

Mentor Upstate Process

Mentor Upstate (MU) will help recruit as well as train mentors, have them complete an application and will send the appropriate background check link/information to the new mentors depending on the school district. After these steps are complete, MU will introduce the mentor to the school contact via email.

School contacts match mentors with students, send out and manage the students' parent permission forms and keep an up-to-date list of mentors and their students for their school.

Each mentor is expected to make a weekly visit to a school to see one student. They are tasked with listening, and encouraging the student. They typically meet with students during lunch or breakfast, but schools can choose another time if they prefer.

To get more mentors... point us in the right direction!

Help us recruit more mentors by sharing community contacts with us and promoting mentoring through your school communications. MU staff will gladly speak at any events or provide information for any school communications.

Mentor Upstate is always here to help answer questions and offer support to mentors and schools. We welcome your partnership in growing the support for your students so that they can reach their potential.

Process to bring in Mentors

1. Application & Training

- Links on website, large buttons at top of home page and on "Be a Mentor" page:
<https://www.mentorupstate.org/be-a-mentor>
- There are always potential mentors for which we have received applications, but they have not yet trained. We add their email addresses to our newsletter so that they get reminders monthly.
- MU moves applications into appropriate county, but not the school folder yet, bc they are not trained.

Exceptions: We will move an un-trained applicant into a school folder when we know that that counselor/ school contact trains mentors. Several will use the training online and train them as they come in one at a time. We will let the school contact know we have done that and the name of the applicant, so they know to contact and train them, if they prefer.

2. Training & Application Complete:

- a. MU transfers Mentor Applications to the appropriate school folder in Google Drive once training is complete.
- b. MU emails school contact & copies the new mentor to introduce/hand off mentor to school. MU shares background check link/process info, if applicable with the new mentor to get that step going.. Sample email (for Greenville County):

Dear (school contact) ,

Please meet your newest mentor, _____. (S)He has completed our mentor training and application. The application is in your Google Drive folder. I'm happy to resend the link to your folder if you need it.

Please 1) find a student for this new mentor to visit, 2)check with your front desk to ensure that the mentor has passed the background check (been cleared as a Level 2 Volunteer) then 3) coordinate a time when the new mentor can come in to meet the student and be oriented to the school. Thank you!

Dear (new mentor),

It was so nice to meet you. Thank you for training as a mentor with Mentor Upstate. Please meet _____, (s)he manages the mentoring program at _____ School.

(S)He can give her front office the head's up to be looking for your background clearance to come through as a Level 2 Volunteer. If you haven't yet completed the information for that clearance, please do so here:

<https://apps.raptortech.com/Apply/MzE6ZW4tVVM=>

Once the school has a parent permission form back from a child, Ms/Mr (school contact) will contact you to schedule an introductory meeting, it should include the following...

- meeting the child.
- how to check-in (bring your driver's license!)
- where to wait to find the child each week.
- where mentors/mentees are allowed to sit during lunch and any other places they can wander, like the library.
- teachers' contact information so that mentors can communicate with the teachers.
- and any other info specific to the school.

If you have any more questions, let your school contact know at that time or contact me. After this initial meeting you should be able to go to the school each week and visit your new mentee independently.

Thank you for your interest in supporting a student! If you need any additional information, please let us know.

Best regards,

3. Parent Permission/ Mentor Evaluation

- a. School Contact keeps a list of students that would benefit from a mentor either their own list or recommendations from other faculty and staff.
- b. When a mentor is connected with the school, the school contact sends home a parent permission form (MU provides a template).
- c. School Contact can review the Mentor Application to see what the mentor may have in common with a student and/or call references. The mentor application is for the school's use as they see fit.

4. Mentor Initial Meeting

- a. School contact coordinates a date/time for the mentor to come to the school to:

- i. meet the child.
- ii. learn how to check-in (bring driver's license)
- iii. know where to wait to find the child each week.
- iv. know where they are allowed to sit during lunch and any other places they can wander, like the library.
- v. know teacher's contact information so that they can communicate with the teachers if they have to miss a meeting..
- vi. know any other info specific to the school that can help them as they mentor... events they can attend, etc..

After this visit, the mentor should be able to come to the school and visit their mentee independently each week.

Program Maintenance

Schools:

1. Keep a list of mentors and mentees, drop in to see them when they visit as you can.
2. Communicate changes in lunch schedules to mentors... testing, or field trips happen often and it is a great chance to touch base with your mentors. I quick group email is fine!
3. Mentor Meet-Ups - once (or twice) a year it is helpful to get your mentors together in one room to discuss mentoring and so that they know they are part of a larger effort/ group. Often times they will bring up questions they have about mentoring. (MU can help facilitate these.)
4. Mentor Celebration - an end of the year celebration is a perfect time to celebrate the relationships formed!!
(either of these can be simple breakfasts with coffee and muffins or a lunch at school... something easy just to get folks together. Some groups are too big to do this, but none are too small!)

Do what you can to stay in touch with your mentors and appreciate them and you'll see that you'll have more mentors that stay around your school for longer than one school year and they'll likely invite their friends to join them as mentors!

Mentor Upstate:

1. Newsletter - our monthly newsletter will remind & encourage mentors and schools to continue to promote mentoring among their friends and family. It will also provide tips and info on how to mentor well.
2. Recruiting - we are always spreading the word about mentoring and starting new programs... if you have an event where we can speak about mentoring, please let us know.
3. Training - we have trainings throughout the year up until spring break. (We'll do trainings after spring break if requested by a school.)
4. Mentor Meet-Ups & Celebrations - we love to attend and can help facilitate these. We love to talk to mentors and celebrate these relationships. Unfortunately, we cannot help with providing food or drink for these, but PTAs and cafeterias can be a HUGE help with that part. Ask us what other schools are doing if you need suggestions.

5. Support for mentors and schools - We are here to help answer questions or support as needed. We have learnings from all of the schools we work with that may help. Just ask!

For more info on any of this process, please see our website www.mentorupstate.org or contact us info@mentorupstate.org And be sure to friend or follow us on social media so we can stay in touch. Facebook (Mentor Upstate), Instagram (mentor_upstate), Twitter (@mentorupstate)