Connection to jobs and additional training through a network of landscaping companies.

**Build +**

*create, grow, shape, improve*

**Try +**

*attempt your best, engage and explore*

**Be +**

*become, evolve*

**Trybe**

*village, community, us*

# Build Trybe Attendance Policy

## Excused Absences include:

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*If Participating Youth:*

*-Has requested time off and this has been approved by Build Trybe staff. (24 hour minimum notice for time off approvals.)*

*-Has a doctor's visit.*

*-Is ill and has guardian approval. Gave advanced heads up to the best of their ability.*

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## Unexcused Absences include:

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*If Participating Youth:*

*-Does not inform instructor of absence. (No call/ no show)*

*-Is absent from programming and this absence has not been approved by Cornerstones of Care staff.*

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If an unexcused absence occurs, participating youth will be notified through email and/or will sign a form acknowledging the absence.

A student in programming can have no more than 3 unexcused absences within a 30-day period. If 3 unexcused absences occur in 30 days or less, the Apprentice will be discharge from Build Trybe programming. If discharged from programming, the Apprentice may re-apply for programming after a 2-week period. Program re-entry will be subject to instructor's final decision.

By signing, I agree to follow the attendance policy stated above while in Build Trybe programming.

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## **I Will:**

Respect my fellow students.

Respect my instructor.

Follow all directions, especially those related to safety and wear all required safety gear.

Practice non-violence at all times.

Never bring a weapon to programming.

Never bring drugs to programming or attend programming under the influence of drugs.

Participate in all lessons and trainings.

Keep phone use to a minimum and my phone out of sight.

*You may be written up for behaviors. This is an opportunity to work with the instructor to improve so we can continue to invest in you and train you.*

*If you cannot follow directions, you will be suspended or fired.*

*If you do not have safe behaviors, you will be suspended or fired.*

## **I Can Expect:**

To learn a valuable skill trade.

To be paid every two weeks for hours worked.

To have my questions answered in a timely manner.

To be connected to employers and learning opportunities

To receive regular learning and working hours every week

Participant's Full Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**CONTACT SHEET**

Participant's Name: \_\_\_\_\_

Do you have a cell phone? \_\_\_\_\_ Yes \_\_\_\_\_ No Cell #: (\_\_\_\_\_) \_\_\_\_\_

If you don't have a cell phone, please list a Contact #: (\_\_\_\_\_) \_\_\_\_\_

Personal Email: \_\_\_\_\_

Preferred pronouns: \_\_\_\_\_

Birthdate (mm/ dd/ yyyy): \_\_\_\_\_

Social Security number: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

Guardian Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please list your Referral to Build Trybe programming:**

- a) Agency/Program & Case Manager with Contact Information.
- b) Or other person with Contact Information, if not an Agency/Case Manager.

\_\_\_\_\_

\_\_\_\_\_

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Do you currently have a bank account that you can receive a paycheck via Direct Deposit?

\_\_\_\_\_ Yes \_\_\_\_\_ No            If yes, Checking \_\_\_\_\_ or Savings \_\_\_\_\_

If not, we can provide an alternative method of payment for you.

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APPLICATION ON NEXT PAGE MUST BE COMPLETED AND SIGNED. PLEASE  
ENSURE ALL INFORMATION IS LEGIBLE, ESPECIALLY EMAIL ADDRESS.

# Build Trybe Youth Application 2024

Participant's Name: \_\_\_\_\_

**Program(s) of Interest:** (Please number the boxes below with a 1, 2 and 3 --- in order of interest)

Building Trades

Culinary

Conservation/Landscape

Physical Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_(home) (\_\_\_\_\_) \_\_\_\_\_(cell)

Email Address: \_\_\_\_\_

## **School History:**

Is participant currently enrolled in school? Yes \_\_\_\_\_ No \_\_\_\_\_

Does participant have a high school diploma? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Does participant have a GED? Yes \_\_\_\_\_ No \_\_\_\_\_

Month and year of graduation or anticipated graduation: \_\_\_\_\_

## **Work History:**

Is participant currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name and location of current employment: \_\_\_\_\_

\_\_\_\_\_

I certify that the facts set forth in this application are true and complete to the best of my knowledge.

**Participant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Guardian signature, if youth is a minor (under 18 years of age)

**Guardian or Case Worker Printed Name:** \_\_\_\_\_

**Guardian or Case Worker Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# BUILD TRYBE

## Consent to Participate and Waiver

Applicant Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

The Build Trybe program is a vocational and life skills program. Youth in this program will learn building trades, culinary arts, landscaping and horticulture. By agreeing to participate in the Build Trybe program, youth participants and their guardians are agreeing to the following:

- 1) Youth will be engaged in learning building trades tool basics, including wood working tools.
- 2) Youth will be engaged in landscaping, horticulture, and lawn maintenance, and will use all related tools and equipment.
- 3) Youth will be engaged in the culinary arts and will prepare, cook, and serve food, and will use all related tools and materials.
- 4) Youth will be engaged in learning the basics of agriculture, including seeding, transplanting, caring for and harvesting produce, and will use all related tools and equipment.
- 5) That the learning activities in this program are physically demanding and are designed to improve the strength, stamina, and overall health of participating youth.
- 6) If youth are joining our pre-apprenticeship program, it is a job opportunity with youth receiving compensation to be used at the youth's discretion. This is a part time position with no benefits.
- 7) Youth will be connected with external learning opportunities and potential employers as available and applicable, but only after receiving guardian permission separate from this document.
- 8) Youth will be supervised with a 1 to 4 ratio during all activities in this program.
- 9) Programming is entirely voluntary, and youth will never be forced to participate. But youth refusing participation or, not showing up for their apprenticeship, will be counted absent, and after three unexcused absences, youth will be removed from the program.
- 10) Youth may be engaged in multiple build projects, campus improvements, shop builds, and/or grow produce. All produce grown and projects are the property of the Build Trybe program to be distributed and used for the greater good and health of the community.

**Data Release:**

I hereby give my consent and release to enter data concerning my attendance, performance, and participation in any and all performance measurements for grant purposes and Build Trybe program purposes. The information gathered is strictly for grant and program purposes. Additionally, any data used for the purpose of grant and programming purposes will adhere to HIPAA Privacy Rule and compliance.

**Consent to Treat Participants (medical care):**

I give consent and authority to any staff member of Build Trybe to transport to; and seek medical care for all Build Trybe participants, including minor children, in case of an accident or medical emergency while participating in Build Trybe programming or while at any of their Community Partner Learning Sites. I authorize an attending physician and or medical care provider to perform diagnostic procedures and any necessary emergency care to all Build Trybe participants, including minor children.

**Consent for Transportation:**

I hereby give consent for Build Trybe to provide transportation assistance through Build Trybe vehicles, Ubers, taxis, other third-party transport companies, or bus. If transportation is provided it is at the discretion of Build Trybe and will be provided to assist youth to and from work sites. Provided transportation must be utilized respectfully and youth must be on time for provided pickups. Youth will not be compensated for ride time unless in-between job sites while already clocked in.

**Liability**

I understand that participation in Build Trybe activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges of the activities offered. Further information about those activities may be obtained from Cornerstones of Care, the instructors, or Build Trybe leadership. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

I, to the full extent permitted by law, hereby release, defend, hold harmless, and indemnify Cornerstones of Care, and their instructors, managers, directors, committee members, agents, employees, representatives ("Indemnitees") and other related 3rd parties from any or all liability for any claim, loss, damages, liabilities, expenses, or bodily injury, including any such liability that may arise out of the negligence of any of the Indemnitees or may be suffered or claimed by me as a result of an investigation of, action concerning, or communication of my background in connection with this application.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian/Parent name: \_\_\_\_\_

Guardian/Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Build Trybe program does not discriminate on the basis of race, color, religion, or sex. (Including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*