

Connecting Generations



Creative Mentoring® ■ Seasons of Respect ■ Creative Transitions

Responsibilities of School Partner, and identified School Coordinators

The School:

- Appoints a school Mentoring Coordinator to work directly with CM to ensure a viable and successful program.
- Requires any new Mentoring Coordinator to attend a CM Coordinator Training Session covering the use of CM database, forms, policies, and procedures.
- Recruits mentors (CM will assist in this effort—especially at the community and corporate level, but primary responsibility for recruitment remains with the school).
- Provides space for mentors and students to meet.
- Provides over site of mentoring pairs while mentoring*.

*This is a requirement for program utilizing student mentors.

The School Mentoring Coordinator of mentees:

- Works with teaching and/or counseling staff to identify children to be mentored.
- Works with teachers to prepare a Base Student Profile form for each mentee and provide a copy to the mentor.
- Obtains parent permission forms for children chosen and distributes copies.
- Requires all CM applicants to complete the appropriate CM training session (elementary or middle school level) prior to mentoring for the first time.
- Allows an applicant to begin mentoring only AFTER receipt of the completed application, criminal background history, mentor agreement, volunteer health questionnaire, and personal references from CM.
- Interviews new mentors to help determine matches.
- Maintains records of mentors and mentees including completed criminal background checks and health questionnaires for volunteers.
- Orients new mentors and provides each new mentor with a “packet” of pertinent information including sign-in procedures, a map of the school and fire drill information, school year calendar and dates of field trips or assemblies which might interfere with mentoring (if known), procedures to be followed if mentor or student is absent, policy on gifting, and policy on touching.
- Matches students with mentors.
- Maintains regular communication with mentors and mentees to assure that the mentoring relationship is a positive one. Communication can be in

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person, via email, via a mailbox system, and/or directly between mentor and teacher. Keeps mentors advised of students' progress and changing needs.

- Updates and submits to CM a complete roster of CM mentors in your school in November and May, or verifies that the online database of mentors is accurate for your school.
- Works with the school mentoring coordinator of the students to updates CM database with any changes in the status of its mentors.
- Facilitates the end-of-year evaluation process for parents, teachers and mentees. Encourages the completion of forms online, substituting paper forms only when necessary. Gathers any paper forms that are used and submits them to CM.
- Completes a school coordinator end-of-year evaluation online.
- Arranges periodic acknowledgements of mentors such as a beginning of year gathering of mentors, a luncheon or breakfast, winter holidays, and end-of-year celebration.

The School Mentoring Coordinator of student mentors:

- Communicate with site coordinators where students will be mentors.
- Communicate with mentoring site when mentors are absent.
- Obtain parent permission for student mentors.
- Arrange with Creative Mentoring staff to train student mentors.
- Arrange with Creative Mentoring staff follow-up training sessions as needed.
- Submit Applications and References to Creative Mentoring.
- Recruitment of student mentors (CM will assist in this effort, but primarily the responsibility for recruitment remains with the school).
- Ensure students will be supervised during mentoring sessions.
- Ensure student mentors have reliable transportation.
- Works with the school mentoring coordinator of the mentees to updates CM database with any changes in the status of its mentors.