



# Funtology Onboarding Handbook

CAREER EXPLORATION | WORKFORCE DEVELOPMENT | ENTREPRENEURSHIPS

*Welcome to Funtology...*

*"Where Creativity Meets Career Building"*

Prepared for: **Students, Educators & Coordinators**

# Funtology OnBoarding Process

Funtology Onboarding Kit

*"Where Creativity Meets Career Building"*

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## Welcome to Funtology – Where Creativity Meets Career Building!

Dear Participant:

We are excited to welcome you to Funtology! 🎉 Our mission is simple: *To provide comprehensive and innovative enrichment programs to empower youth to reach their full potential.*

As a new participant, here's what you can expect:

- Engaging daily lessons combining Work Ethics, Career Readiness, Theory, and Hands-On Practicals.
- Projects that inspire creativity, including salon planning, hair designing, grooming, nail art, skincare, makeup, and so much more.
- Career-building activities like job shadowing, certificate achievements, and business builder tools.
- Health & wellness support to help you succeed in school, work, and life.

📁 Please review your Orientation Packet attached. It includes important information about the program, schedules, and how to get started.

We look forward to seeing your creativity shine!

Warm regards,  
TeQuilla Holloway

Founder, Funtology

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# ORIENTATION PACKET

## ***Funtology: Where Creativity Meets Career Building***

☀️ ***Career Exploration for Grades 3–12 and Beyond*** ☀️

**Welcome to Funtology!**

Funtology is an innovative career exploration and workforce readiness program designed to *introduce* students to cosmetology, barbering, nail care, skincare, and entrepreneurship while attending in and out of school enrichments.

### **OUR PROGRAMS COMBINE:**

✓ **Work Ethics, Anatomy, Physiology, Chemistry, Electricity, Hair Designing, Grooming, Nails, Skincare and Business Management.**

✓ **Career Readiness & Health & Wellness Activities**

✓ **Engaging Theory Lessons**

✓ **Hands-On Practical Services**

✓ **Portfolio Building & Certificates**

✓ **Business Management, Financial Literacy and Entrepreneurships**

### **PROGRAM FLOW (Daily Class Structure)**

- **5 minutes – Work Ethics Word of the Day**
- **5 minutes – Career Readiness & Wellness Workbook**
- **10 minutes – Theory Lessons**
- **45 minutes – Hands-On Practicals with Credit Tracking**
- **10 minutes – Recording Practicals & Clean Zone**

### **EXPECTATIONS**

- **Be On Time: Punctuality is a key work ethic.**
- **Be Prepared: Bring your kit, workbook, and creativity.**
- **Be Respectful: Treat instructors, peers, and tools with care.**
- **Be Safe: Follow all sanitation & safety guidelines.**
- **Be Creative: Express yourself while building professional skills.**

## OPPORTUNITIES

- **Certificates of Unit Completion** for each program module.
- **Job Shadowing and Model Building** experiences.
- **Student Portfolio Development** with photos of services & designs.
- **Business Builder Tools** to explore salon construction and entrepreneurship.

## SUPPLIES & MATERIALS

- **Practice Kits** (tools, mannequins, brushes, etc.)
- **Instructor/Student Access to the Learning Management System** (Curriculum Lessons, Ebooks, System graded quizzes and tests, Ready Made & Downloadable Certificates)
- **Career Readiness & Health & Wellness Workbook**
- **Salon-in-a-Box / Business Builder Worksheets**
- **Flip Books** of course materials

## CODE OF CONDUCT

We believe in creating a safe, inclusive, and positive environment for all. Students are expected to:

- **Show kindness & professionalism.**
- **Respect differences in others.**
- **Use materials responsibly.**
- **Maintain cleanliness and organization.**

## PROGRAM SELECTION (check all that apply):

- ☐ **Funtology (Hair Design & Cosmetology)**      ☐ **Barbertology (Barbering)**  
☐ **Nailtology (Nails)**      ☐ **Skintology (Skincare & Makeup)**

### Program Agreement (Student/Parent)

I, \_\_\_\_\_ (student/parent), understand and agree to the following:

1. I will attend classes regularly and arrive on time.
2. I will respect instructors, peers, and equipment.
3. I will follow all safety, sanitation, and cleanliness rules.
4. I understand that failure to follow rules may result in removal from the program.
5. I will complete assignments, practicals, and maintain my portfolio.

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

## JOB SHADOWING & OFF-SITE CONSENT

I give permission for my child/me to participate in job shadowing and off-site activities with:  
\_\_\_\_\_ for Funtology Fundamentals.

☐ Yes, I consent

☐ No, I do not consent

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

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### ONBOARDING CHECKLIST (Please initial below)

- ✓ Welcome Email received \_\_\_\_\_
  - ✓ Orientation Packet reviewed \_\_\_\_\_
  - ✓ Enrollment Form submitted \_\_\_\_\_
  - ✓ Program Agreement signed \_\_\_\_\_
  - ✓ Consent Forms signed \_\_\_\_\_
  - ✓ Supplies/Kit received \_\_\_\_\_
  - ✓ LMS login created \_\_\_\_\_
  - ✓ Orientation Session attended \_\_\_\_\_
  - ✓ First Day Activities completed \_\_\_\_\_
- 

### TRAINING GUIDES

#### For Staff/Coordinators:

- Monitor attendance and engagement, learn daily lesson structure and schedule events.
- Track and initial student credits in Practical Sheets daily.
- Enforce sanitation & safety rules daily.
- Provide progress updates as needed.
- Schedule job shadowing & events. (Students will furnish information for 3 salons)

#### For Students:

- Learn daily routine.
- Keep your station clean.
- Log in and Complete exercises in iFuntology.com, Maintain attendance, Set goals.
- Record practical credits every class.

## FEEDBACK SURVEY

### Funtology Feedback Survey

1. What did you enjoy most about the program? \_\_\_\_\_
  2. What was most challenging? \_\_\_\_\_
  3. How has Funtology helped you with career readiness? \_\_\_\_\_
  4. Suggestions for improvement: \_\_\_\_\_
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### Certificate of Unit Completion

#### Certificate of Unit Completion

This certifies that \_\_\_\_\_ has successfully completed unit(s) \_\_\_\_\_ in the Funtology Program "*Where Creativity Meets Career Building*".

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

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## NEXT STEPS GUIDE

Congratulations on completing Unit: \_\_\_\_\_ of Funtology! 🎉


Here are your next steps:

- Continue practicing with your salon/business builder projects.
- Explore remaining units, tiers and advancements in Funtology, Barbertology, Naitology and Skintology programs.
- Seek job shadowing or internship opportunities.
- Build your portfolio in Funtology, Barbertology, Naitology and Skintology.
- Stay connected through the Funtology Alumni Network.

### Contact & Support

 [info@iFuntology.com](mailto:info@iFuntology.com)

 [www.iFuntology.com](http://www.iFuntology.com)

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