



## Local Policies – Title IB Programs

### Adult Mentoring

#### Effective Date

4/22/2021

#### Policy

The following is the selection and screening process for Adult Mentors in the Northeast Iowa Local Area:

- Mentors must be at least 25 years of age.
- Mentors must pay for and complete a background check. Background check must be within 90 days before beginning mentorship.
- Mentor must complete a mentorship application, confidentiality statement, a rights and responsibilities agreement and provide background check results.
- Mentors must complete an interview with a youth program career planner or with the Youth Standing Committee.
- Applications will be good for 90 days.

The NEIWDB will screen the interested mentor based on application, background check, and interview. NEIWDB may partner with other Partner Agencies for Adult Mentoring Services with approval from LWDB. Any partner agencies screening process will be reviewed by the LWDB for determination of adequacy.

#### Procedures

Northeast Iowa LWDA always follows State ePolicy in addition to the approved local policies.

<https://epolicy.iwd.iowa.gov/Policy/Home>



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### TRAVEL EXPENSE FORM

(Updated 8/16/2025)

Submitted by:		Date:	
Dates of Travel:		Destination:	
Representatives for Whom Reimbursement is Being Requested:			
Reason for Travel:			
<p><b>All expenses must be submitted with itemized receipts and supporting documentation. Mileage reimbursement requests must include a Google Maps printout (or equivalent) showing the route traveled.</b></p>			
<b>Reimbursements:</b>			
	<b># of Receipts</b>	<b>Amount</b>	
Mileage - \$0.50/mile:		\$	
Meals – Maximum \$37/day:		\$	
Transportation (Uber, Taxi, etc.):		\$	
Lodging:		\$	
Airfare/Baggage:		\$	
Miscellaneous (Specify below):		\$	
		<b>Total Reimbursement:</b>	\$
Executive Director/Board Chair:	<input type="checkbox"/> Approve		<input type="checkbox"/> Not Approved
Signature:		Date:	
Are there any credit card charges associated with this trip? If yes, please list related charges and amounts:			
Additional Comments:			