



# Mentor/Volunteer Agreement

## Welcome!

We're so excited you've decided to join our team, and grateful that you've chosen to share your valuable time and energy with us. Mentors are the vital force of our program, and we hope you'll find your participation just as rewarding (in different ways) as our girls do.

To support your success, we've outlined a structure for the mentor/scholar relationship. We'll also be providing training and resources to guide you on your way. Don't hesitate to ask for help at any time! We're always happy to advise you, or connect you with experienced mentors who may be able to offer solutions.

Above all, have fun! Being a mentor doesn't mean you need to be perfect. It means listening to your scholar(s), encouraging her interests, and helping her find strategies to meet challenges and rebound from setbacks. Just share your life -- you might be surprised at how inspiring you really are.

Here's what MOSTe expects of you as a mentor.

## Participation in events during the the MOSTe program year (August to June):

- You can choose from two levels of engagement: mentor or volunteer.
- There is a mandatory training event for mentors on August 26, 2017.
- Mentors are required to attend at least 4 workshops and 2 additional events (please see page 3)
- Volunteers are requested to attend at least 2 events of any kind.
- You'll provide transportation for scholars to and from certain events (if MOSTe does not provide it), and maintain current auto liability insurance.

## Communication with scholars

- Encourage scholars to participate in events and keep them motivated with the program.
- If you're a team mentor, your lead will assign you several scholars to contact regularly and invite to events throughout the year.
- Maintain regular communication with your assigned scholar(s) via telephone calls, texts and/or e-mails. Communicating at least once a month (for team mentors) and once a week (for individual mentors) is **essential** to maintaining the connection with your scholar(s)
- Track your interactions with scholars and share them with your team lead.
- Keep track of your scholar(s)' academic achievement through semester report card reviews and academic check-ins.
  - Parent permission will be required to view a scholar's grades.

### Communication with scholars' parents

- Communicate with parents to get permission when taking your scholar(s) to an activity.
  - General permission slips cover USC workshops and cultural enrichment activities
  - Additional permission slips are required for certain events/activities

### Communication with MOSTe

- MOSTe sends event notifications by email, primarily through Donorview, our database software. It's important for you to respond to in a timely manner.
- If your assigned scholar(s) is unable to meet at an agreed upon time, cancels, or doesn't show up for an event, report the reason to your team lead.
- If any concerns or challenges arise within the mentor-scholar relationship(s), contact MOSTe staff or your team lead promptly.
- If you choose to be a mentor and find that you're no longer able to fulfill your obligations, contact MOSTe staff promptly by sending an email to the Program Manager.

### Prohibited Activities

As a MOSTe mentor, I agree not to:

- Discriminate on the basis of ethnicity, national origin, physical or mental disabilities, sexual orientation, or any other characteristic.
- Use foul language in front of the scholars.
- Employ, compensate, or contract with the scholar or scholar's family for goods or services.
- Relinquish responsibility of a scholar to any third party except a MOSTe mentor, board, or staff member who has passed a Live Scan Background check.
- Consume alcohol/use tobacco products in the presence of any scholars.
- Communicate independently with scholars on social networking sites such as Facebook, Twitter, Instagram, etc.

\_\_\_\_ Yes! I'm excited to join the MOSTe program as a **mentor**, and committed to attending these 4 events during the next year (please check your choices on the next page).

\_\_\_\_ Yes! I'm excited to join the MOSTe program as a **volunteer**, and committed to attending these 2 events during the next year (please check your choices on the next page).

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Mentor/Volunteer Name

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Mentor/Volunteer Signature

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Date



*Motivating Our Students Through Experience*

## MOSTe 2017-18 Program Calendar Highlights

<b>Mentor training</b> (at WeWork; mandatory)	August 26, 2017	_____
<b>College Symposium</b> (at USC)	September 23, 2017	_____
<b>6 program workshops</b> (at USC)		
• Time Management Skills	October 21, 2017	_____
• Professional Wear Fashion Show	November 18, 2018	_____
• Interviewing Skills	February 10, 2018	_____
• Financial Planning and Success	March 10, 2018	_____
• Focus and Motivation	April 14, 2018	_____
• Workshop 6	June 23, 2018	_____

### 4 events/excursions

To be scheduled at the convenience of you and your scholar(s), with their parents' permission. Examples include:

- Museum visit
- Theatre/Musical performance
- Nature hike
- Sharing your personal interest

<b>Annual Weekend Retreat</b>	May 18 <sup>th</sup> -20, 2018	_____
• In Malibu; date to be confirmed		
<b>Culmination</b> (at USC)	June 9th or 16th, 2018	_____

**In addition, mentors agree to serve as a bus chaperone once per year, for either a MOSTe program workshop or a college tour trip.**

**Mentors whose scholars are high school seniors may be required to attend or provide transportation for additional events.**

I commit to being a bus chaperone for the \_\_\_\_\_ event taking place on \_\_\_\_\_.