

Mentor Agreement

(MENTOR GUIDELINES AND CODE OF CONDUCT)

CONGRATULATIONS! As a mentor, you are now about to begin one of life's most rewarding and fulfilling experiences. Your commitment indicates that you believe in young people. You recognize the magnitudes of the responsibility that you accepted in choosing to work with youth and agree to interact appropriately with your mentee according to the highest ethical standards at all times.

By choosing to participate in the HOME Inc Media Mentors Program, I agree to: Follow all rules and guidelines and program policies as outlined within this agreement.

Time Commitment:

- Make a commitment to being matched with my mentee or upon the completion of the school year or one full year
- I understand that I can continue this relationship beyond one year if everyone agrees (mentor, mentee, parent and Program Coordinator).
- Meet at least four hours per month with my mentee (except when school is not in session).
- Make weekly contact with my mentee (except when school is not in session).
- Be on time for scheduled meetings.
- Contact my mentee at least 24 hours beforehand if I am unable to keep my weekly mentoring session.
- Attend a 2-hour training workshop, and any subsequent workshops as scheduled by Program Coordinator.
- Make a best effort to attend any organized activities with your mentee as scheduled by Program Coordinator (these may occur after-school or possibly on a weekend).

Standards of Conduct:

- Appreciate that your mentee has rights and aspirations. Treat your mentee with dignity and respect.
- You are prohibited from making any statement that would discriminate students or from taking action that is intended to influence others towards one religious or political party.
- Communicate with your Program Coordinator regarding any behavioral problems or difficulties you may encounter with your mentee.

Appropriate Behavior:

- Never consume alcohol, tobacco or controlled substances when in the presence of your mentee.
- Never physically discipline your mentee.
- Always use appropriate language when you are with your mentee.
- If your mentee acts out try to engage him in conversation. Most teenagers will listen and respond to reason. Explain to your mentee why you find his/her behavior unacceptable.
- Be flexible and provide the necessary support and advice to help your mentee succeed.

Activities and Money:

- Take the first step in planning activities. However, get feedback from your mentee regarding what activities he would like to engage in as well. Discuss with your mentee what long-term goals he/she may want to get out of relationship.
- The mentor-mentee match is a one-on-one relationship that takes time to build. Try to avoid involving others in your activities unless it is appropriate to the situation (e.g. – colleagues at work, other mentors, or mentee's relatives).

- You are prohibited from meeting with your mentee outside of agreed upon meeting location during the first three months of your relationship. After three months, If you and mentee elect to meet outside of supervised setting, ensure that parent/guardian is aware of and consents to meeting and that the program coordinator is informed.
- Do not transport your mentee in your automobile unless it is an emergency.
- Avoid giving gifts or lending money to your mentee. When in doubt ask the Program Coordinator.
- When on a group activity with your mentee where there may be an expense associated with the event, it may be appropriate to pay for your mentee’s expense. The Program Coordinator will contact you on our expectation prior to event.

Confidentiality/Communication:

- Observe confidentiality in all respect of all information gained through your interactions with your mentee except that which may cause him or others harm, in which case you need to let the mentee know that you have to inform the Program Coordinator
- Communication with your mentee via phone, email, or texting is allowed but attempt to keep communications limited to such things as changes in meeting time and place.
- Inform the Program Coordinator of any difficulties or areas of concern that may arise in the relationship. Feel free to contact the Program Coordinator even if your concern seems trivial.
- All suspected incidents of child abuse or neglect, recent or otherwise, must be reported to the Program Coordinator immediately, the same day if possible. You are not a mandated reporter, but the Program Coordinator is required by law to report suspected incidents. Refer to Mentor’s handbook for further information regarding reporting requirements.

Reporting Requirements:

- You will be contacted by phone each month by the Program Coordinator who will ask you questions regarding how your relationship with your mentee is proceeding.
- You will be asked to complete a self-administered questionnaire about the progress of your relationship at the mid-point and end-point of your relationship with your mentee.
- Notify the Program Coordinator if you have any changes in address, phone number, or employment status.

Closure Process:

- Participate in a closure process when that time comes.
- If you find that you must end the relationship before the one year contract, please be respectful of the mentee and the program by giving up to one month notice to both and participating in the closure process.

_____ (please initial) I understand that upon match closure, future contact with my mentee is beyond the scope of the HOME Inc. Media Mentoring program and may happen only by the mutual consent of the mentor, mentee and parent/guardian.

I agree to follow all of the above stipulations of this program as well as any other conditions as instructed by the Program Coordinator at this time or in the future.

Name: Please Print

Signature

Date