



# United Way Mentoring Program Overview

**WHAT IS A MENTOR:** As a mentor, you will spend approximately 45 minutes once a week helping a child form better relationships with their peers and feel better about their school community. The goal of our program is to provide an enjoyable one on one lunch hour one time a week with a student and an adult who is focused entirely on him/her.

**WHY BE A MENTOR:** Youth who meet regularly with their mentors are more likely to regularly attend and succeed in school.

**WHO IS MENTORED:** Youth in 6<sup>th</sup> – 8<sup>th</sup> grades who are identified by the school staff.

**WHO CAN BE A MENTOR:** Adult role models (ages 18+). A School District background check along with a United Way interview and reference check will be required.

**TRAINING REQUIRED:** United Way provides a mandatory orientation and offers ongoing quarterly trainings for all mentors. Basic instructions on school environment and district protocol, in addition to guidelines on things to do as a mentor, are provided by the school and United Way.

**TIME COMMITMENT:** 45 minutes per week throughout the school year (September – June) during the child's lunch time. A one-year commitment is required from all mentors.



## Lunchtime Mentor Volunteer Description

### RESPONSIBILITIES:

- Meet your mentee at the assigned school only and accompany the mentee through the lunch line; find an approved place in the school building to eat lunch; play a game; help them with schoolwork; or enjoy an activity during recess time.
- Help your mentee feel good about him/herself and the school.
- Model a positive, optimistic attitude and appreciation for learning and respect for the school.
- Call the school office if you cannot keep your scheduled lunch date.
- Re-schedule with the Program Coordinator a missed lunch date for another day that week if possible.
- Pass on all concerns regarding your mentee to the school counselor.
- Sign in as a Volunteer in the school office upon arrival and wear an ID badge at all times while in the school building.
- Follow all school rules and guidelines.

### QUALIFICATIONS:

- Dependable, responsible, and patient.
- Open-minded
- Positive Attitude
- Good listener
- Able to meet for 45 minutes once a week for the school year (September – June)
- Able to attend quarterly mentor trainings at United Way.

### BENEFITS:

- Satisfaction of making a difference in a child's life.
- Meeting a new friend of a different age and possible different background.
- Give back to the community.



## Mentor Policies

### **Basic Confidentiality Policy**

Keep confidential any personal or sensitive information about your mentee unless withholding the information might endanger your mentee or others. If applicable, mentors can exchange information with their mentee's teacher and school counselor because the mentee's parent or guardian has signed an appropriate waiver. United Way of Benton & Franklin Counties (UWBFC) keeps all mentor and mentee screening, interview, and case note information in a secure location that is only accessible to appropriate program staff.

### **Reporting Child Abuse Policy**

Mentors are to report immediately any indications of abuse involving their mentee to the school counselor and the United Way's Program Coordinator.

### **Code of Behavior**

United Way of Benton & Franklin Counties aims to conduct the program in a way that promotes the safety, and wellbeing of all our mentees, as well as that of the adults who participate in mentoring.

The Abuse Prevention Policy and its provisions apply to all paid staff and volunteers who participate in any way with United Way's mentoring program. Adults working or volunteering with the Program must behave in a way that reflects good character and must follow this Code of Behavior:

- Adults engaged in UWBFC related events or activities with mentees present should never engage in *sexually suggestive behavior or inappropriate touching*.
- *Any inappropriate behavior*, including that which is sexually suggestive, by an adult toward any fellow worker where an imbalance of power exists between the acting adult and the other person, constitutes an abuse of power. Consent is not a defense for an abuse of power.
- *Any inappropriate behavior*, including that which is sexually suggestive, by an adult, or child, toward another adult or child should be immediately reported. If you are not certain whether the behavior is or is not appropriate report it anyway.
- *Sexual harassment is prohibited*. Sexual harassment is any unwanted sexual advance, physical or verbal demand, or sexually suggestive behavior, which is perceived as demeaning, intimidating, or coercive. Prohibited behavior includes unsolicited and unwelcome contact that has sexual or coercive overtones, including sexually suggestive or coercive communication of any kind such as obscene letters, notes or invitations, comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions.
- *Any bullying or intimidating act whether physical or verbal is prohibited*. Such acts include but are not limited to intentional touching, pinching, brushing against another's body, impeding, or blocking movement, assault, coercing sexual intercourse, visual contact, such as leering or staring at another's body, sexually suggestive gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines, verbal threats, name-calling, or any unwanted gesture.

### **Conflict Resolution / Grievance**

If there is conflict or a grievance, the mentor, mentee, and family have access to assistance from United Way of Benton & Franklin Counties and the school administration.



### **Alcohol and Drug Use**

- Mentors are prohibited from using controlled substances at any time during their participation in the program.
- Mentors should be free from the influence of alcohol and/or drugs when meeting with their mentee.
- Alcohol, tobacco, or any drugs (legal or illegal) should not be accessible to the mentee.
- Any drinking of alcohol or use of drugs in the presence of your mentee will lead to immediate dismissal.

### **Media Policy**

- Cell phones must be turned off while you are meeting with your mentee. Pictures of mentees are limited to group photos taken by the school or by United Way. These pictures are also subject to signed permission from the parent/guardian.

### **Rescreening Policy**

Volunteers should have a new background check done every year, in the event of a rematch, and in accordance with all school district policies.

### **Outside of School Activities**

Mentors are not allowed to schedule visits or meetings with their mentee outside of the school setting. No personal information may be exchanged between mentors and mentee's including phone numbers, addresses, and any other identifying information. Any violation of this will result in dismissal.

### **Ending a match**

Serving as a consistent and positive role model in the life of a child/youth is crucial to the health of the mentoring match. UWBFC reserves the right to remove a mentor and end a match for the following reasons:

- Not following school or UWBFC guidelines and policies.
- Using inappropriate words or actions around the child/youth.
- Committing a crime.

Miss 1 (unexcused absence with no contact with the school) – Program Coordinator calls mentor.

Miss 2 (unexcused absence with no contact with the school) – Program Coordinator meets with the mentor.

Miss 3 (unexcused absence with no contact with the school) – Mentor is dismissed.

### **By serving as a mentor, I agree to follow the following standards:**

- Meet with my mentee once a week on school property for a school year.
- Refrain from any activity that may cause any physical, sexual, or emotional harm to my mentee (see Abuse Prevention Policy) and report any said activity I may have knowledge of to the school counsellor and mentoring Program Coordinator.
- Connect regularly with the Program Coordinator for feedback, tips/tools, celebrations, and follow-up.
- Abide by all school district policies for volunteers.
- Agree to ALL requirements and policies of being a mentor.