

School-Based Mentor Program Template

School: _____

Program: start date ____|____|____ end date ____|____|____

Define the purpose and objectives of your mentoring program: *Is your program designed to support social/emotional growth, career-based connections, academic motivation, etc? Who will be involved in your program?*

Mentor Program Coordinator: *Name the key contact person for your program.*

Name _____

Email _____ Phone _____

Getting Started:

- Sign up as a Mentor Upstate Partner School by contacting Natalie | mentorupstategvl@gmail.com
- Attend Mentor Upstate Program Coordinator Training
- Will you need any funding for your program? How will you secure those funds? (ex. Funds for snacks, activity supplies, thank yous for mentors)

Mentor Recruitment

- [Mentor Upstate](#) and [Greenville Mentoring Collaborative](#) may match interested volunteers with your school. How will you connect with and onboard the potential mentors?
- Define how you will recruit mentors through your school's network.
 - Use your existing school partnerships and volunteers as recruitment avenues.
 - Connect with local community agencies and businesses to share the need for mentors.
 - Share how the community and volunteers will benefit from your mentor program.
 - Develop marketing materials. Design a flyer, include information in school newsletters, and create bulletins to share the need for mentors.
- Share the program with your school staff, PTA, and SIC. Decide who in your building should be engaged and who can help recruit mentors.
- Communicate your need for mentors at school events and with community partners throughout the school year. Note on your school's calendar which events will include a message.

Mentor Training:

- Connect new mentors to Mentor Upstate for their Mentor Training | www.mentorupstate.org

Program Planning and Coordination:

- Determine when and where the mentors and mentees will meet.
- Determine how long and how often each session will last. It is suggested that they meet for 30-45 minutes each week.
- Design a Mentor Orientation specific to your school's volunteers.
 - What are the goals of your mentor program and what should they expect from the school and students?
 - What information will you give the mentors about your school?
 - Who are the key contacts for your mentors?
 - What are the processes and policies for your school?
 - Develop and have mentors complete a Mentor Agreement Form. Share expectations for mentors to be present and consistent.
 - Include helpful tips about how to handle potential topics and situations that might arise.
 - Learn about each mentor's interests and availability.
 - Tell your mentors to select "Mentor Upstate" when they check in with Raptor each time.
This will help us keep track of the number of mentors and hours served.
- Who will let the mentor know if the student is absent on the day they are scheduled to meet?
- What is your onboarding process for mentors?
- Look through the resources available through Mentor Upstate and Greenville Mentor Collaborative to determine which ones you will use or share with your mentors.

Mentor Screening:

- Confirm that mentors have completed and been approved via [Greenville County School's Level II Volunteer](#) application.

Mentor/Mentee Matching and Onboarding:

- Determine how you will select students for a mentor.
- What is your student referral process? Will teachers refer their students to your mentor program? Can students self-refer? Can parents refer them?
- Keep a waiting list of students so that you can match mentors quickly once they apply to volunteer at your school.
- Refer to the mentor's Mentor Upstate Mentor Application to determine the best student fit based on interest, background, availability, etc.
- Create a Parent/Guardian Permission process. Use the Mentor Upstate parent permission form to obtain permission for students to meet individually with a volunteer. Will you call the parent to let them know it's coming home? How often will you follow up if it isn't received? When will you reach out to another student if permission isn't received in a timely manner?

Mentor Tracking, Recognition, and Retention:

- Develop a tracking process. Where will you keep information about your mentors, their mentees, when they meet, progress updates, and any other important information?
- How will you thank and recognize mentors throughout the year?
- How will you collect ongoing feedback from mentors and mentees?