

Care For Knowledge

The CFK Fellowship Companion

A guide for growing, pausing, and belonging within the CFK Fellowship

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Welcome

The CFK Fellowship exists because we believe young people grow best when they are trusted with real responsibility, given room to learn, and supported by a community that genuinely cares about their development, not just their output. Every Fellow who joins us is choosing something deeper than a one-off volunteering experience. You are choosing growth, service, and a long-term relationship with a mission bigger than any one of us.

This Companion exists to make that journey clear. It explains how Fellowship levels work, how you advance, what life in the Fellowship looks like day to day, what you can expect from CFK, and how things work if a Fellow's path with us eventually comes to an end. We have written it with as much care as we could, because behind every clause in this document is a real person we hope to support well.

What Fellowship Means at CFK

The word Fellowship is not accidental. It names something specific about what we are building here: not just a team of volunteers, and not just a programme, but a community of people who are genuinely invested in one another's growth and in a mission that outlasts any one of them.

A Fellow is different from a General Volunteer. Both are valued. Both contribute meaningfully to CFK's work. But a Fellow has made a particular kind of commitment: to growth, to consistency, to being present not just for the tasks but for the journey. That distinction carries weight, and we take it seriously on both sides.

One of the things we want to be honest about from the beginning is this: growth within the Fellowship is not automatic. It does not happen simply because time has passed or because you have attended every scheduled session. It happens when you pay attention: to the work, to the people around you, to your own development. It happens in the spaces you might not expect, in the friction of a difficult team conversation, in the discipline of preparing an advancement portfolio, in the quiet realisation that you think about a problem differently than you did a year ago.

We will create the conditions for that growth. Light Sessions, team experiences, reflection opportunities, and advancement processes are all designed with that in mind. But we cannot do the growing for you. What we can promise is that if you show up, really show up, you will leave the Fellowship more equipped, more capable, and more connected than you arrived.

The Foundation Cohort: Where Every Fellow Begins

Every Fellow, regardless of which programme they join, begins their journey in the same place: the Foundation Cohort. This is a 16-week intensive experience that serves as your full introduction to the CFK Fellowship and to the work we do together.

The Foundation Cohort is the most structured and intensive phase of your entire Fellowship journey. During these 16 weeks, you are already a Fellow in every real sense. You are active within your programme team, contributing to WikiQuestions, CTRI, Model NASS, or Admin and Support alongside other Fellows. You

attend Light Sessions alongside the wider Fellowship community. And you participate in additional workshops specific to this phase, designed to build the foundations of the skills and habits that will serve you throughout your Fellowship.

What makes the Foundation Cohort distinct is that reflection is built into every week. This is intentional. We believe that growth at the beginning of a journey sets the tone for everything that follows, and we want every Fellow to start with the habit of paying attention to their own development, not just to the tasks in front of them.

The CFK Foundation Cohort Certificate

At the end of the 16 weeks, Fellows who have been genuinely active, who have shown up, participated meaningfully, and engaged with the work throughout the cohort, receive the CFK Foundation Cohort Certificate. This is a real recognition of a real achievement. Completing the Foundation Cohort takes effort and commitment, and the certificate honours that.

Fellows who have been significantly inactive or disengaged during the cohort, missing multiple sessions or failing to contribute to their work for an extended period, will not receive the certificate. This is not a punitive measure. It is simply an honest recognition that the certificate means something, and for it to mean something, it must reflect genuine participation.

The Choice at 16 Weeks

At the end of the Foundation Cohort, every Fellow arrives at a decision point: continue into the broader Fellowship journey, or step away. Both choices are respected without judgment.

Fellows who choose to step away leave with their certificate (if earned) and remain warmly welcome to contribute to CFK as General Volunteers on individual projects or initiatives. Completing the Foundation Cohort and choosing not to continue does not diminish what was contributed or learned during those 16 weeks.

Fellows who choose to continue remain as Foundation Fellows for approximately two more months, working within their teams and participating in the regular Fellowship rhythm of team work and bi-monthly Light Sessions. This post-cohort period is when the Fellowship Advancement Committee is constituted and advancement portfolios are prepared, leading into the Advancement Ceremony held roughly two months after the Foundation Cohort Graduation. This timing is not accidental: it aligns with the beginning of the next Foundation Cohort, so the Fellowship is always in motion, with one group graduating as another begins.

The six-month minimum at Foundation Fellow level maps directly onto this natural rhythm: 16 weeks of Foundation Cohort, followed by approximately two months before the first advancement window opens. The timeline is designed, not arbitrary.

1. The Fellowship Levels

The CFK Fellowship has four levels. All Fellows begin as Foundation Fellows, having completed a cohort intake, and progress through the levels based on active, demonstrated contribution, not the passage of time alone.

Level	Minimum Time	Maximum Time	Notes
Foundation Fellow	6 months	12 months	Entry level. Requires completion of a cohort intake.
Associate Fellow	12 months	24 months	Builds on demonstrated commitment from Foundation level.
Senior Fellow	18 months	36 months	Eligible for one Sabbatical after 12+ months at this level.

Principal Fellow	12 months (before first Sabbatical eligibility)	No maximum	Highest level. Eligible for a Sabbatical once every three years, after an initial 12 months at this level.
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Each level has a minimum time that must be spent before a Fellow may request advancement, and a maximum time after which the Executive Team will begin discussing next steps with the Fellow, including the possibility of beginning the Closure process described later in this Companion. The maximum exists not as a threat, but as a reminder that the Fellowship is meant to be a place of movement and growth, not a permanent holding pattern.

2. How Advancement Works

Advancement within the CFK Fellowship is never just about waiting out a clock. It is meant to recognise real growth, real contribution, and real readiness for greater responsibility. To support a process that is fair, thoughtful, and genuinely reflective, every Fellow seeking advancement is asked to submit an Advancement Portfolio.

Two requirements apply specifically to Foundation Fellows seeking their first advancement: completion of a full cohort, and at least six months spent as a Foundation Fellow. Beyond Foundation level, advancement eligibility is governed by the minimum time requirements set out in the table above.

2.1 Who Submits an Advancement Portfolio

An Advancement Portfolio is required for any Fellow seeking advancement between levels, including:

- Foundation Fellow to Associate Fellow
- Associate Fellow to Senior Fellow
- Senior Fellow to Principal Fellow

The Executive Team sets the application period and deadline for portfolio submissions each cycle, in line with the Fellowship calendar described in Section 3.

2.2 What Goes Into a Portfolio

An Advancement Portfolio is less about ticking boxes and more about giving you the space to reflect honestly on your journey and show us where you are. Every portfolio should include:

- A Cover Letter: a brief letter, around one page, telling the Executive Team why you are seeking advancement, how you have grown during your current level, what you have contributed to CFK, and why you believe you are ready for what comes next.
- An Impact Report: a summary of what you have actually done during your time at your current level. This might include projects you participated in, leadership roles you took on, events or programmes you supported, resources you created, responsibilities you carried, and any measurable outcomes or achievements. Feel free to attach supporting evidence where it helps tell the story.
- A Personal Reflection: an honest look inward. What has been your most meaningful learning experience? What challenges did you face, and how did you move through them? How have you grown as a leader? What do you still hope to develop?
- A Statement on Contribution to the Mission: rather than simply listing what you did, this is your chance to reflect on the impact of your work and how it has helped move CFK's vision forward.

2.3 What We Look For at Each Level

Beyond the core portfolio requirements above, the Fellowship Advancement Committee considers expectations specific to the level you are moving into:

- Foundation Fellow to Associate Fellow: active participation, reliability and commitment, genuine engagement in Fellowship activities, and a real willingness to learn and contribute.

- Associate Fellow to Senior Fellow: consistent contribution over time, initiative and ownership of your work, emerging leadership within projects or teams, and visible support for fellow Fellows around you.
- Senior Fellow to Principal Fellow: strategic leadership, significant organisational contribution, a hand in developing people or systems within CFK, and sustained, long-term impact across CFK's initiatives.

2.4 How Portfolios Are Reviewed

Advancement Portfolios are reviewed by the Fellowship Advancement Committee, a committee constituted by the Executive Team ahead of each cohort's Foundation Fellow graduation, so that it is ready to begin its work as soon as the advancement window opens. The Executive Team determines who serves on the Committee for each cycle, with due regard for fairness and the avoidance of conflicts of interest. The Committee should ordinarily include experienced Fellows as well as Executive Team members.

The Committee may reach out for clarification, request additional information or supporting evidence, or invite a Fellow for a short conversation where it would help their review. Once its review is complete, the Committee makes one of two recommendations to the Executive Team:

- **Approved:** the Fellow has demonstrated genuine readiness for advancement.
- **Deferred:** the Fellow has shown meaningful progress but would benefit from more time and development before advancing. Wherever practical, constructive feedback is shared to help guide that growth.

The Executive Team considers the Committee's recommendation and makes the final decision. A Deferred outcome is never meant as a closed door. It simply means we want to see you fully ready before you step into the next level of responsibility.

Above all, the Advancement Portfolio is not meant to feel like an administrative hurdle. It is an opportunity to pause, look back on your journey, celebrate what you have contributed, and show us and yourself that you are ready for what comes next.

3. The Fellowship Calendar

The Fellowship runs on two cohorts per year:

- **Spring Cohort:** February to May
- **Autumn Cohort:** August to November

At the end of each Cohort, a Graduation Ceremony is held for Foundation Fellows completing their cohort. Approximately two months after Graduation, an Advancement Ceremony is held for all Fellows due for advancement across the levels. The advancement process begins immediately after Graduation: the Fellowship Advancement Committee, already constituted ahead of Graduation, shares advancement details with eligible Fellows, who may then begin preparing and submitting their Advancement Portfolios.

4. Life in the Fellowship

Understanding what the Fellowship looks like day to day, where you contribute, how you learn, and what connects all Fellows to one another, is as important as understanding its structure. This section gives you a picture of what to expect once you are in.

4.1 Your Team

Every Fellow primarily belongs to and contributes within a specific team, aligned to one of CFK's programmes: WikiQuestions, CTIR (Collaborative Tutorial Resources Initiative), Model National Assembly, or the Admin and Support team. Your team is where the majority of your Fellowship work happens. It is the place where your skills find their purpose, where you build working relationships, and where your contribution to CFK's mission is most directly felt.

Your Team Lead is your primary point of contact within CFK. They will support your growth, provide guidance on your work, and will need to be informed when you are taking a Pause or stepping back for any reason.

The relationship between a Fellow and their Team Lead is one of the most important in the Fellowship. We encourage Fellows to invest in it seriously.

4.2 Light Sessions

Beyond your team work, all Fellows are expected to participate in CFK's Light Sessions: bi-monthly gatherings that bring Fellows across teams together to learn, reflect, and connect. Light Sessions take various forms, including workshops, talk sessions, guest conversations, and team knowledge exchanges. What they have in common is that they are always designed around something CFK believes Fellows need to grow in at that particular point in time.

Attendance at Light Sessions is part of what active participation means within the Fellowship. This is not a bureaucratic expectation. It reflects a genuine conviction that part of what makes the Fellowship valuable is the shared experience of learning together. A Fellow who contributes well within their team but remains disconnected from the wider Fellowship community is missing something real.

Light Sessions are held twice per cohort period, roughly every six to eight weeks, and Fellows will be notified of dates and formats in advance. Where a Fellow is unable to attend a scheduled Light Session for a legitimate reason, they are encouraged to communicate this to their Team Lead and engage with any shared materials or recordings afterwards.

4.3 How Growth Actually Happens

We have intentionally named this document a Companion rather than a handbook or policy, because we want it to travel with you, to be something you return to, not just something you read once. Part of what we hope it reminds you of, as you move through the Fellowship, is that growth rarely announces itself clearly in the moment it happens.

You will grow in your team, doing work that challenges you and demands more than you expected. You will grow in Light Sessions, sitting alongside other Fellows who see things differently than you do. You will grow in the preparation of your advancement portfolio, when you are asked to look back at a period of your journey and make sense of it. You will grow in conversations with your Team Lead, in difficult stretches where showing up felt hard, and in the quiet accumulation of experience that happens when you commit to something over time.

None of this is automatic. Fellows who extract the most from the Fellowship are the ones who bring intentionality to it, who reflect, engage, ask questions, and take seriously the responsibility of being part of a community that others are also depending on. We will create every opportunity for that growth. What we ask of you is to meet those opportunities with genuine effort.

5. What Fellows Gain

The Fellowship is designed to give as generously as it asks. Here is an honest account of what Fellows can expect to develop and carry forward from their time with CFK, with the important caveat that these are not guarantees handed to every Fellow automatically. They are possibilities that open up through sustained, genuine engagement.

5.1 Skills and Experience

Depending on your team and role, Fellows develop real, transferable skills: content creation and writing, research and analysis, event planning and coordination, digital and technical skills, communication, leadership, and more. These are not theoretical. They are built through actual work on actual projects. The CFK Fellowship is one of the few volunteering environments where you can genuinely say you built something.

5.2 Leadership Development

The Fellowship's structure, with its advancing levels, team responsibilities, and advancement portfolio process, is deliberately designed to develop leadership over time, not just reward it. Fellows who grow through the levels take on progressively greater responsibility, mentor newer Fellows, and contribute to the

direction of CFK's work. Principal Fellowship, in particular, represents a real record of sustained leadership that means something.

5.3 Community and Relationships

Many Fellows will tell you that the most lasting thing they take from the Fellowship is the people. CFK brings together young people from across Nigeria who share a genuine commitment to education, service, and growth. The relationships built here, with peers, with Team Leads, with people across different programmes, are real and lasting, and they extend well beyond a Fellow's active time with CFK.

5.4 A Record That Means Something

CFK takes recognition seriously. Contributions are acknowledged, advancement is formally marked, and Fellows who reach distinguished levels of service are publicly honoured. The Advancement Portfolio process ensures that your journey is documented in your own words, a record you can speak to confidently in any context.

5.5 The Intangible Things

Some of what the Fellowship gives you cannot be put on a CV. The clarity that comes from sustained reflection. The confidence that grows when you realise you have contributed to something that genuinely matters. The steadiness of being part of a community that knows your name and your journey. These things are real, and they tend to be what Fellows remember most.

6. The Rights of Fellows

The Fellowship makes real demands of its Fellows: of their time, their consistency, and their growth. In turn, Fellows have the right to expect certain things from CFK, and this section makes those expectations explicit. A Fellowship built on mutual respect requires both sides of that equation to be named.

Every CFK Fellow has the right to:

- Be treated with dignity and respect in every interaction connected to CFK, by their Team Lead, by other Fellows, by the Executive Team, and by CFK as an organisation.
- Receive clear, honest, and timely communication about their standing within the Fellowship, including any concerns about their participation, conduct, or progress, before any formal decision is made about them.
- Be heard before a decision affecting their Fellowship standing is finalised. Whether in an advancement review, an inactivity process, or a conduct matter, Fellows retain the right to explain their side of the story.
- Receive constructive feedback on a deferred advancement portfolio wherever it is practicable, so they understand what to work on and have a meaningful path forward.
- Have their Pause, Leave, or Sabbatical requests handled with care and confidentiality, without judgment for needing to step back.
- Appeal decisions they believe were made unfairly, within the timeframes set out in this Companion, and have that appeal considered genuinely rather than as a formality.
- Know who to speak to when something is unclear, when they have a concern, or when they are struggling, and to be met with warmth and good faith when they do.
- Be recognised for their contributions, with acknowledgement that goes beyond tasks completed to encompass the growth and commitment they have brought to the Fellowship.

These rights are not aspirational. They are commitments CFK makes to every Fellow, and the Executive Team is accountable for upholding them.

7. Raising a Concern

We want every Fellow to feel safe speaking up when something is not right. Concerns raised honestly and in good faith are taken seriously, handled with care, and never held against the Fellow who raised them. This section explains clearly who to speak to, depending on the nature of your concern.

7.1 Who to Contact

- **Concern about a fellow team member:** speak to your **Team Lead** in the first instance. They are responsible for the health and dynamics of the team and will handle the matter with appropriate care.
- **Concern about your Team Lead:** reach out to the **Executive Team** directly at exec@careforknowledge.org. Your concern will be received by the team collectively and handled without involvement from the person the concern is about.
- **Concern about a member of the Executive Team:** write directly to the **Executive Director, Joshua Olunlade**, at joshua@careforknowledge.org. Concerns involving the Executive Director specifically will be escalated to the Board of Directors.
- **Prefer to report anonymously:** you may submit your concern without identifying yourself using the anonymous reporting form at forms.gle/EhztFt6iN3yyUyyr7. Please note that anonymous reports are harder to investigate fully, since CFK cannot follow up with you for clarification or update you on the outcome. We would always encourage named reports where you feel safe doing so, but we understand that is not always possible, and the anonymous route is there for exactly those moments.

7.2 A Word on Honest Reporting

The reporting channels above exist to protect Fellows and to keep the Fellowship a safe and fair community for everyone. That trust depends on reports being genuine. Submitting a false or deliberately misleading report about a team member or Team Lead is itself a serious matter. It is unfair to the person being reported, it wastes the limited time and attention of the people responsible for handling concerns, and it is a direct breach of the Fellows Code of Conduct.

We do not say this to discourage Fellows from speaking up. We say it because we want every concern that is raised to be taken seriously, and the best way to protect that is to ensure that the system is not misused. If you are uncertain whether something rises to the level of a formal report, you are always welcome to have an informal conversation with your Team Lead or the Executive Team first.

8. Pause, Leave, and Sabbatical

We know that life does not pause simply because the Fellowship continues. CFK offers three distinct ways for Fellows to step back when they need to, each suited to a different kind of season.

Type	Duration	Counts Toward Level Time?	Approval Needed	Used For
Pause	Up to 2 months/year (max 1 month at a time)	Counts toward time at level	Team Lead approval	Short personal breaks: rest, exams, family needs
Leave	As needed, case-by-case	Does NOT count toward time at level	Written notice to Executive Team	Significant or extended circumstances: health, major life events
Sabbatical	3 to 12 months. Senior Fellows: once. Principal Fellows: once every 3 years.	Counts toward time at level, conditional on report submission	Executive Team approval	Personal, impact-driven project pursued outside CFK

8.1 Pause

A Pause is a short break from active Fellowship duties. Fellows may take up to two months of Pause per year, in increments of no more than one month at a time. Time spent on Pause continues to count toward the minimum and maximum time requirements at the Fellow's current level.

Pauses cannot be carried over from one year to the next. Unused Pause time in a given year does not accumulate or roll forward. Because the Fellowship runs in two cohorts, Fellows are encouraged to take Pauses at the end of a cohort where possible. Fellows who anticipate predictable demands on their time, such as students approaching examinations or professionals expecting a busy season, are encouraged to plan and save their Pause time accordingly.

Every Pause must be discussed with and approved by the Fellow's Team Lead. As part of requesting a Pause, a Fellow should explain how their absence will be managed, whether through handover, coverage by another team member, or simply why the Pause is necessary even where it may briefly affect CFK's activities. Some roles, particularly those tied closely to cohort-based work, may require Pauses to be carefully scheduled around key activity periods. This will be discussed directly with the Fellow's Team Lead.

Where a Fellow faces an urgent or sensitive personal matter that does not fit neatly into ordinary planning, the Executive Team should be notified in writing as soon as reasonably possible. This is not about scrutiny. It exists simply so that CFK can keep track of its Fellows and ensure no one falls through the cracks during a difficult time.

8.2 Leave

A Leave is intended for more significant or extended circumstances, such as health concerns, major personal or family matters, or other meaningful life events that require a longer step back than a Pause can accommodate. Unlike a Pause, time spent on Leave does not count toward the minimum or maximum time requirements at a Fellow's current level. The clock simply waits for the Fellow to return.

A Leave is requested through written notice to the Executive Team, explaining the circumstances as the Fellow is comfortable sharing, and an expected (even if approximate) return timeline. The Executive Team will respond with care and confidentiality, and work with the Fellow to ensure their return to active Fellowship duties is smooth.

8.3 Sabbatical

A Sabbatical is a distinct opportunity available to Senior and Principal Fellows who wish to step away for a defined period to pursue a personal, impact-driven project of their own. We recognise that part of a Fellow's growth happens outside CFK as well as within it, and we want to actively support that.

Sabbaticals are available under the following conditions:

- Available to Senior Fellows who have spent at least 12 months at the Senior level. Senior Fellows may take one Sabbatical in total at this level.
- Available to Principal Fellows who have spent at least 12 months at the Principal level before their first Sabbatical. After each Sabbatical, a Principal Fellow must wait at least three years before taking another. There is no cap on the total number of Sabbaticals a Principal Fellow may take over the course of their tenure, provided the three-year interval is observed.
- May last between 3 and 12 months.
- Requires approval from the Executive Team in advance.
- Time spent on Sabbatical counts toward the Fellow's time at their current level, on condition that the Fellow submits a short report on their Sabbatical project upon return, reflecting on what they pursued and what they learned.

A Sabbatical is not a Leave of convenience. It is meant for genuine, meaningful personal projects with real impact, and Fellows applying for one should expect to share what that project is as part of their request.

9. When a Fellow's Journey With Us Ends

Not every Fellow will remain with CFK forever, and that is alright. People grow, circumstances change, and paths diverge. What matters is that when a Fellow's time with the Fellowship comes to an end, it is handled with clarity, fairness, and care.

9.1 Closure

Closure refers to the end of a Fellow's time in the Fellowship before reaching Principal Fellow status. Closure may occur for a few different reasons, and the tone and process reflect which of these applies:

- Voluntary departure in good standing: a Fellow may choose, for entirely personal reasons, to step away from the Fellowship while in good standing. This is respected without judgment.
- Inactivity: addressed in detail in Section 8.2 below.
- Breach of the CFK Code of Conduct: addressed through the process described in Section 10.

Regardless of the reason for Closure, a Fellow who leaves the Fellowship is always welcome to continue contributing to CFK as a General Volunteer, on individual projects or otherwise. Closure ends a Fellow's place within the structured Fellowship pathway. It does not end their relationship with CFK, and we genuinely hope it does not.

9.2 Inactivity

Inactivity refers to a sustained absence of meaningful contribution, for example a Fellow consistently failing to carry out assigned responsibilities, repeatedly offering reasons without follow-through, or becoming entirely unresponsive and unreachable. Inactivity is assessed by the Fellow's Team Lead, in consultation with CFK's Internal Control Team, who are best placed to recognise the difference between a temporary lapse and a genuine pattern of disengagement.

Where a Fellow is identified as inactive, the following process applies:

- At one month of identified inactivity, the Internal Control Team reaches out to the Fellow directly, in writing, to understand the situation and offer support where appropriate.
- If the situation remains unresolved by two months, the Closure process formally begins, and the Fellow is notified in writing.
- A Fellow may appeal a Closure decision within two weeks of notification. Appeals are considered case-by-case by the Executive Team, with genuine openness to circumstances that may not have been fully understood at the point of decision.

This process exists to protect the health of the Fellowship as a community of active contributors, not to punish Fellows facing a difficult season. Wherever possible, we would always rather understand and support a Fellow than lose them.

9.3 Distinguished Exit

A Distinguished Exit honours Fellows who reach Principal Fellow, the highest level within the Fellowship, and who, after meaningful time (a minimum of 12 months) at that level, choose to step away from active Fellowship duties. This is treated distinctly from Closure, in recognition of the sustained commitment and contribution such a Fellow has given CFK over the course of their journey.

Fellows undergoing a Distinguished Exit will be formally and publicly recognised by CFK for their service, and remain warmly regarded as part of CFK's extended community and history, regardless of their level of future involvement.

9.4 Re-Entry to the Fellowship

A former Fellow wishing to re-enter the Fellowship after Closure may do so, subject to the standard recruitment process, under the following terms:

- Where Closure followed a period of inactivity, the Fellow re-enters one level below the level they last held. For example, a former Associate Fellow re-enters as a Foundation Fellow, and their time at the new level begins afresh.

- Where a Fellow departed voluntarily while in good standing, they may re-enter at the same level they previously held, though the time previously spent at that level does not carry over. Their time at that level begins afresh.

These terms exist to maintain fairness across the Fellowship community, while still leaving the door genuinely open for former Fellows who wish to return.

10. Code of Conduct

Every CFK Fellow is expected to uphold the values that define our community: integrity, respect, reliability, and genuine care for the people CFK exists to serve. Fellows are expected to:

- Treat every person they interact with through CFK, including fellow Fellows, volunteers, students, partners, and the public, with respect and dignity.
- Act honestly in all CFK-related activity, including the accurate representation of their own contributions and time.
- Use CFK's name, resources, and platforms responsibly and only for their intended purpose.
- Disclose any conflict of interest that may affect their role or judgement within CFK.
- Observe CFK's Safeguarding Policy at all times when engaging with minors, including students involved in CFK's school partnerships and Junior Fellows Clubs.
- Raise concerns honestly and promptly through appropriate channels, rather than allowing issues to go unaddressed.

Where a Fellow is found to have breached this Code of Conduct, the Executive Team will review the matter with fairness and care, considering the nature and severity of the breach. Outcomes may range from guidance and a formal warning to the commencement of the Closure process, depending on the circumstances. Fellows always retain the right to be heard and to explain their side before a final decision is made.

A Closing Word

This Companion exists to bring clarity, not distance. Every structure within it, the levels, the timelines, the processes for pausing or leaving, is built around a simple belief: that young people deserve a Fellowship that takes their growth seriously, treats their time and effort with respect, and never forgets that behind every policy is a person.

If anything in this Companion is ever unclear, or if your circumstances do not fit neatly into what is written here, please reach out to your Team Lead or the Executive Team directly. We would always rather have that conversation than leave you uncertain.

This Companion may be amended by the Executive Team from time to time following appropriate consultation. The latest approved version shall be the authoritative version.

Welcome to the Fellowship. We are glad you are here.

Care for Knowledge — Learn. Share. Care.