Mentors, Mindsets & Role Models

COMMUNITY MENTORING

Spring Woods High School GEAR UP

Spring Branch, Texas

Texas GEAR UP Promising Practice

www.texasgearup.com

Coordinator's Manual
2008-2009

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SBISD
Overarching Beliefs about Mentoring

Students

- **Life-on-Life Mentoring**—The mentoring model provides the ongoing, stable presence of a caring adult in the life of a child. Its primary mission is *not* direct academic support.

- **Targeted Students**—Students targeted for participation are those "on the brink of success." Students whose extensive needs are beyond what a mentor can provide guidance and support for in a once-per-week setting are not appropriate for this program.

- **Self-Selection**—Mentees should be given the opportunity to "self-select" for participation. Success, in large part, is due to a student's readiness and willingness to be part of a mentor relationship.

- **Training**—Mentees should receive training in communication strategies, working with mentors and rules of mentoring program prior to participation.

- **Matching**—Young Ladies are matched with female mentors. Young men are matched with male mentors. All matches are one-on-one.

Mentors

- **Orientation**—Prospective mentors must be provided with a realistic set of expectations and goals and must commit to spending 30 minutes - one hour per week with their mentee consistently over the course of a school year.

- **Training**—Mentors and "mentees" must receive comprehensive training to maximize opportunities for success. The SBISD Partnerships, Volunteers and Community Engagement Dept. provides initial and on-going training, programming and support.

- **Cadre Model**—Maximized opportunities for program success result when a cadre of mentors is recruited from a single corporate or community partner. This strategy enables cohesive program implementation, communication and synergy. Benefits to mentors include increased sense of community, increased sense of job satisfaction, increased camaraderie, and resource support. A Mentor Partner Coordinator serves as the counterpart to the Campus Mentor Coordinator to provide leadership for the mentor group.

Campus

- **Program Coordinators**—*Coordination of services is key.* The campus must designate a staff member to serve as the Mentor Program Coordinator. The coordinator serves as a liaison to the mentors and campus leader to coordinate program implementation, communication, and planning.

- **Communication**—Regular, frequent communication between mentors, coordinators, teachers, administrators and the Partnerships, Volunteers and Community Engagement Dept. assures successful program implementation. Mentors communicate with designated campus person via phone or email to notify campus and student of time of planned mentor visit. This communication is vital to assure that mentors do not arrive to find their student absent. Campus may set up designated email address for mentoring.

- **Programming**—The model program includes opportunities for "mixers," inclusion of family, special events, and celebrations as well as weekly mentoring during mutually agreed upon times during the school day.

- **Recognition and Support**—Campus staff and students should recognize, support, and value the volunteer efforts of mentors in both formal and informal ways.

- **Measurable Objectives**—The campus and mentor partners should work together to develop measurable objectives for students, mentors, and campus staff so that qualitative and quantitative data may be collected to measure impact of the program on mentors, mentees, and the campus.

Section II

Planning Your Program

- Steps to Launching a Program
- Strategic Planning Document
- Checklist for Program Kick-Off

Spring Into Action!

Coordinated Planning Checklist
Campus, Mentor Group and Partnerships,
Volunteers & SBISD Community Relations

Action	Date	Who's Responsible?	Responsibility Assigned To:
Initial Planning Meetings to assess "readiness" to commit to mentoring program		**Campus Mentor Group (Separately)**	
Appointment of Mentor Coordinator by Campus & by Mentor Group		**Mentor Group Campus (Separately)**	
Planning Meeting • Define Program Parameters & Goals • Develop Campus Logistics (sign in, etc) • Development of Program Calendar • (Mixers, Match Activity, Family Dinner, Weekly Mentoring, Special Events, End of Year Celebration) • Define Campus Times for Mentoring • Communications Plan • Agreement of Next Steps • Budget Commitments • Training Timeline • Promoting the Program • Student Selection		**Joint, to include SBISD Community Relations**	
Develop & Implement Recruitment Plan		**Joint to include Mentor Group Campus & SBISD Community Relations**	
Plan Mentor Assembly to Promote Mentoring to Students/Student Application		**Campus**	

Deliver Training for Mentors		**Joint, planned & coordinated by SBISD Community Relations**	
Deliver Training for Students		**Campus/ SBISD Community Relations**	
Identify Students		**Campus**	
Parent Permission Slips		**Campus**	
Publicity		**Joint**	

Spring Into Action!

Campus Planning Checklist

Action	Dates	Person Responsible
Assess Campus Readiness • Planning Meeting with PVC • Appoint Coordinator • Target Grade Level • Develop logistics (times, and places for mentoring, communication plan including email address • Establish campus budget		
Recruit Mentees • Hold Assembly • Student Applications		
Mentor Coordinator • Communicate with Organization mentor coordinator regarding # mentors • Set calendar • Identify Students • Parent Permission Slips • Plan mixer activities with Organization Mentor coordinator • Work with Organization Coordinator to make matches • Plan and host Family Event • Plan Special Events		
Communicate Program Info to Staff		

Section III

The Role of the Coordinator

- Role of the Coordinator
- Role of the Volunteer Coordinator

The Coordinator's Role

Campus Coordinators are the KEY to the success of mentor programs on every participating SBISD Campus!

Your role as the Campus Coordinator is to successfully participate in and oversee all mentoring program activities on your campus.

The Campus Coordinator **coordinates:**
- School-based mentor services among mentees, parents, volunteer mentors, faculty, and staff
- Student mentee recruitment activities
- Mentee application process and completion
- Mentor/ mentee matching process
- Match's meetings
- Mentor/mentee events/fieldtrips

The Campus Coordinator **participates in**
- Community Relations sponsored mentor training to share campus information with their school's mentor volunteers
- Any match closures by assisting in match's final meeting

The Campus Coordinator **confirms:**
- Background check approvals for campus mentors
- All match updates/changes
- Volunteer mentor sign in sheets and badges are available daily for mentors
- Mentor's volunteer hours are accurately recorded for the campus

The Campus Coordinator **trains:**
- Student mentees to effectively meet with adult mentors
- Office staff , students, and teachers to expedite mentor/ mentee weekly meetings

The Campus Coordinator **communicates:**
- Regularly with the campus personnel, Volunteer Coordinators, and/or mentors to keep all informed and to keep the program running smoothly
- Regularly with the Community Relations Mentoring Team and keeps them informed of upcoming mentoring related activities on campus and any issues that arise

The Campus Coordinator **serves:**
- As a resource for mentors
- To create a welcoming and hospitable environment for volunteers
- To support mentor/mentee matches and handles any conflicts that may arise

The Campus Coordinator **reports:**
- The previous month's mentoring activities/meeting/events to the Community Relations Office by the 6th of each month in a report titled **Campus Monthly Mentoring Activity Report**
- The previous month's match activity to the Community Relations Office Mentoring Team by the 6th of each month in a report titled **Monthly Match Report**
- A new Jumpstart match in grades 4-8 has begun by having the new match fill out the **First Day Match Record** form together and sending a copy of this completed form to the Jumpstart Grant Coordinator with the **Monthly Match Report**
- A Jumpstart match in grades 4-8 has terminated by filling out the Match Termination Record Report and sending it to the Jumpstart Grant Coordinator with the **Monthly Match Report**

The Campus Coordinator **administers:**
- the Project Jumpstart SBISD Developmental Assets Mentor Program Survey Checklist I to all NEW mentees in grades 4,5,6,7, and 8 BEFORE THE FIRST MENTOR/MENTEE MATCH MEETING
- the Project Jumpstart SBISD Developmental Assets Mentor Program Checklist II to all NEW mentees in grades 4,5,6,7, and 8 AT THE END OF THE CURRENT SCHOOL YEAR.

The Volunteer Coordinator's Role

Volunteer Coordinators serve as the vital link between our campus coordinator and our volunteers!

The role of the Volunteer Coordinator is to serve as a liaison between the Springboard Mentor Program staff, Campus Mentor Coordinator and the program partner organization he or she represents.

The Volunteer Coordinator **assists with coordination of:**
- Mentor recruitment from the partner organization
- Mentor application process
- Mentor/ mentee matching process
- Mentor program events such as the mixer & match events and family event(s)
- Mentor/mentee events/fieldtrips

The Volunteer Coordinator **participates in**
- Community Relations sponsored mentor training to share campus information with their school's mentor volunteers
- Any match closures by assisting in match's final meeting

The Campus Coordinator **communicates:**
- Regularly with the campus personnel, Volunteer Coordinators, and/or mentors to keep all informed and to keep the program running smoothly
- Regularly with the Community Relations Mentoring Team regarding recruitment, retention, and ongoing feedback about program operations/successes/challenges

Section IV

Forms

- Parent Letter from Principal (English/Spanish)
- Parent Permission Form (English/Spanish)
- Mentee Application

- 40 Asset Checklist
- Mentor Application
- Our First Visit
- Parent Portal Instructions
- Match Closure Form
- Grading Period Reporting Forms
- Survey Instruments

Section VI

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- Overview
- Project Jumpstart Data Collection Requirements
- SASI Instructions –Jumpstart

- SASI Instructions – Non Jumpstart cohorts

Section VII

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- Mixer Events
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- Community Service/Service Learning Projects
- Celebrations
- End of Year Banquets