



# Directions for Using Creative Mentoring Forms

## Creative Mentoring School Forms

Your packet contains updated versions of the following forms:

- Application Packets, including
  - Application
  - Criminal History Screening Authorization
  - Delaware Child Registry Check
  - Health Questionnaire for Volunteers
  - Mentor Agreement
- Brochures
- Teacher/Coordinator Referral Form
- Parent Permission Form
- Mentee Interest Form
- Parent Handbooks
- Mentee Handbooks

## Application Packet Forms

### 1. Creative Mentoring Applications

Applications can be completed at [www.creativementoring.org](http://www.creativementoring.org). Remind mentors that they will need to print a Criminal Background Check as well as register for training. You can also give a Creative Mentoring **application packet** to anyone who wishes to become a mentor. The packet should include: an *application*; a *Criminal History Screening Authorization Form*; *Delaware Child Registry Check Form*; a *Health Questionnaire for Volunteers*; and a *Mentor Agreement*. The latest **training Schedule** is posted on website as well.

### 2. Criminal History Screening Authorization Form

The Criminal History Screening Authorization Form is included in the **application packet**. Please ensure that the applicant fills in their **complete Social Security number** and **signs** the form; the State Police will not process any forms missing that information. The State Police typically return the completed criminal history form to Creative Mentoring within 2-3 weeks.

### 3. State of Delaware Child Registry Screening Form

The State of Delaware Child Registry Screening Form is included in the **application packet**. Please ensure that the applicant fills in their **complete Social Security number** and **signs** the form; DSCYF will not process any forms missing that information. The DSCYF typically return the completed criminal history form to Creative Mentoring within 2-3 weeks.

### 4. Health Questionnaire for Volunteers

This form is required by most school districts for all persons entering the school and interacting with children. It is included in the **application packet**. When application processing is completed this will be returned to you to maintain on file per district guidelines.

## 5. Mentor Agreement Forms

The Mentor Agreement is now a single sheet instead of a 2-part form and is included in the **application packet**. A copy will be sent to you to maintain on file when application processing is completed.

**The most current Training schedule is always online at [www.creativementoring.org](http://www.creativementoring.org).**

Registration can be done by phoning Creative Mentoring, mailing or faxing the class registration form, or online at [www.creativementoring.org](http://www.creativementoring.org).

## Creative Mentoring Brochures

Please let us know if you are holding a recruitment event. We can help you create customizable inserts for these brochures!

### Student Forms

All of these are 3-part forms, we have included a **white copy** for the mentor, a **pink copy** for your use, and a **yellow copy** which is to be returned to Creative Mentoring either by fax or by mail. We appreciate your promptness in returning these copies to us.

#### 1. Teacher/Coordinator Referral Form

This form **must be completed for each student in the program, including students that were mentored the previous year**. These forms are to be completed by a teacher or counselor for each student to be assigned a mentor, before mentoring begins for that student.

The information is helpful in matching students to mentors, but its main purpose is to provide basic information to the mentor prior to his/her commitment to a particular student.

#### 2. Parent Permission Forms and Parent Cover Letter

This form **must be completed for each student in the program, including students that were mentored the previous year**. The Parent Permission Form establishes the fact that **permission is being given ONLY for in-school or school sponsored activities** and not for community based activities. This form also allows the parent to provide useful information about their child to the mentor.

#### 3. Mentee Interest Forms

Once you have received the other two forms and you are preparing to match a student, give them this form to complete.

## Handbooks

These handbooks are great resources for new mentees or parents that have questions about mentoring or the program. These handbooks can be printed from the coordinator corner section of the Creative Mentoring website. These books are also available for purchase from Connecting Generations for a small fee.