



How to Develop & Maintain a Successful Mentorship Program

Academy of Business & Technology
Clairemont High School, 2013

Liz Rush, Alan Walter

All documents referred to in this presentation can be found at
www.aobt.net under Mentorships.



* Our AOBT Mentoring Program

* 45 mentors this year

* 5th Year of Mentor Program

* All Sophs and Juniors participate

* One-Year Commitment

* Changed EVERYTHING!





“None of us has gotten where we are solely by pulling ourselves up from our bootstraps. We got here because somebody...bent down and helped us.”

-Thurgood Marshall

Watch AOBT Mentor Video

Step 1:
Recruitment



Step 2:
Orientations &
Matching



Step 4:
Communication
& Reflection



Step 3:
Meetings &
Follow Up

*Steps to Build Your Mentor Program

1. Recruitment

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graph TD; A[1. Recruitment] --- B[Organize & Advertise]; A --- C[Find Mentors]; A --- D[Register Mentors]
```

Organize &
Advertise

Find
Mentors

Register
Mentors

- * **Identify** student areas of weakness
- * **Project** number of mentors needed
- * **Build** time into the school day
- * **Create** a [website](#) with all program info
- * **Plan** meeting agendas & dates in advance
- * **Schedule** a Master Calendar, book location
- * **Compile** a [Mentor Handbook](#)



1a. Recruitment: Organize & Advertise

You are here: [Home](#) / [For Industry Partners](#) / [AOBT Mentoring Programs](#)

AOBT Mentoring Programs



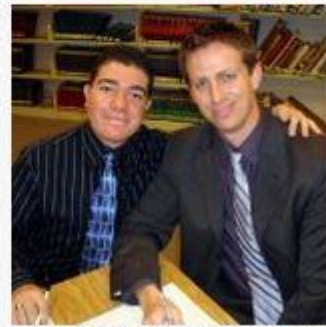
Mentor from California Coast Credit Union



Mentor from Fish & Richardson P.C.



Mentor from Kaiser Permanente



Mentor from Ganci Law Firm



Mentor from Federal Bureau of Investigation

All AOBT students are matched with a business mentor during their sophomore and junior years. Our mentoring program provides opportunities for adults to make a visible difference in the lives of students — to share their interests and hard-won wisdom. Our mentors are caring professionals who can listen, act as role models, provide career information, offer academic assistance, and suggest direction. If you are a community partner who believes that education and student guidance are foundational to our society's future, please read on and volunteer to join our program. Become an AOBT Mentor!



Mentor Program Overview & Fast Facts

- » Mentoring is a one-year commitment from September – May.
- » Participating students are juniors or sophomores from Clairemont High School's Academy of Business & Technology (AOBT).
- » Mentor-student meetings are once per month (usually on the third Thursday of each month).

[Back](#)



11th Grade Mentor Program Overview of Meetings:

The 11th Grade Mentoring program is a one-on-one mentoring experience – each mentor is paired with one junior student. Meetings in this program are focused around goal-setting and career preparation. [View exact meeting dates & times.](#)

» **Meeting 1: September, *Intro, Self-Esteem, Goals:***

At the first meeting, mentors will meet their student, do an all-group intro, and then complete a mentor-student self-esteem activity.

» **Meeting 2: October, *Academic Goal-Setting:***

At this meeting, mentors will do a goal-setting activity with their student to help them establish measurable academic and personal goals.

» **Meeting 3: November, *Job Shadow Field Trip Day:***

Mentor and student will arrange a day for student to take a one-day field trip and shadow their mentor around their work site. Preview the [Mentor Job Shadow Field Trip Registration Worksheet](#) to see what details need to be planned for this day. Mentors who wish to drive their mentee on this day must first complete the [Mentor Volunteer Use of Vehicle Form](#) and attach a current copy of Driver's License, insurance, and registration.

» **Meeting 4: December, *Mentor Roadmap Interview:***

Using a method that is becoming popular in education circles around the country, students will formally interview and write an article about their mentor's life "roadmap": the path mentor took to get to their current career field. Click here to view a common list of [Roadtrip Nation Interview Questions](#). See the [Roadtrip Nation Website](#) for more info and examples.

» **Meeting 5: January, *Academic Reflection:***

Mentors will guide their students to reflect on their semester, consider how to prepare for finals, and plan academic goals for the remaining year.

» **Meeting 6: February, *Resumes & Interview Practice:***

In preparation for a Mock Interview activity that all AOBT juniors must complete, mentors will go over student's resume and give them tips for conducting a great job interview.

» **Meeting 7: March, *Future Plans:***

Mentors will guide students through a "Future Plan" template that will promote discussion of the student's plans for second semester, summer, senior year, & college.

» **Meeting 8: April, *Community Service Project Fieldtrip***

Mentors and students will all participate in an off-campus, pre-arranged community service activity. This all-mentor/student fieldtrip will be organized and chaperoned by AOBT staff. It is an introduction to a 4-week-long class project for AOBT Juniors called *The Social Entrepreneur*.

- * **Start** in the summer!
- * **Beg**, borrow & steal! Don't be picky!
- * **Lean on** your Advisory Board
- * **Use** your staff's personal contacts
- * **Tap** anyone who has volunteered before
- * **Advertise** in local paper
- * **Partner** with one or two large companies



1b. Recruitment: Find Mentors

- ***Sign up volunteers on [online form](#)**
- ***Try** a Google Form!
- ***Require** Fingerprint/Background Check
- ***Hold** a mandatory Mentor Orientation
- ***Obtain** mentor paperwork:
 - *[Mentor Contract](#)
 - *Vehicle & DL Information



1c. Recruitment: Register Mentors

AOBT Mentor Application Profile Form 2012-13



Thank you for showing interest in becoming an AOBT Mentor at Clairemont High School this year! Before completing this form, please be sure you have read over the details about the AOBT Mentoring Program on our website: www.aobt.net.

Please complete this form at your earliest convenience (but no later than Thursday 9/20 by 4pm.) Once complete, please hit submit. Mentors for this 2012-13 school year (Sept. - June) will be selected from these submitted profiles. AOBT is looking for a total of 50 volunteer mentors. Should more eligible mentors apply than spots available, mentors will be chosen on a first come, first served basis.

Applicants who have been selected to mentor will be contacted via e-mail by the program coordinator, Liz Rush, and this form will be used to match you to your student or student group. Please take time to answer the questions as thoroughly as possible, as this will ensure a good match. This form may take you 15 minutes or more to complete.

IMPORTANT NOTE: All NEW mentors and those returning who did not mentor last year, must plan on attending a mandatory Mentor Orientation at Clairemont High on one of the following dates: Tues. Sept. 18, 4pm - 5:30 pm OR Thur., Sept. 20, 4 pm - 5:30pm. (Last year's mentors are exempt from orientation, but welcome to attend). Meeting place is TBA. ALL mentors must also receive a LiveScan fingerprinting prior to mentoring. More details on this can be found at www.aobt.net on the Mentorships page.

The first mandatory kick-off mentor-student meeting of the 2012-13 school year is on Thursday, September 27, 2012.

* Required



Academy of Business & Technology, Clairemont High School

Mentor Contract - Academic Year 2012-2013

IN ORDER TO PARTICIPATE IN THE AOBT MENTORSHIP PROGRAM, ALL MENTORS MUST AGREE TO THE GUIDELINES OUTLINED BELOW. PLEASE READ THIS MENTORING CONTRACT CAREFULLY AND INITIAL NEXT TO EACH LINE ITEM. AT THE BOTTOM, PLEASE SIGN AND DATE.

Mentor Name: _____ Company: _____

I. Mentor Code of Ethics:

_____ I agree to foster a professional mentoring relationship with my student by encouraging the student to pursue higher learning and vocational goals while providing access to varying points of view. I agree to present information carefully, without distortion, and give every point of view a fair hearing.

_____ I agree to foster a professional mentoring relationship by respecting the uniqueness of my student's background. I agree to honor the integrity of the student and influence them through encouragement, constructive criticism, and positive feedback. I agree to empower my student to make "right" decisions without actually deciding for him or her.

_____ I agree to foster a professional mentoring relationship with my student by protecting the health and safety of my student at all times. I will seek advice from the program coordinator if ever in doubt about the appropriateness of an event or activity. I will inform the program coordinator immediately about any persons, activities, or situations which could affect the safety or health of the student.

_____ I agree to foster a professional mentoring relationship with my student which shall not be used for private advantage or involve the student in schemes for commercial gain.

II. Mentor Responsibilities:

_____ I commit to mentoring my student for the full duration of this academic school year. I also commit to attending all nine mentor meetings (see Mentor Meeting Schedule). In the event that a schedule conflict arises which cannot be rearranged, I agree to do my utmost to notify the program coordinator and my student *at least five days prior* to the scheduled meeting. I further agree to take full responsibility in rescheduling the missed meeting with my student during school hours either on a day before the original meeting date or no later than one week after the original meeting date.

_____ I commit to arriving prepared and on time for every meeting. I agree to contact the program coordinator by phone if a situation arises which may cause me to arrive later than the scheduled meet time.

_____ I commit to communicating with my student via E-mail to confirm meetings and follow up on meetings. I agree to reply to E-mails from my student in a timely manner, and encourage my student to reply using professional E-mail etiquette. I further agree to notify the program coordinator if my student does not respond to my E-mails in a timely manner.

Mentor Signature: _____ Date: _____

2. Matching & Orientation

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graph TD; A[2. Matching & Orientation] --- B[Profile]; A --- C[Pair or Group]; A --- D[Orient];
```

Profile

Pair or
Group

Orient

- *Use mentor registration to profile
- *Give students & mentors similar profiles
- *Ask extensive personality questions
- *Use a Google Form!
- *[Sample Mentor Profile](#)
- *[Sample Student Profile](#)



2a. Matching & Orientation: Profile

1. Name
2. Gender
3. Ethnicity
4. Company/ Organization
5. Address
6. Work Phone
7. Mobile Phone
8. Work E-mail Address
9. Home E-mail Address
10. Fax Number
11. Preferred Contact
12. Career/ Industry
13. Job Duties
14. Past Work
15. Education
16. Community Involvement
17. Foreign Languages
18. Who referred you?
19. Which Program?
20. Schedule Flexibility
21. Conviction Disclosure

22. Mentor Orientation
22. Fingerprinting
23. Mentor Orientation
24. Motivation to Mentor
Experience with Yout
26. Personality Traits
27. Beliefs
28. Interests & Hobbies
29. Music Preferences
30. Sports/ Athletics
31. Movie/ TV
32. Favorite Holiday(s)
33. Travel Interests
34. School Subjects
35. Other Info
36. Match Preferences
37. Unique Fact

*Mentor Profile
Questions
Back

- *Most important: match personalities
- *Use teachers and advisory
- *Ask for mentor preferences
- *Ask for student preferences
- *Human machine
- *Don't underestimate the importance of a good match



2b. Matching & Orientation: Pair & Group

*Mentor Orientation:

- * Give background on academy & students
- * Have return mentors share & introduce students!
- * Give training in dealing with teens
- * Outline meetings, give out handbook, sign forms

*Student Orientation:

- * Give background on mentors & professions
- * Have return students who participated last year share
- * Give training in manners, good communication, etc.
- * Outline meetings, give out student handbook, sign parent forms



2c. Matching & Orientation: Orientations

3. Meetings

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graph TD; A[3. Meetings] --- B[Intro]; A --- C[Face-to-Face]; A --- D[E-mail]
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Intro

Face-to-
Face

E-mail

- *Make it a big deal!
- *Dress to Impress!
- *Keep matches a secret until day of
- *Do an ice breaker to find each other
- *Students introduce mentors
- *First activity should build trust & self esteem



3a. Meetings Introduction

- *Once per month at least
- *Location on site
- *One or two hours
- *Supervised by teacher(s)
- *Structured agendas
- *One-to-one or group mentoring
- *[Which mentor program?](#)



3b. Meetings

Face-to-Face

Which Mentor Program?



10TH GRADE

- * Group mentoring, 3:1
- * Sophomore students
- * Focus on skills for success, good habits, academics
- * Group dynamic at meetings
- * Some meetings longer
- * Correspond with 3 students
- * Students *younger*, more impressionable
- * Experience with youth helpful



11TH GRADE

- * One-on-one mentoring
- * Junior students
- * Focus on goals, future, career-exploration & training
- * Personal dynamic at meetings
- * Job Shadow & Community service fieldtrips
- * Correspond more often with student
- * Student more mature, but more set in ways



AOBT 10th Grade Mentor Program



- *Group Mentoring, 3:1
- *Focus on Motivation





Scheduled Meetings - 10th Grade Program

MONTH	MEETING TOPIC	SCHEDULED DATE /TIME
Sept.	<i>Mentor-Student Group Meeting 1:</i> Introductions & Ice Breakers	Thur, Sept. 27, 2012 1:00 – 2:15 pm
Oct.	<i>Mentor-Student Group Meeting 2:</i> Team Building, Goal Setting & Individual Check-Ins*	Thur, Oct. 18, 2012 1:00 – 3:00pm*
Nov.	<i>Mentor-Student Group Meeting 3:</i> Educational Group Fieldtrip Day	Choose a day between: Mon. Nov. 5 – Thur. Nov. 15
Dec.	<i>Mentor-Student Group Meeting 4:</i> A Good Habit: Time Management	Thurs, Dec. 20, 2012 1:00 – 2:15 pm
Jan.	<i>Mentor-Student Group Meeting 5:</i> Academic Reflection	Thur, Jan. 17, 2013 1:00 – 2:15 pm
Feb.	<i>Mentor-Student Group Meeting 6:</i> Career Aptitude Discussion & Check-Ins*	Thur, Feb. 21, 2013 1:00 – 3:00 pm*
Mar.	<i>Mentor-Student Group Meeting 7:</i> Mentor Team Building Olympics	Thur, Mar. 21, 2013 1:00 – 2:15 pm
Apr.	<i>Mentor-Student Group Meeting 8:</i> College Forum & Debrief	Thur, Apr. 18 1:00 – 2:15 pm
May	<i>Mentor-Student Group Meeting 9:</i> Affirmations, Closing & Luncheon	Thurs, May 16, 2013 1:00 – 2:15 pm

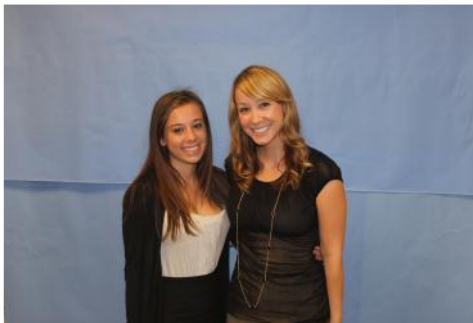


AOBT 11th Grade Mentor Program



*One-on-One Mentoring

*Career Focus





Scheduled Meetings - 11th Grade Program

MONTH	MEETING TOPIC	SCHEDULED DATE /TIME
Sept.	<i>Mentor-Student Meeting 1:</i> Intro, Ice Breakers, Self-Esteem	Thursday, Sept. 27, 2012 12:00 pm – 1:15 pm
Oct.	<i>Mentor-Student Meeting 2:</i> Academic Goal-Setting	Thursday, Oct. 18, 2012 12:00 – 1:15 pm
Nov.	<i>Mentor-Student Meeting 3:</i> Job Shadow Fieldtrip Day	Choose date in window: Mon., Nov.5 – Th. Nov. 15
Dec.	<i>Mentor-Student Meeting 4:</i> Mentor Roadmap Interviews	Thursday, Dec. 20, 2012 12:00 – 1:15 pm
Jan.	<i>Mentor-Student Meeting 5:</i> Academic Reflection	Thursday, Jan. 17, 2013 12:00 – 1:15 pm
Feb.	<i>Mentor-Student Meeting 6:</i> Resume & Interview Techniques	Thursday, Feb. 21, 2013 12:00 – 1:15 pm
Mar.	<i>Mentor-Student Meeting 7:</i> Future Plans	Thursday, Mar. 21, 2013 12:00 – 1:15 pm
Apr.	<i>Mentor-Student Meeting 8:</i> Community Service Project Trip	Friday, Apr. 26, 2013 Exact times TBA
May	<i>Mentor-Student Meeting 9:</i> Final Closing & Luncheon	Thursday, May 16 12:00 – 1:15 pm

[Back to Meetings](#)

- *Maintains continuity between meetings
- *Teaches professional e-mail etiquette
- *Use [e-mail scripts](#) to start
- *Confirm meetings
- *Send updates, grades, thank yous
- *Set up additional activities



3c. Meetings

E-mail

4. Communication & Reflection

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graph TD; A[4. Communication & Reflection] --> B[Reminders]; A --> C[Check-ins & debriefs]; A --> D[Recognition & Survey];
```

Reminders

Check-ins
& debriefs

Recognition
& Survey

- *Need a program coordinator
- *Electronic calendar invites
- *Coordinator e-mails agenda reminders
- *Students confirm meetings
- *Alternate meetings
- *Mentor Contact Sheet for networking



4a. Communication & Reflection Reminders

*For Mentors:

- *Coordinator asks for feedback monthly
- *Return emails & calls!

*For Students:

- *Sharing after meetings
- *Journals & Reflections
- *Follow up thank you emails
- *Present to classmates about mentor



4b. Communication & Reflection Check-ins & Debriefs

*Mentors get [award](#) & take [survey](#) at end

*Recommend changes

*Indicate interest for next year

*Board members review

*Students get [award](#) & take [survey](#) at end

*What they learned from program

*Rate mentor



4c. Communication & Reflection Recognition & Survey

Certificate of Appreciation

This certificate is awarded to mentor

Steve Lyons

in recognition of valuable contributions to student success through the AOBT Mentor Program
May 17, 2012 - Clairemont High School



Student Signature

Date

Coordinator Signature

Date

Academy of Business & Technology 11th Grade Mentorship Program Certificate of Participation

This certificate is awarded to

Ricardo Espino

For participating in and successfully completing the
AOBT One-to-One Mentorship Program 2011-2012



Mentor Signature

Date

Coordinator Signature

Date

*Thank you!
Questions?

Liz Rush, AOBT Coordinator

www.aobt.net

erush@sandi.net

858-204-9363



Academy of Business & Technology

AOBT Mentorship Program

Mentor Orientation

Clairemont High School, 2011



Academy of Business & Technology

Welcome & Introductions

Mentor Orientation

Clairemont High School, 2011



About AOBT Students

- *Small learning community
- *College & career prep
- *10-12 Grade
- *Community involvement
- *Business industry focus
- *“At-Risk”
- *Family environment





Student Speakers

- *Gustavo Ponce
- *Athena Genshaw
- *Ian Gayola



Contact & Communication

*Program Coordinator: Liz Rush

- erush@aobt.org

- 858-204-9363

- (email and text preferred)

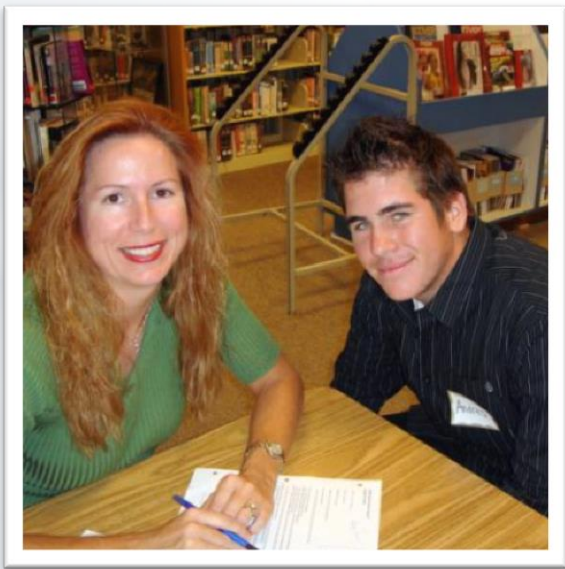
*E-mail Mentor Lists

*E-Calendar Invites for meetings

*www.aobt.org

*Mentor Handbooks

★ I. Objectives of Mentor Program



- *Role Models for our students
- *Build self-esteem & motivation
- *Career preparation
- *Community connections



II. Defining the Mentor Experience



- *What is a mentor?
- *Benefits to mentees
- *Benefits to mentors
- *Who should be a mentor?
- *Responsibilities of a mentor



Commitment:

You should have no problem committing to mentor if:

- You can easily prioritize the monthly Thursday-morning mentor meeting without conflicts.
- You can make a commitment to be on time at every single scheduled meeting.
- Follow-through is one of your strengths; you can go above and beyond the required meetings.
- You have the dedication and patience to help your student open up in conversation.
- You will be available to communicate regularly with your mentee (once per week) via e-mail.
- You are able to see the program through to completion.



Commitment:

You should think twice before committing to mentor if:

- You are in the process of switching careers.
- You foresee a major life change this year that will restrict your time (wedding, baby, lengthy vacation, etc.)
- You plan to move out of San Diego in the next 9 months.
- Your work requires you to travel unexpectedly for long periods of time.
- Your schedule is very unpredictable and/or inflexible.
- You can already see a conflict with two or more of the scheduled meeting days/times.



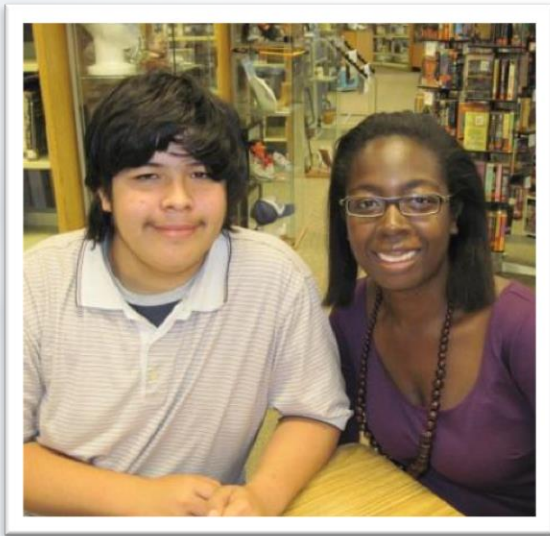
III. Effective Mentoring Relationships



- * Understand reluctance to trust
- * Mentoring = giving
- * Reassurance & Support
- * Problem-solving
- * Connect today and tomorrow
- * Capitalize on mentee interests
- * Don't get too personal
- * Be “shock proof”
- * Realistic expectations



IV. Relationship Developmental Process



- *Stage 1: Building Trust
- *Stage 2: Reaching Goals & Getting Comfortable
- *Stage 3: Completing Mentorship



V. Helpful Mentor Guidelines & Tips



- *Leading Scheduled Meetings
- *Dealing with Communication Barriers
- *Mentoring through e-mail
- *Optional mentor-student activities

Which Mentor Program?



10TH GRADE

- * Group mentoring, 3:1
- * Sophomore students
- * Focus on skills for success, good habits, academics
- * Group dynamic at meetings
- * Some meetings longer
- * Correspond with 3 students
- * Students *younger*, more impressionable
- * Experience with youth helpful



11TH GRADE

- * One-on-one mentoring
- * Junior students
- * Focus on goals, future, career-exploration & training
- * Personal dynamic at meetings
- * Additional observation day
- * Correspond more often with student
- * Student more mature, but more set in ways



AOBT 10th Grade Mentor Program



*Group Mentoring, 3:1

*Focused on Motivation





Scheduled Meetings - 10th Grade Program

MONTH	MEETING TOPIC	SCHEDULED DATE /TIME	LOCATION
Sept.	Mentor-Student Meeting 1: Intro: Meet Mentors, Ice Breakers	Thursday, Sept. 29 12:00 - 1:15 pm	Clairemont High Library
Oct.	Mentor-Student Meeting 2: Team-building, Goals & Check-Ins	Thursday, Oct. 20 12:00 - 2:00 pm	Clairemont High Library
Nov.	Mentor-Student Meeting 3: Developing Time Management	Thursday, Nov. 17 12:00 - 1:15 pm	Clairemont High Library
Dec.	Mentors' Holiday Tea Party Chat No students present	Thursday, Dec. 15 11:30 am - 12:15 pm *Before meeting	Clairemont High
Dec.	Mentor-Student Meeting 4: Team-Building Activities	Thursday, Dec. 15 12:15 - 1:15 pm	Clairemont High Library
Jan.	Mentor-Student Meeting 5: Academic Reflections	Thursday, Jan. 19 12:00 - 1:15 pm	Clairemont High Library
Feb.	Mentor-Student Meeting 6: Educational Group Fieldtrip Day	Choose a date within: Mon., 2/6 - Thur. 2/16	TBD by mentor & students
Mar.	Mentor-Student Meeting 7: Career Aptitude & Check-Ins	Thursday, Mar.15 12:00 - 2:00 pm	Clairemont High Library
Apr.	Mentor-Student Meeting 8: College Forum & Debrief	Thursday, Apr. 19 12:00 - 1:15 pm	Clairemont High Library
May	Mentor-Student Meeting 9: Final Closing & Banquet	Thursday, May 17 12:00 - 1:15 pm	Clairemont High Library



September

10th Grade Mentoring

Meeting 1: Introductions

- * Match Up Activity
- * Two-Minute Introductions
- * Meet Your Mentor
- * Things We Have In Common



October

10th Grade Mentoring

Meeting 2: Success, Goal-Setting & Check-Ins

- * Ice Breaker: How's the Weather
- * Secrets of Success
- * Attributes For Improvement
- * Goal-Setting Tips & Academic Goals
- * One-on-One Check-Ins with each student individually (longer meeting)



November

10th Grade Mentoring

Meeting 3: Time Management

- *Ice Breaker: My Pictures
- *How Do I Spend My Time? Activity
- *Backward Planning Activity



10th Grade Mentoring

Mentors' Holiday Tea Party Chat



- * Before mentor-student group meeting
- * Bring finger foods to share
- * All mentors and teachers present
- * No students
- * Discuss, debrief, and problem-solve as a group

December



December

10th Grade Mentoring

Meeting 4: Team-Building Activities

- * Fun team-building games
- * Mentor-student groups competing
- * Directed by staff
- * Dress comfortably
- * Not strenuous!



January

10th Grade Mentoring

Meeting 5: Academic Reflection

- * Ice-Breaker: Skittles Conversations
- * Catch-Up Time
- * Academic Reflection on Semester
- * Brainstorm Education Fieldtrip Day



10th Grade Mentoring

Meeting 6: Educational Group Fieldtrip

- * Choose one day during two-week window
- * Choose a hands-on location
- * Coordinate and schedule logistics with group
- * Arrange transportation (Mentor Vehicle Form)
- * Inform coordinator of details

February



10th Grade Mentoring

Meeting 7: Career Aptitude & Check-Ins

- *Ice Breaker: What I Wanted to Be When I Grew Up
- *Discuss Holland Profile Career Suggestions
- *Check-Ins

March



April

10th Grade Mentoring

Meeting 8: College Forum & Debrief

- * College Forum: Mentors as a panel
- * Discussion of Post-Secondary Academics
- * Set up for College Quest



May

10th Grade Mentoring

Meeting 9: Closing & Luncheon

- *Thank-you Luncheon
- *Assessment of Year's Progress
- *Future Outlook
- *Closing: Goodbye & Contact Info
- *Mentorship Program Feedback Form



AOBT 11th Grade Mentor Program



*One-on-One Mentoring

*Career-Focused





Scheduled Meetings - 11th Grade Program

MONTH	MEETING TOPIC	SCHEDULED DATE /TIME	LOCATION
Sept.	Mentor-Student Meeting 1: Intro: Breaking the Ice	Thursday, Sept. 29 10:15 am - 12:00 pm	Clairemont High Library
Oct.	Mentor-Student Meeting 2: Academic Goal-Setting	Thursday, Oct. 20 10:15 - 11:30 am	Clairemont High Library
Nov.	Mentor-Student Meeting 3: Classroom Observation Day	Choose a date within: Mon, 11/14 - Fri, 11/ 18 Times TBD by mentor	Clairemont High Various classrooms
Dec.	Mentor-Student Meeting 4: Team-Building Activities	Thursday, Dec. 15 10:15 - 11:30 am	Clairemont High Lunch Quad
Dec.	Mentors' Holiday Tea Party Chat No students present	Thursday, Dec. 15 11:30 am - 12:15 pm *Following meeting	Clairemont High Library
Jan.	Mentor-Student Meeting 5: RoadTrip Nation Interviews	Thursday, Jan. 19 10:15 - 11:30 am	Clairemont High Library
Feb.	Mentor-Student Meeting 6: Job Shadow Fieldtrip Day	Choose a date within: Mon., 2/6 - Thur. 2/16 Times TBD by mentor	TBD by mentor
Mar.	Mentor-Student Meeting 7: Resume & Interview Techniques	Thursday, Mar.15 10:15 - 11:30 am	Clairemont High Library
Apr.	Mentor-Student Meeting 8: Future Plans	Thursday, Apr. 19 10:15 - 11:30 am	Clairemont High Library
May	Mentor-Student Meeting 9: Final Closing & Banquet	Thursday, May 17 10:15 am - 12:15 am	Clairemont High Library



September

11th Grade Mentoring

Meeting 1:

Intro, Self-Esteem & Goals

- * Mentor Presentations & Match-Up Activity
- * Mentor-Student Introductions
- * Self-Esteem Activity
- * Personal Goal-Setting



October

11th Grade Mentoring

Meeting 2: Academic Review & Goals

- * Discussion of Post-Secondary Academics
- * Student Academic Progress
- * Academic Goals For the Year



November

11th Grade Mentoring

Meeting 3: Classroom Visitation Day

- * Choose one day during week-long window
- * Schedule day with student
- * Observe student's classes
- * Debrief with student or by e-mail



December

11th Grade Mentoring

Meeting 4: Team-Building Activities

- * Fun team-building games
- * Mentor-student pairs competing
- * Directed by staff
- * Dress comfortably
- * Not strenuous!



December

11th Grade Mentoring

Mentors' Holiday Tea Party Chat



- * After mentor-student meeting
- * Bring finger foods to share
- * All mentors and teachers present
- * No students
- * Discuss, debrief, and problem-solve as a group



January

11th Grade Mentoring

Meeting 5: Roadtrip Nation

- * Catch up & Updates
- * Roadtrip Nation Interview
- * Schedule Job Shadow Day



February

11th Grade Mentoring

Meeting 6: Job Shadow Fieldtrip

- * Choose one day during two-week window
- * Mentor takes student to worksite (or alternate location)
- * Arrange logistics & transportation (Mentor Vehicle Form)
- * Student fills out Job Shadow Career Sheet



March

11th Grade Mentoring

Meeting 7: Resume & Interview Techniques

- * Catch-up and Updates
- * Review & Revise Resume
- * Interview Preparation & Practice



April

11th Grade Mentoring

Meeting 8: Future Planning

- *Typo in Mentor booklet on date!: Thur. Apr. 19
- *Update on Student Goals
- *Future Plans Worksheet
- *Letter of Reference



May

11th Grade Mentoring

Meeting 9: Closing & Luncheon

- * Assessment of Year's Progress
- * Closing: Goodbye, Recognition, Future Contact
- * Mentorship Program Feedback
- * Thank-you Luncheon



Final Steps:



- * AOBT Mentor Contract
- * School Volunteer Application
- * [Live Scan: Request to Conduct Volunteer Screening Form](#)
- * Notecard for Matching
- * Student Preferences (Optional)



LiveScan Screening

OPTION 1:

To complete through the SDUSD Police Services LiveScan Department :

- * Cleared prior to first mentor-student meeting on Sept 29.
- * (If LiveScanned by SDUSD in last year, or employee, info should be on file.)
- * Fee is \$51.
- * SDUSD Police Services Office in University Heights, 4100 Normal St.
- * Mon - Fri, Walk-ins: 8:30 am - 1pm / Appts.: 2 - 4:00 pm
- * Take proper form of ID and [Request to Conduct Volunteer Screening Form](#). To properly fill out this form:
 - Check “CATEGORY D - Volunteer Fingerprint” at the top
 - For “REQUESTING SCHOOL” write “Clairemont High”
 - For “VOL. COORDINATOR,” write “Liz Rush.”
- * Say from “Liz Rush’s Mentor Program at Clairemont High”
- * Helen Elhard, LiveScan Supervisor: helhard@sandi.net



LiveScan Screening

OPTION 2:

To complete through alternate LiveScan facility:

- * Cleared prior to first mentor-student meeting on Sept 29.
- * Fee varies according to facility
- * Take proper form of ID and [Request For LiveScan Form](#)
- * Use pre-filled form
- * Return completed form to SDUSD Fingerprinting Office immediately upon completion so they finish the clearance process.
- * Helen Elhard, LiveScan Supervisor: helhard@sandi.net



Notecard:

One **unique** fact about yourself

- Be creative, original, specific
- Something interesting/conversation starter to break ice
- Do NOT write your name on this
- Example: I was bit by the state fish while snorkeling on the Big Island of Hawaii.

Write First and Last Name

Stick note to back of your index card

For 11th Grade Mentors Only



*Mentors make a
difference!*

**Thank You,
Mentors!**

*It's going to be a great year!
See you on Thursday, Sept. 29.*