

Partnership | future

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Volunteer Opportunity: College GUIDES (Gearing Up Individuals to Drive for Educational Success) Mentor

General Information: Partnership for the Future is a college access and internship program established to provide high-achieving, motivated, high school students with limited resources exposure to successful business environments and assist with preparation to attend the college of their choice.

PFF exists to ensure that every motivated student with limited resources has a workplace internship in high school and can attend the college of their choice.

Position Description: The GUIDES Mentor will primarily assist PFF high school seniors with the college, financial aid, and scholarship processes. The Mentor will work with 1-2 students and his/her guardians to ensure that the processes are completed correctly and in a timely manner. GUIDES Mentors should be graduates of a four-year college/university, be comfortable working with youth and be enthusiastic about assisting in the college transition process.

Primary Duties/Responsibilities:

- Volunteers attend one training in August & meet student in September during a Meet & Greet
- Connect with assigned student(s) monthly to assist with the application processes
- Complete monthly updates to PFF staff documenting student's progress
- Communicate with PFF staff as needed to receive additional guidance in assisting the student
- Provide on-going feedback to PFF staff regarding the student's needs and those of the GUIDES program in general

Time Commitment: Approximately 2 to 4 hours/month October 2009 through February 2010.

APPLICATION DEADLINE EXTENDED

Thursday, September 10th

Application Due by Close of Business to PFF via e-mail: rrhoades@partnershipforthefuture.org

TRAINING DATES: Prospective GUIDES must attend one training session.

Tues., Aug. 18 th	Mon., Aug. 24 th	Wed., Aug. 26 th	Mon., Aug. 31st	Wed., Sept. 2 nd	Thur., Sept. 10 th
6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM
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*In an effort to accommodate multiple schedules we have listed several training options. These are the only training dates available. Prospective GUIDES only need to attend one training session.

MENTOR/MENTEE MEET & GREET

Tuesday, September 29, 2009

7:00 PM

Meet & Greet Session Location TBA

MONTHLY APPLICATION WORKING SESSIONS: Location TBA

6:00 to 8:00 PM

Wednesday, October 21, 2009

Wednesday, November 18, 2009 (FAFSA Workshop)

Wednesday, December 16, 2009

Wednesday, January 20, 2010

Wednesday, February 17, 2010 (Closing Event)

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College GUIDES Mentor Application
(Gearing Up Individuals to Drive for Educational Success)

General Information

Name:	Title:		
Company:	Phone:	Fax:	
Email:			
Mailing Address:	City:	State:	Zip:

Education/Experience

College(s) attended and degree(s)/concentration(s):	Other areas of expertise or knowledge:
Professional affiliations:	Community involvement:

Please check one training session and confirm the Meet & Greet Session:

I will be able to attend the GUIDES training on August 18 th at 6:00 PM. <input type="checkbox"/> Yes <input type="checkbox"/> No -OR- I will be able to attend the GUIDES training on August 24 th at 6:00 PM. <input type="checkbox"/> Yes <input type="checkbox"/> No -OR- I will be able to attend the GUIDES training on August 26 th at 6:00 PM. <input type="checkbox"/> Yes <input type="checkbox"/> No -OR- I will be able to attend the GUIDES training on August 31 st at 6:00 PM. <input type="checkbox"/> Yes <input type="checkbox"/> No -OR- I will be able to attend the GUIDES training on September 2 nd at 6:00 PM. <input type="checkbox"/> Yes <input type="checkbox"/> No -OR- I will be able to attend the GUIDES training on September 10 th at 6:00 PM. <input type="checkbox"/> Yes <input type="checkbox"/> No -AND- I will be able to attend the Meet & Greet Session to meet my student mentee(s) on September 29th at 6:00 PM. <input type="checkbox"/> Yes <input type="checkbox"/> No
*These will be the <i>only</i> scheduled training sessions.

Please return to Partnership for the Future:

Email— rrhoades@partnershipforthefuture.org

Fax—804-965-1799

Questions: Raymonda Rhoades, Level 3 Program Coordinator- 804-967-2574

GUIDES Mentoring Frequently Asked Questions

How do I sign up?

Submit a completed application to Raymonda Rhoades, Level 3 Program Coordinator at rrhoades@partnershipforthefuture.org, by the close of business **Monday, August 17, 2009**. Please indicate at least one training date and that you will be able to attend the Meet and Greet. You can also fax a completed application to the attention of Raymonda Rhoades at (804) 965-1799.

If I mentored in previous years do I have to re-submit an application?

Yes. Please resubmit an application.

I want to type my application, do you have a Word version?

Yes! We'd be happy to send you a copy of the application in another format. E-mail Raymonda Rhoades, Level 3 Program Coordinator at rrhoades@partnershipforthefuture.org with your request.

How long are the trainings?

The trainings are from 6:00 PM-8:00 PM. Partnership for the Future and Virginia Mentoring Partnership co-facilitate the trainings.

If I mentored in previous years do I have to attend the training this year?

Yes. Please attend a training this year. It will be a good refresher. Also, returning mentors have valuable experiences and suggestions to share with new mentors. If none of the scheduled training dates or times fit your schedule contact Raymonda Rhoades at (804) 967-2574 or rrhoades@partnershipforthefuture.org.

I cannot make any of the scheduled training sessions. What should I do?

PFF wants to work with all potential mentors to make sure they are trained and prepared to mentor PFF students. We ask that every mentor attend at least one training. If none of the scheduled training dates or times fit your schedule contact Raymonda Rhoades at (804) 967-2574 or rrhoades@partnershipforthefuture.org.

Will I get to meet the student(s) before working with them?

Yes! At the Meet and Greet scheduled Tuesday, September 29, 2009 at 7:00 PM (Location TBD).

If I am assigned two students, do I meet with them at the same time or different times?

If you are assigned to work with two students you will meet with them at the same time during the scheduled monthly Application Working Sessions. Being paired with two students is advantageous (I.e. peer motivation)!

You have not provided any meeting locations! What is TBD (To Be Determined)?

Partnership for the Future is a small nonprofit and we often rely on donated space. Transportation is a barrier for many of our students therefore we try to locate space that is metro accessible and convenient to both our Richmond City and Henrico County students. We are in the process of confirming the locations for all of our scheduled events. We will notify you as soon as locations have been confirmed.

I cannot attend the Meet and Greet. What should I do?

The scheduled Meet and Greet is the only opportunity PFF will have all Level 3 Students together in one room before the Application Working Sessions begin. We ask that every mentor attend the Meet and Greet before the first Application Working Session in October. If the scheduled Meet and Greet time does not fit your schedule contact Raymonda Rhoades at (804) 967-2574 or rrhoades@partnershipforthefuture.org.

I cannot make *all* of the monthly Application Working Sessions from October-February. What should I do?

Don't worry! You can still participate! There will be certain scheduled Application Working Sessions that PFF Students cannot make either (due to sports, extra-curricular activities, church, etc.). If a PFF Student and/or a Mentor cannot make a scheduled Application Working Session, they can re-schedule, that same month, at a convenient time and location that is computer accessible (I.e. after school hours and at a local library, high school, etc.).