



Effective Date: December 27, 2025

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ARTICLE I: INTRODUCTION AND PURPOSE

Section 1.1 - Policy Purpose

This Minor Volunteer Policy ("Policy") establishes specific guidelines, protections, and requirements for volunteers under the age of eighteen (18) participating in Eyden Studio ("Studio," "We," "Us," "Our") activities and Projects. This Policy supplements the Volunteer Terms & Conditions and Volunteer Code of Conduct and is designed to ensure the safety, well-being, and appropriate treatment of minor volunteers.

Section 1.2 - Commitment to Minor Safety

The Studio is committed to:

1. Providing a safe, supportive, and age-appropriate volunteer environment for minors;
2. Protecting minor volunteers from harm, exploitation, and inappropriate conduct;
3. Respecting the rights of parents and legal guardians;
4. Complying with all applicable child protection laws and regulations;
5. Maintaining appropriate supervision and oversight of minor volunteers.

Section 1.3 - Applicability

This Policy applies to:

1. All volunteers under the age of eighteen (18);
2. All Studio activities, Projects, and programs involving minor volunteers;
3. All communications and interactions with minor volunteers;
4. All adult volunteers and Studio Leadership who interact with minor volunteers;
5. Parents and legal guardians of minor volunteers.

ARTICLE II: DEFINITIONS

For purposes of this Policy, the following definitions shall apply:

- "Minor" or "Minor Volunteer" refers to any individual under the age of eighteen (18) years.
- "Young Minor" refers to volunteers between the ages of thirteen (13) and fifteen (15).
- "Older Minor" refers to volunteers between the ages of sixteen (16) and seventeen (17).
- "Parent" or "Legal Guardian" refers to the biological or adoptive parent(s) or court-appointed legal guardian(s) of a minor volunteer.
- "Parental Consent" refers to written authorization from a parent or legal guardian permitting a minor to volunteer with the Studio.
- "Age-Appropriate Activities" refers to volunteer tasks and responsibilities suitable for the minor's age, maturity, developmental stage, and capabilities.
- "Supervision" refers to oversight, monitoring, and guidance provided to minor volunteers during volunteer activities.

- "Communication Monitoring" refers to the Studio's review of communications with and between minor volunteers for safety and compliance purposes.

ARTICLE III: AGE REQUIREMENTS AND RESTRICTIONS

Section 3.1 - Minimum Age

The minimum age to volunteer with Eyden Studio is thirteen (13) years.

Rationale: This age requirement aligns with:

1. Federal online privacy protections (COPPA);
2. Typical cognitive and social development milestones;
3. Ability to understand and comply with volunteer responsibilities.

Section 3.2 - Age-Based Activity Restrictions

Certain activities may have higher minimum age requirements:

Young Minors (Ages 13-15):

- May participate in supervised creative projects, content creation, and administrative tasks;
- May not engage in activities requiring independent travel or extended unsupervised time;
- May not participate in activities with significant safety risks;
- Require enhanced supervision and parental involvement.

Older Minors (Ages 16-17):

- May participate in a broader range of activities with appropriate supervision;
- May take on increased responsibilities commensurate with maturity;
- May participate in activities requiring greater independence (with parental consent);
- Still subject to supervision requirements and safety protocols.

Section 3.3 - Activity-Specific Age Requirements

The Studio reserves the right to establish minimum age requirements for specific activities based on:

1. Legal requirements and liability considerations;
2. Physical demands and safety risks;
3. Complexity and responsibility level;
4. Interaction with vulnerable populations;
5. Use of specialized equipment or technology.

ARTICLE IV: PARENTAL CONSENT AND INVOLVEMENT

Section 4.1 - Mandatory Parental Consent

Before a minor may volunteer, the Studio must receive:

1. Written Parental Consent Form: Completed and signed by a parent or legal guardian;
2. Emergency Contact Information: Complete contact details for parents/guardians;
3. Medical Information: Relevant health conditions, allergies, or special needs;
4. Authorization for Emergency Medical Treatment: Permission to seek medical care in emergencies;
5. Acknowledgment of Policies: Confirmation that parents have reviewed applicable policies.

Section 4.2 - Consent Form Contents

The parental consent form includes:

1. Description of volunteer activities and responsibilities;
2. Acknowledgment of risks associated with volunteer service;

3. Agreement to the Volunteer Terms & Conditions and Code of Conduct;
4. Authorization for communication monitoring;
5. Emergency contact information and medical authorizations;
6. Permission for photography and media (if applicable);
7. Acknowledgment of the at-will volunteer relationship;
8. Parent/guardian signature and date.

Section 4.3 - Ongoing Parental Involvement

Parents and legal guardians:

1. Right to Information: May request information about their child's volunteer activities, schedule, and assignments;
2. Right to Communication: May communicate with Studio Leadership regarding their child's participation;
3. Right to Observe: May observe volunteer activities (with reasonable advance notice and subject to confidentiality requirements);
4. Right to Impose Restrictions: May impose additional limitations on their child's volunteer service;
5. Right to Withdraw Consent: May withdraw consent and terminate their child's volunteer service at any time.

Section 4.4 - Parental Notification Requirements

The Studio will notify parents/guardians of:

1. Significant changes to volunteer responsibilities or schedules;
2. Safety incidents or injuries involving their child;
3. Behavioral concerns or policy violations;
4. Changes to supervision arrangements;
5. Any circumstances requiring parental awareness or involvement.

Section 4.5 - Verification of Parental Consent

The Studio may:

1. Require additional documentation to verify parental identity;
2. Contact parents directly to confirm consent;
3. Request updated consent forms annually or when circumstances change;
4. Refuse to accept consent forms that appear incomplete or questionable.

ARTICLE V: SUPERVISION AND MONITORING

Section 5.1 - Supervision Requirements

All minor volunteers must be appropriately supervised during volunteer activities. Supervision requirements include:

1. Direct Supervision: Activities where minors work in the physical or virtual presence of Studio Leadership or designated adult supervisors;
2. Indirect Supervision: Activities where minors work independently but with regular check-ins and oversight;
3. Group Supervision: Activities where multiple minors work together with designated supervision;
4. Remote Supervision: Virtual activities with appropriate monitoring and communication protocols.

Section 5.2 - Supervision Standards

Supervision must be:

1. Appropriate to Age: More intensive for younger minors, adjusted for older minors;
2. Appropriate to Activity: Greater supervision for complex, risky, or sensitive activities;
3. Consistent and Reliable: Regular presence and availability of supervisors;
4. Protective: Designed to prevent harm, exploitation, or inappropriate conduct;

5. Supportive: Providing guidance, mentorship, and assistance as needed.

Section 5.3 - Communication Monitoring

All communications involving minor volunteers are monitored for safety purposes:

1. Email Communications: Reviewed by Studio Leadership;
2. Virtual Meetings: Recorded or supervised when involving minors;
3. Instant Messaging: Conducted through approved platforms with monitoring capabilities;
4. Social Media: Monitored when related to volunteer activities;
5. Phone Communications: Logged and documented.

Purpose of Monitoring:

- Ensure appropriate and professional conduct;
- Protect minors from inappropriate or harmful interactions;
- Provide accountability and transparency;
- Comply with child protection requirements;
- Maintain records of volunteer activities.

Section 5.4 - Prohibition on Isolated One-on-One Interactions

To protect both minor volunteers and adult volunteers/staff:

1. No Isolated Meetings: Adult volunteers and Studio Leadership may not meet alone with minor volunteers in private, isolated settings;
2. Group Settings: Interactions should occur in group settings or observable locations;
3. Virtual Meetings: One-on-one virtual meetings should be recorded or include a second adult observer;
4. Transparency: All interactions should be transparent and documented;
5. Parental Involvement: Parents may be included in meetings and communications.

Exceptions: Brief, incidental interactions in public or semi-public spaces (e.g., brief conversations at events) are permitted, but extended private meetings are prohibited.

Section 5.5 - Documentation and Record-Keeping

The Studio maintains records of:

1. Minor volunteer attendance and participation;
2. Communications with minor volunteers and parents;
3. Incidents, concerns, or behavioral issues;
4. Parental contacts and notifications;
5. Training and orientation completion.

ARTICLE VI: AGE-APPROPRIATE ACTIVITIES

Section 6.1 - Activity Assessment

Before assigning activities to minor volunteers, the Studio considers:

1. Age, maturity, and developmental stage;
2. Physical capabilities and limitations;
3. Cognitive abilities and complexity of tasks;
4. Safety risks and hazards;
5. Time commitments and scheduling demands;
6. Need for specialized skills or training;
7. Interaction with other volunteers or public.

Section 6.2 - Appropriate Activities for Minors

Minor volunteers may typically participate in:

1. Creative Projects: Writing, artwork, design, photography, video production;
2. Content Creation: Blog posts, social media content, newsletters;
3. Research and Planning: Information gathering, brainstorming, project planning;
4. Administrative Tasks: Data entry, organization, scheduling support;
5. Event Support: Age-appropriate roles in events and programs;
6. Peer Collaboration: Working with other minor volunteers on projects;
7. Learning and Development: Training, workshops, skill-building activities.

Section 6.3 - Restricted Activities for Minors

Minor volunteers generally may not:

1. Engage in activities with significant physical risk or danger;
2. Handle financial transactions, funds, or payment processing;
3. Access confidential or sensitive information beyond their role requirements;
4. Represent the Studio in official legal or contractual matters;
5. Work alone in isolated or unsupervised settings;
6. Participate in activities requiring adult-level decision-making authority;
7. Engage in activities prohibited by law for their age group.

Section 6.4 - Work Hour Limitations

To ensure balance with education and personal well-being:

1. School Year: Minor volunteers should not commit to more than 10 hours per week during the academic year;
2. Summer/Breaks: More flexible commitments may be permitted with parental consent;
3. Homework and Academics: Volunteer commitments must not interfere with academic responsibilities;
4. Rest and Recreation: Minors should maintain balance with extracurricular activities, family time, and rest.

These are guidelines, not rigid requirements, but the Studio will discuss concerns with parents if volunteer commitments appear excessive.

ARTICLE VII: SAFETY AND PROTECTION

Section 7.1 - Physical Safety

The Studio will:

1. Assess and mitigate physical risks in volunteer activities;
2. Provide necessary safety equipment and training;
3. Maintain safe physical environments for in-person activities;
4. Respond promptly to safety hazards or incidents;
5. Ensure appropriate adult supervision to prevent injuries.

Section 7.2 - Emotional and Psychological Safety

The Studio will:

1. Foster a supportive, respectful, and inclusive environment;
2. Address bullying, harassment, or hostile behavior immediately;
3. Provide age-appropriate emotional support;
4. Recognize signs of distress or mental health concerns;
5. Communicate with parents regarding emotional well-being when appropriate.

Section 7.3 - Online Safety

For virtual volunteer activities:

1. Approved Platforms: Only approved, secure communication platforms will be used;
2. Privacy Settings: Privacy protections will be enabled on all platforms;

3. No Personal Information Sharing: Minors should not share personal information (addresses, phone numbers, school names) publicly;
4. Cyberbullying Prevention: Zero tolerance for online harassment or inappropriate behavior;
5. Parental Oversight: Parents are encouraged to monitor their child's online volunteer activities.

Section 7.4 - Protection from Exploitation

The Studio will:

1. Never exploit minor volunteers for commercial gain or personal benefit;
2. Ensure work assignments are reasonable and age-appropriate;
3. Prohibit any form of child labor law violations;
4. Recognize and respond to signs of exploitation or abuse;
5. Maintain clear boundaries between volunteer service and inappropriate demands.

Section 7.5 - Mandatory Reporting

Studio Leadership and adult volunteers are aware of their potential obligations under state law to report suspected child abuse or neglect. If signs of abuse, neglect, or endangerment are observed, the Studio will:

1. Take immediate action to ensure the minor's safety;
2. Report concerns to appropriate authorities as required by law;
3. Notify parents/guardians (unless they are suspected perpetrators);
4. Cooperate fully with investigations;
5. Document observations and actions taken.

ARTICLE VIII: INTERACTIONS BETWEEN ADULT AND MINOR VOLUNTEERS

Section 8.1 - Professional Boundaries

Adult volunteers and Studio Leadership must:

1. Maintain appropriate professional boundaries with minor volunteers;
2. Avoid any conduct that could be perceived as romantic, sexual, or overly personal;
3. Refrain from sharing personal problems or seeking emotional support from minors;
4. Not engage in favoritism or special treatment of specific minors;
5. Avoid physical contact beyond appropriate, professional interactions (e.g., handshakes, high-fives).

Section 8.2 - Communication Standards

Adult volunteers and Studio Leadership must:

1. Communicate with minor volunteers only through official Studio channels;
2. Copy Studio Leadership on communications with minor volunteers when appropriate;
3. Avoid private, one-on-one communications outside of monitored channels;
4. Maintain professional language and tone in all communications;
5. Not exchange personal contact information with minor volunteers.

Section 8.3 - Gift-Giving and Special Treatment

Adult volunteers and Studio Leadership must not:

1. Give personal gifts to minor volunteers;
2. Provide money or monetary gifts to minors;
3. Offer transportation or rides to minors (except in approved, parent-authorized circumstances);
4. Invite minors to personal social events or activities outside of Studio programs;
5. Engage in personal relationships with minors outside of volunteer context.

Section 8.4 - Social Media and Online Interactions

Adult volunteers and Studio Leadership must:

1. Not "friend" or connect with minor volunteers on personal social media accounts;
2. Interact with minors only through official Studio social media channels;
3. Not comment on minors' personal social media posts;
4. Avoid private messaging with minors outside of monitored Studio platforms;
5. Report any attempts by minors to connect personally online to Studio Leadership and parents.

Section 8.5 - Reporting Concerns

Adult volunteers must immediately report:

1. Boundary violations by other adults;
2. Inappropriate behavior toward minor volunteers;
3. Concerns about a minor's safety or well-being;
4. Requests from minors that cross appropriate boundaries;
5. Any interactions that feel uncomfortable or inappropriate.

ARTICLE IX: PEER INTERACTIONS AMONG MINOR VOLUNTEERS

Section 9.1 - Respectful Peer Relationships

Minor volunteers are expected to:

1. Treat fellow volunteers with respect and kindness;
2. Avoid bullying, harassment, or exclusionary behavior;
3. Communicate professionally even in peer interactions;
4. Support and encourage one another;
5. Resolve conflicts constructively and respectfully.

Section 9.2 - Prohibition on Bullying and Harassment

Minor volunteers must not:

1. Engage in cyberbullying or online harassment;
2. Spread rumors or gossip about other volunteers;
3. Exclude or isolate peers from activities;
4. Make derogatory comments based on appearance, identity, or background;
5. Use intimidation, threats, or aggressive behavior.

Section 9.3 - Romantic Relationships

While the Studio cannot control personal relationships:

1. Romantic relationships between minor volunteers should not interfere with volunteer responsibilities;
2. Romantic partners should maintain professional conduct during volunteer activities;
3. Breakups or relationship conflicts should not create hostile environments;
4. Studio Leadership may adjust assignments to minimize relationship-related issues.

Section 9.4 - Peer Supervision and Leadership

Older minor volunteers may occasionally provide guidance to younger minor volunteers, but:

1. Peer leaders do not have disciplinary authority;
2. Peer leaders should model appropriate conduct;
3. Peer leaders should report concerns to Studio Leadership rather than addressing them independently;
4. Peer leadership does not diminish adult supervision requirements.

ARTICLE X: PARENTAL RESPONSIBILITIES

Section 10.1 - Transportation

Parents/guardians are responsible for:

1. Transporting minor volunteers to and from volunteer activities;
2. Ensuring timely arrival and pickup;
3. Coordinating transportation with other families if desired;
4. Notifying the Studio of transportation issues or delays.

The Studio does not provide transportation for minor volunteers.

Notice: *Parents may arrange carpools with other volunteer families at their own discretion and risk. The Studio does not organize, facilitate, or assume any liability for parent-arranged transportation.*

Section 10.2 - Supervision Outside Studio Activities

Parents/guardians remain responsible for:

1. Supervising minors outside of official volunteer activities;
2. Monitoring their child's online activities and communications;
3. Ensuring their child complies with Studio policies and expectations;
4. Addressing behavioral issues at home that may affect volunteer service.

Section 10.3 - Communication with Studio

Parents/guardians should:

1. Maintain open communication with Studio Leadership;
2. Promptly respond to Studio communications;
3. Notify the Studio of changes in contact information, medical needs, or circumstances;
4. Share concerns or questions about their child's volunteer experience;
5. Inform the Studio if their child will be absent or unavailable.

Section 10.4 - Support and Encouragement

Parents/guardians are encouraged to:

1. Support their child's volunteer commitments;
2. Help their child balance volunteer service with other responsibilities;
3. Celebrate their child's contributions and achievements;
4. Encourage responsible, respectful participation;
5. Reinforce the value of service and community engagement.

ARTICLE XI: PRIVACY AND CONFIDENTIALITY FOR MINORS

Section 11.1 - Protection of Minor Information

The Studio will:

1. Collect only necessary information about minor volunteers;
2. Store minor volunteer information securely;
3. Limit access to minor information to authorized personnel only;
4. Not share minor information with third parties without parental consent (except as required by law);
5. Comply with all applicable child privacy laws (COPPA, etc.).

Section 11.2 - Photography and Media

Before photographing or recording minor volunteers:

1. Parental consent must be obtained;
2. Minors should not be identified by full name in public materials without consent;
3. Images should be appropriate and respectful;
4. Minors have the right to decline being photographed;

5. Parents may request removal of images featuring their child.

Section 11.3 - Confidentiality Expectations for Minors

Minor volunteers must:

1. Respect the privacy of other volunteers and beneficiaries;
2. Maintain confidentiality of information learned during volunteer service;
3. Not share confidential information on social media or with peers;
4. Understand that confidentiality obligations continue even after volunteer service ends.

ARTICLE XII: EDUCATIONAL VALUE AND DEVELOPMENT

Section 12.1 - Learning Opportunities

The Studio strives to provide minor volunteers with:

1. Skill development in relevant areas (writing, design, communication, etc.);
2. Exposure to project management and collaboration;
3. Experience in professional environments and expectations;
4. Portfolio-building opportunities;
5. Mentorship and guidance from Studio Leadership.

Section 12.2 - Academic Considerations

The Studio recognizes that:

1. Education is minors' primary responsibility;
2. Volunteer commitments must not interfere with academic success;
3. Volunteer service may complement academic learning;
4. Minors may request letters of recommendation or documentation of service for academic purposes.

Section 12.3 - Personal Growth

The Studio aims to support:

1. Development of responsibility and work ethic;
2. Enhancement of communication and interpersonal skills;
3. Cultivation of creativity and critical thinking;
4. Growth in confidence and self-efficacy;
5. Exploration of interests and potential career paths.

ARTICLE XIII: SPECIAL CIRCUMSTANCES

Section 13.1 - Minors with Disabilities or Special Needs

The Studio will:

1. Provide reasonable accommodations for minor volunteers with disabilities;
2. Work with parents to understand and meet individual needs;
3. Ensure activities are accessible and inclusive;
4. Modify assignments as necessary to enable meaningful participation;
5. Comply with applicable disability rights laws.

Section 13.2 - Emancipated Minors

Minors who are legally emancipated:

1. May provide their own consent for volunteer service;
2. Must provide documentation of emancipation status;
3. Are still subject to age-based activity restrictions for safety reasons;

4. Receive the same supervision and protections as other minor volunteers.

Section 13.3 - International Minor Volunteers

Minor volunteers from outside the United States:

1. Must comply with all U.S. laws and this Policy;
2. Must provide parental consent translated to English if necessary;
3. Must have parents who are reachable for emergency purposes;
4. May be subject to additional verification requirements.

ARTICLE XIV: MODIFICATIONS TO THIS POLICY

Section 14.1 - Right to Modify

The Studio reserves the right to modify this Policy at any time. Modifications become effective immediately upon posting or notification to parents and minor volunteers.

Section 14.2 - Parental Notification

Parents/guardians will be notified of material changes through:

1. Email notification;
2. Updated consent forms requiring new signatures;
3. Direct communication from Studio Leadership.

Section 14.3 - Continued Participation

Continued volunteer service by minor volunteers following modification of this Policy constitutes parental acceptance of modified terms.

ARTICLE XV: CONTACT INFORMATION

For questions or concerns regarding minor volunteers, please contact:

Eyden Studio
Volunteer Coordination - Minor Volunteers
5715 Houston Rd
Brownsville, Texas 78521
United States of America

Email: legal@eyden.org

Telephone: +1 (346) 613-0833

For Emergencies: Call 911 or appropriate emergency services immediately.

For Child Abuse Reports: Contact local child protective services and law enforcement.

Notice: *The above address is a residential address provided solely for legal compliance and official correspondence. In-person visits are not permitted. Unauthorized visits or trespassing will be reported to law enforcement.*

ARTICLE XVI: ACKNOWLEDGMENT

Section 16.1 - Parental Acknowledgment

By consenting to their child's volunteer service, parents/guardians acknowledge that they:

1. Have read and understand this Minor Volunteer Policy;
2. Agree to the supervision, monitoring, and safety provisions;
3. Understand their rights and responsibilities;

4. Consent to communication monitoring for safety purposes;
5. Will support their child's compliance with Studio policies;
6. Understand the at-will nature of volunteer service.

Section 16.2 - Minor Volunteer Acknowledgment

Minor volunteers acknowledge that they:

1. Have reviewed this Policy with their parents/guardians;
2. Understand the expectations and requirements;
3. Agree to comply with all provisions;
4. Understand their communications will be monitored;
5. Will seek guidance when uncertain about expectations;
6. Will report concerns or safety issues to Studio Leadership and parents.

Entity Disclaimer:

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