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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 workforce development organization that provides college and workplace readiness programs to high-achieving high school students with limited resources to equip them for success in college and beyond.

**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 two trainings in September
* Volunteers will meet students in September during a Meet & Greet
* Connect with assigned student(s) **monthly** to assist with the application processes
* Complete & submit 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 2018 through March 2019

**APPLICATION DEADLINE**

Friday, August 24, 2018

Application Due by 12:00 PM to PFF via e-mail: [ebarone@partnershipforthefuture.org](mailto:tsharpe@partnershipforthefuture.org)

**TRAINING DATES:** Prospective GUIDES must attend **two** training sessions, PFF Organization Training and PFF GUIDES Mentor Training.

**PFF Organization Training**

|  |
| --- |
| Thursday, September 6th |
| 6:00 - 7:00 PM |
| Markel Corporation, Room: TBD |

**PFF GUIDES Mentor Training\***

|  |  |
| --- | --- |
| Thursday, September 13th | Tuesday, September 18th |
| 6:00 - 7:30 PM | 6:00 - 7:30 PM |
| Markel Corporation, Room: TBD | Markel Corporation, Room: TBD |

\*In an effort to accommodate multiple schedules we have listed two training options. These are the only training dates available. Prospective GUIDES only need to attend one training session.

**MENTOR/MENTEE MEET & GREET**

**Meet & Greet Session**: Thursday, September 20th

7:30pm-8:30pm

Location: TBD

**MONTHLY APPLICATION WORKING SESSIONS:**

**Thomas Jefferson High School**

**6:00 to 8:00 PM**

Tuesday, October 16, 2018

Tuesday, November 13, 2018

Tuesday, December 11, 2018

Tuesday, January 15, 2019

Tuesday, February 19, 2019

Tuesday, March 19, 2019 (Phone meeting)

May 2019 – Date TBD (Closing Event)

Partnership for the Future helps to empower youth in our community to make positive life choices that enable them to maximize their potential. The mentoring program uses adult volunteers to commit to supporting, guiding, and being a friend to a young person for a period of at least seven months. By becoming part of the social network of adults and community members who care about the youth, the mentor can help youth develop and reach positive academic, career, and personal goals.

**Mentor Role**

● Take the lead in supporting a young person through an ongoing, one-to-one relationship

● Serve as a positive role model and friend

● Strive for mutual respect

● Build self-esteem and motivation

● Help set goals and work toward accomplishing them

**Time Commitment**

● Make a seven month commitment

● Spend a minimum of two hours per month one-to-one with a mentee

● Communicate with the mentee weekly

● Attend an initial one-hour training session and an additional one and a half hour training

● Attend optional mentor/mentee group events, mentor support groups, and program recognition events

**Mentor Participation Requirements**

● Be a college graduate from a 4-year university or college

● Be at least 21 years old

● Be interested in working with young people

● Be willing to adhere to all program policies and procedures

● Be willing to complete the application and screening process

● Be dependable and consistent in meeting the time commitments

● Attend mentor training sessions as prescribed

● Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities

● No use of illicit drugs

● No use of alcohol or controlled substances in an inappropriate manner

● Not currently in treatment for substance abuse and have a non-addictive period of at least five years

**Desirable Qualities**

▪ Willing listener

▪ Encouraging and supportive

▪ Patient and flexible

▪ Tolerant and respectful of individual differences

**Benefits**

▪ Personal fulfillment through contribution to the community and individuals

▪ Satisfaction in helping someone mature, progress, and achieve goals

▪ Training sessions and group activities

▪ Participation in a mentor support group

▪ Mileage and expenses are tax deductible

▪ Personal ongoing support, supervision to help the match succeed

▪ Mentee/mentor group activities, complimentary tickets to community events, or participant recognition events

For more information, contact Partnership for the Future at 804-527-3837 or pff@partnershipfotheufuture.org.

**GUIDES Mentoring Frequently Asked Questions**

**How do I sign up?**

Submit a completed application to Emma Barone, College Success Manager, at [ebarone@partnershipforthefuture.org](mailto:tthomas@partnershipforthefuture.org) by 12:00 PM **Friday, August 24th.** Please indicate at two training dated and your availability to attend the Meet and Greet by the close of business. You can also fax a completed application to the attention of Emma Barone 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 Emma Barone, College Success Manager, at [ebarone@partnershipforthefuture.org](mailto:tthomas@partnershipforthefuture.org) with your request.

**How long are the trainings?**

Trainings range from one hour – two hours. Partnership for the Future will 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 Tiffany Thomas.

**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 the Organization training and at least one training. If none of the scheduled training dates or times fit your schedule contact Emma Barone.

**Do I have pay for the Criminal History Check?**

No, PFF will cover any fees associated with the criminal history check.

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

Yes! At the Meet and Greet (Information forthcoming).

**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 4 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 Emma Barone at (804) 967-2508 or [ebarone@partnershipforthefuture.org](mailto:tthomas@partnershipforthefuture.org).

**I cannot make *all* of the monthly Application Working Sessions from October-March. 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.).

**GUIDES Volunteer Screening Policy**

1. **Overview**

Partnership for the Future’s (PFF) mission is to equip high-achieving high school students for success in college and beyond.. Through our GUIDES program, community volunteers play a vital role in assisting with the college application process for our high school seniors. Because interaction is so close and frequent, a volunteer screening process is necessary and required for all volunteer applicants in an effort to maintain and ensure the safety and well-being of our students.

This screening does not bear assumptions on one particular being, but confirms a clean record in relation to sexual harassment, sexual abuse and/or assault, child abuse or child molestation. No persons who have been convicted of, but not limited to, sexual harassment, sexual abuse and/or assault, child abuse or child molestation will be approved for a volunteer position. Pending successful completion and approval of the volunteer application and positive screening results, voluntary duties may begin. However, if evidence or probable cause to believe illegal or unacceptable behavior is being displayed by a volunteer, the suspected volunteer will be reported to the police and immediately dismissed and prohibited from all present and future volunteer (or otherwise advertised) positions and events affiliated with Partnership for the Future.

1. **Screening Procedures**

*Volunteer Screening Procedures are as follows:*

* Complete Written Application.
* Complete Personal Interview.
* Provide three references.
* Consent to criminal history check: state criminal history, child abuse registry, sexual offender registry. Same checks to be performed in all states previously resided in as an adult.
* Attend Mentor Orientation/Pre-match Training Session.

All volunteer documentation will be placed in confidential files.

1. **Open Door Policy**

Even after positive results of the background check have been received for volunteers, all volunteers must adhere to the “Open Door Policy.” The open door policy simply requires that while one-on-one interaction occurs between GUIDES mentor and student, the door must be open at all times. While we want to ensure the safety of our students, this policy in turn covers both the student and the volunteer. If the door is open, it eliminates suspicions of misconduct.

1. **Two-Person Rule**

During instances when it is at all possible, there should always be two people in a room, in addition to the mentor’s assigned student. Any second person can be one of the following: PFF staff, a parent, another mentor, or another student. This provides a witness in the event of a situation and again, covers the mentor and the student.

1. **Reporting Misconduct**

Any suspicious behavior or misconduct in relation to sexual harassment, sexual abuse and/or assault, child abuse or child molestation must be immediately reported to PFF Staff. No student or volunteer should attempt to take matters into his/her own hands, rather inform PFF Staff so that it can be investigated and reported to the authorities.

1. **No Transporting**

For the safety of PFF students and volunteers, no mentors are allowed to transport students. Transporting students is grounds for termination of volunteer contract because of the risks involved. There is no exception to this rule.

1. **Terms for Termination**

If criminal allegations or charges arise during the mentoring period, the suspected volunteer will be immediately terminated. Other grounds for termination include but are not limited to failure to fulfill the duties listed in the volunteer description.

**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 PFF Organization Orientation on Thursday, September 6that 6:00 PM. Yes No  **-AND-**  \*I will be able to attend the GUIDES training on Thursday, September 13that 6:00 PM. Yes No  **-OR-**  \*I will be able to attend the GUIDES training on Tuesday, September 18that 6:00 PM. Yes No  \*These will be the ***only*** scheduled GUIDES training sessions. |

***Please return to Partnership for the Future:***

Email— [ebarone@partnershipforthefuture.org](mailto:ebarone@partnershipforthefuture.org)

Fax—804-965-1799

Questions: Emma Barone, College Success Manager- 804-967-2508

\***Application is due by 12:00 PM Friday, August 24, 2019**.

**References**

Please list three people that have known you well for more than two years and can attest to your character, skill and dependability. Include your current/last employer.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby consent to Partnership for the Future contacting the references listed above to further confirm my suitability as a GUIDES mentor. I am happy to provide any additional information needed regarding references.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

**Application Questions**

Please answer all of the following questions as completely as possible. If more space is needed, use an extra sheet of paper or write on the back of this page.

1. Why do you want to become a mentor?

2. Do you have any previous experience volunteering or working with youth? If so, please specify.

3. What qualities, skills, or other attributes do you feel you have that would benefit a youth? Please explain.

4. Can you commit to participate in Partnership for the Future for a minimum of seven months from the time you are matched with a youth?

5. Are you available to meet with a child two hours per month and have contact at least twice per month? Please explain any particular scheduling issues.

6. How would you describe yourself as a person?

7. How would your friends, family, and co-workers describe you?

8. Have you ever been arrested or convicted of a crime? If so, what were the circumstances?

9. Are you currently using any illegal drugs or controlled substances?

10. Have you ever been investigated or convicted of child abuse or neglect? If yes, please explain.

11. Have you ever been investigated or convicted of sexually abusing or molesting a youth 18 or younger? If yes, please explain.

12. Are you willing to communicate regularly and openly with program staff, provide monthly information regarding your mentoring activities, and receive feedback regarding any difficulties during your participation in the mentoring program?

13. Are you willing to attend an initial Organization training and mentor training session?

**Authorization and Release Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize Partnership for the Future to obtain my background information pertaining to charges and/or convictions I may have had for violation of municipal, state, or federal laws. This information will include, but not be limited to, allegations or convictions of sexual harassment, sexual abuse and/or assault, child abuse or child molestation. This information will be gathered from any law enforcement agency in this state of Virginia or any state or federal government, or from third-party agencies having access to original information from law enforcement or court records.

I understand that I have the right to dispute any information that implies me being involved in any criminal activities. In order to sufficiently dispute, I will be provided the nature of the information reported to Partnership for the Future and the agency that presented it. I will be responsible for contacting the agency and until Partnership for the Future receives notification from the agency that I am cleared, my application will be deferred.

As an applicant of Partnership for the Future’s GUIDES mentoring program, I attest that I have not been convicted of any criminal acts, especially in regards to minors and sexual abuse and neglect, unless otherwise previously disclosed. I also attest that all information presented in the GUIDES documents have been fully provided to my best knowledge.

I understand that if any information is found to be false, I forfeit my volunteer application or thereby accept termination if any additional information or criminal behavior is presented after admittance to the volunteer program. I understand that PFF GUIDES Mentoring Program is not obligated to provide a reason for their decision in accepting or rejecting me as a mentor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

Full Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: \_\_\_\_\_\_\_\_\_\_\_\_\_ Race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State of Issuance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_