



*Motivating Our Students Through Experience*

# 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.

To participate during the MOSTe program year (August to June), you can choose from two levels of engagement: volunteer or mentor.

## Here's what MOSTe expects of **volunteers**:

- Volunteers are expected to attend at least 2 events of any kind.
- Volunteers are not expected to communicate with scholars or parents.

## Here's what MOSTe expects of **mentors**:

### **Participation:**

- Maintain relationship with your mentee for the duration of your mentoring relationship (at least 1 school year.)
- Attend 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).
  - Responsibilities for mentors of 11<sup>th</sup> and 12<sup>th</sup> graders may vary.

- Provide transportation for scholars to and from certain events (if MOSTe does not provide it), and maintain current auto liability insurance.

### **Communication with scholars:**

- Maintain contact with your scholar during the school year and over school breaks (including the summer break).
- Encourage scholars to participate in events and keep them motivated with the program.
- Maintain regular communication with your assigned scholar(s) via telephone calls, texts, and/or e-mails. Communication is essential to maintaining the connection with your scholar(s).
- Contact your mentee via phone or email if you are unable to attend a mentor/mentee scheduled activity.
- Notify M/A/C Coordinator and their mentees if they will not be able to attend one of the MOSTe scheduled events.
- Respond promptly to any voice, text or email messages sent by my mentee given the time restrictions we agreed upon.
- Track your interactions with scholars and share them with your team lead.

### **Communication with scholars' parents**

- Communicate with parents to get permission when taking your scholar(s) to an activity.
  - Parent waiver covers mentor/mentee outings
  - Additional permission slips are required for MOSTe events/activities and will be provide by MOSTe staff
- Be responsive to any concerns raised by mentee's parents/guardians over the course of their participation in the program. Relay them to M/A/C when necessary.

### **Communication with MOSTe**

- MOSTe sends event notifications by email, primarily through Donorview, our database software. It's important 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.
- Discuss the parameters of gift-giving with the M/A/C Coordinator before making any gift to your mentee.
- Promptly inform the M/A/C Coordinator if my email address, home address, work address, employer, phone numbers, or employment status changes.
- 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 M/A/C Coordinator and work with the M/A/C to end the match with your mentee in the most positive way.

## MOSTe 2017-18 Program Calendar Highlights

<b>Mentor training</b> (at WeWork; mandatory)	August 26, 2017	___
<b>7 program workshops (at USC)</b>		
• College Symposium	September 23, 2017	___
• Workshop #1	October 21, 2017	___
• Workshop #2	November 18, 2018	___
• Workshop #3	February 10, 2018	___
• Workshop #4	March 10, 2018	___
• Workshop #5	April 14, 2018	___
• Workshop #6	June 23, 2018	___

- I'm willing to lead or facilitate a workshop activity: \_\_\_

### Additional program events

- Monthly middle school workshops
- Lanterns Luncheon fundraiser April TBA
- Annual weekend retreat (in Malibu) May TBA
- Culmination (at USC) June 9 or 16

### 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

**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 juniors/seniors may be requested to attend or provide transportation for additional events.

\_\_\_ Yes! I'm excited to join the MOSTe program as a mentor, and committed to attending the selected workshops and events during the next year

\_\_\_ Yes! I'm excited to join the MOSTe program as a volunteer, and committed to attend the selected events during the next year

\_\_\_\_\_  
Mentor/Volunteer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date