

Mentor Guidelines and Code of Conduct

WELCOME TO A NEW ADVENTURE!

The Youth Project is excited that you would like to be a mentor. We want to make sure that you understand and are comfortable with the expectations for mentoring. *Remember, mentoring is about being making a connection and inspiring.* Please read the following guidelines carefully.

MENTORS ARE: Positive role models, friends, sympathizers, advisors, self-esteem builders, sounding boards, and advocates.

- In the first few weeks of mentoring, your mentee may appear to be hesitant, unresponsive, and/or unappreciative. Your mentee's attitude is likely to gradually become more positive as he/she realizes that you sincerely care. *Be patient and remember that consistency is key.*
- Friendship requires trust. Your mentee will be interested in getting to know how "real" you are – getting to know each other may take some time. Stay in contact by phone, email, social networking, or text messages. Plan activities that will give you a chance to talk to each other.
- Try to have fun together and build a genuine friendship. Mentors who are friends are more influential than mentors who focus on a problem solving agenda.
- You are not required to be a teacher, parent, disciplinarian, therapist, Santa Claus or babysitter. Our experience has demonstrated that it is counterproductive to assume roles other than a dependable, consistent friend. Treat your mentee like a friend by keeping an open mind, responding without judgment, and honoring their values.
- Mentoring should empower youth to make positive decisions. Identify his/her interests and take them seriously. Be alert for opportunities and teaching moments. Explore positive and negative consequences by talking together. Remember to ask if your mentee wants your help with their concerns – often he/she may just need someone to talk to, instead of someone to rescue them.
- Do not get discouraged if your mentee makes mistakes or does not seem to be "invested". Youth must make their own choices. Mentors have a great deal of impact; it is not always immediately evident. *Look for signs of success, such as: youth initiates contact, shows appreciation, is willing to talk about sensitive issues, or requests your advice/assistance.*
- As a friend, you can share and advise, but know your limitations. Serious and life threatening issues like suicide, substance abuse, mental or physical abuse, domestic violence, and/or criminal activity are best handled by professionals. *If these issues arise contact Donielle immediately.*
- Discussions between you and your mentee are considered confidential. If you feel that you need to inform someone else about a concern/conversation please ask your mentee if you may share the information. Be careful with sensitive, personal issues. A youth's personal or family life may be difficult to discuss, particularly early in your relationship as you establish trust. Discuss personal boundaries with your Friend.
- If you have any concerns please contact your advisor. You are part of a community of support; there are people and resources available to help you succeed as a mentor.

Contact Donielle Owen for more information or assistance with concerns
((678)360-3404 donielleowen@aol.com

Make a difference in the life of a child – and have fun, too!

I'm pleased to announce that The Youth Project is launching a career exploratory mentoring program entitled Her Success Factors.

In my life, I've experienced first-hand the impact that encouraging, listening, and role modeling can have on a child's life. Mentoring programs give us each a chance to contribute to the youth in our communities. Many of you may already participate in mentoring activities, while others, are ready to take this next step through the Youth Project's program. I hope you will join us.

What does a mentor do?

A mentor provides support to a person who may be younger or less experienced and who can benefit from the guidance, friendship, and life experience of the mentor. Mentoring allows individuals involved to share experiences and learn from them while building a supportive relationship over time.

In the Her Success Factors Mentoring Program, our focus will be on providing youth in our communities whose lives can be enriched through the guidance of an older, more experienced adult, the opportunity to explore first hand careers they have expressed an interest in.

How does mentoring help?

In addition to making children more confident in their schoolwork and more trusting of their parents or guardians, statistics show that students who are mentored are:

- 52% less likely to skip school
- 46% less likely to begin using illegal drugs
- 37% less likely to skip a class
- 27% less likely to begin using alcohol
- 33% less likely to hit someone

Who can participate?

This opportunity is available to all gainfully employed individuals who would like to share their passion for the work they do with a young person.

How do I participate?

The first step is to fill out a brief mentor application. Applications are available from Doneille Owen or can be downloaded from The Youth Project website. Each application includes a background check, which is followed by a training session. Then, each participant is trained and matched with a student. During the 6 week mentoring period, The Youth Project advisors will provide ongoing support and monitoring to assist you in this important role.

We are looking forward to beginning our relationship with you as we are confident that this will be a very rewarding experience for both the you and your mentee, but it requires commitment and consistency to be successful. I hope you will join me in accepting the challenge to make a difference.

Sincerely

Donielle Owen, CEO

The Youth Project Mentor Application | 2011

(Please print) Date _____

Name of Applicant _____ Birth Date _____ SS # _____

Address _____

City _____ State _____ ZIP _____

Home Telephone _____ Home e-mail (optional) _____

Employer _____ Title _____

Address _____

City _____ State _____ ZIP _____

Business Telephone () _____ Fax _____ Business e-mail _____

Preferred Day to mentor (Mon – Fri) Choice #1 _____ Choice #2 _____

Best Time of Day to mentor (check all that applies): __ morning __ lunch __ afternoon

Do you prefer to be matched with: (check one) A Boy A Girl No preference

Write a brief statement on why you wish to be a mentor in the **Her Success Factors** Mentoring Program:

Describe special interests and hobbies, which may be helpful in matching you with a mentee (e.g. cooking, crafts, career interests, chess, stamp collecting, sports such as baseball or football, computers, art, needlepoint, speak another language, music, painting):

I prefer to work with a child: _ one on one _ with a "Youth Project buddy":

I prefer a youth at _____ School: (Circle) Pre K K 1 2 3 4 5 6 7 8 9 10 11 12 ____ No preference

The Youth Project Mentor Application | 2011

State the addresses where you have lived for the last five years (begin with the most recent after the current one):

DATES _____

Address _____

City _____ State _____ ZIP _____

DATES _____

Address _____

City _____ State _____ ZIP _____

DATES _____ Address _____

City _____ State _____ ZIP _____

Please provide two personal references (other than family members):

1. Name _____ Telephone _____

Relationship _____

Address _____ City _____ State _____ ZIP _____

2. Name _____ Telephone _____

Relationship _____

Address _____ City _____ State _____ ZIP _____

EMPLOYMENT HISTORY

List the last three places of employment with the most recent first:

Company _____ Address _____ City _____ State _____ Zip _____
Dates of Employment _____ to _____
Title _____

Company _____ Address _____ City _____ State _____ Zip _____
Dates of Employment _____ to _____
Title _____

Company _____ Address _____ City _____ State _____ Zip _____
Dates of Employment _____ to _____
Title _____

Mentor Release Statement

I, the undersigned, hereby state that if accepted as a mentor, I agree to abide by the rules and regulations of the The Youth Project Her Success Factors Mentoring Program (the "Program"), which I acknowledge have been communicated to me, which I understand, and which may be revised without notice to me from time to time. I also agree to abide by all applicable laws. I acknowledge and agree that the Program requires me to spend a minimum of one hour/week at the assigned location. Further, I agree to attend all required training sessions, and the regular meeting updates. I am willing to commit to 6 weeks in the program and then may be asked to renew for another year, at my option. During all times in which I am participating in the Program, I understand that I will be required to keep in regular contact with my mentee and communicate with staff frequently.

I understand that my participation in the Program is completely voluntary, and such participation is administered and overseen by The Youth Project .

Due to the time commitment involved with my participation in the Program, I understand that my advisor at The Youth Project must approve my candidacy for participation in the Program before I submit my application to the staff for consideration.

I hereby certify that I have not been convicted, within the past ten years, of any felony or misdemeanor classified as an offense against a person or family, of public indecency, or a violation involving a state or federally controlled substance. I am not under current indictment.

Further, I hereby fully release, discharge and hold harmless the Program, participating organizations (including without limitation) The Youth Project and all of the foregoing's employees, officers, directors, and coordinators from any and all liability, claims, causes of action, costs and expenses, arising from, relating to or which may be, or may at any time hereafter become, attributable to my participation in the Program.

Mentor Personal/Employment History and Release Statement

I understand that Program staff reserves the right to terminate any mentor from the Program at any time for any reason. The Program takes place solely within the scheduled sessions, exclusively at the Program location, and I agree to limit my actions to the activities permitted within the confines of the program's policies. I understand that any relationships or contact established between mentor/mentee and family members beyond the organized and supervised activities of the Program are neither encouraged nor condoned. I give permission for program staff to conduct a criminal background check and verify any and all information provided by me on this Program application, as part of the screening for entrance into the Program, including without limitation verification of personal and employment references as well as a criminal check with the local authorities.

Program staff has final right of acceptance of applicant into the program at their sole discretion. I have read the above Mentor Release Statement and agree to the contents. I certify that all statements in this application are true and accurate.

Signature of applicant

Date

Signature of supervisor

Date

Criminal Background Check Form

A PAGE MAY BE ATTACHED FOR THE POLICE CRIMINAL BACKGROUND CHECK FORM.

Mentor Agreement

As a volunteer mentor in the Her Success Factors Mentoring Program I agree to:

- Make a 6 week commitment to mentoring.
- Attend a training session.
- Be on time for scheduled meetings.
- Notify the program coordinator if I am unable to keep my weekly mentoring session.
- Engage in the relationship with an open mind.
- Accept assistance from my mentee's teacher and/or school support staff.
- Keep discussions with my mentee confidential, unless the child's safety or well-being is at risk or I suspect child abuse.
- Ask program support staff or my business liaison when I need assistance or do not understand something or am having difficulty with my mentoring relationship.
- Notify the program coordinator of any changes in my employment, address, and telephone number.
- Notify the program coordinator of a significant change in my mentee.
- Refrain from contacting or seeing my mentee outside of the established parameters and supervised sites where the program takes place. (NOTE: Mentors who wish a more expanded relationship with their mentee may be able to incorporate the relationship into a Big Brothers Big Sisters program. (See your advisor for more information.)

Signed: _____

Name

Date: _____

Mentor Job Description

Purpose: To provide career-oriented support to a student.

Commitment: The mentor will be matched one-to-one with a student. He/she will meet with the student at least once a week for approximately one hour on school grounds during the facilitation of the Her Success Factors Program for at least a six week period. He or she will attend a training session and check in regularly with the designated Youth Project advisor.

Responsibilities:

1. **Be a Friend.** The mentor will listen to the student, understand the obstacles the youth perceives in school or life, and help him/her identify possible solutions.
2. **Be a Role Model.** The mentor will be a role model for the student, demonstrating values of punctuality, dependability, and reliability.
3. **Accept the Student.** The student may be of a different race, religion, culture or economic circumstance than the volunteer. A mentor is expected to respect the student for “who they are” and to better understand and appreciate the student’s background.
4. **Assist with Academic Assignments.** The mentor may check homework, assist with test preparation, make suggestions about special projects, and informally “tutor” the student.
5. **Encourage the Student To Stay In School.** The mentor will help the student appreciate the importance of education, both personally and professionally.
6. **Set Goals.** The mentor may work with the student to develop long-range goals for his/her academic and personal life. The success of this relationship will depend on the mentor helping the student reduce these goals to short-term, manageable, weekly activities.