

## Program process and description of services

Process	Description of Services	Options	Cost				
1. <u>Mentor Recruitment</u> Recruitment of mentors for your organization	<ul style="list-style-type: none"> <li>• Brochures, posters, marketing flyers.</li> <li>• 'Be A Mentor' toll free phone number: 1-888-BE A MENTOR.</li> <li>• 'Be A Mentor' Internet website.</li> <li>• Mentor promotion projects with service clubs.</li> <li>• Press releases, newspaper articles, community newsletter articles, public service announcements.</li> <li>• Direct mail campaigns.</li> <li>• Email campaigns.</li> <li>• Mentor opportunities on appropriate Internet websites</li> <li>• Links to www.beamentor.org from corporate and community organization websites.</li> </ul>		To Be Negotiated				
2. <u>Mentor Clearance</u> Background checking of potential mentors	<ul style="list-style-type: none"> <li>• Fingerprinting (electronic scanning).</li> <li>• Tuberculin screening.</li> <li>• Verification of valid drivers license and proof of insurance.</li> <li>• Submit two or three personal references.</li> <li>• Attend a training class.</li> <li>• Personal interview with the project manager</li> </ul>	<u>Training on:</u> <ul style="list-style-type: none"> <li>• Conducting clearance including reference checking</li> <li>• Be A Mentor on-line software</li> <li>• Welcome letter &amp; package</li> </ul>	\$ 100 per cleared mentor				
3. <u>Training</u> Coaching for mentors and project managers.	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"><u>Mentor</u></td> <td style="text-align: center; width: 50%;"><u>Project Manager</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Mentor commitment</li> <li>• Confidentiality</li> <li>• Communication Skills</li> <li>• Record keeping and evaluation</li> <li>• Activities that can be done with youth</li> <li>• Pitfalls of mentoring</li> <li>• How to handle difficult situations</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• How to interview youth</li> <li>• How to interview mentors</li> <li>• How to make matches (mentor to mentee)</li> <li>• How to use Be A Mentor mentor/mentee tracking software</li> <li>• How to manage match (match oversight)</li> </ul> </td> </tr> </table>	<u>Mentor</u>	<u>Project Manager</u>	<ul style="list-style-type: none"> <li>• Mentor commitment</li> <li>• Confidentiality</li> <li>• Communication Skills</li> <li>• Record keeping and evaluation</li> <li>• Activities that can be done with youth</li> <li>• Pitfalls of mentoring</li> <li>• How to handle difficult situations</li> </ul>	<ul style="list-style-type: none"> <li>• How to interview youth</li> <li>• How to interview mentors</li> <li>• How to make matches (mentor to mentee)</li> <li>• How to use Be A Mentor mentor/mentee tracking software</li> <li>• How to manage match (match oversight)</li> </ul>		SF Bay Area: \$85/hr  Other: Expenses plus \$1,200/day
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4. <u>Technical Assistance</u> Available monthly/yearly	<ul style="list-style-type: none"> <li>• Assistance in developing and implementing a mentor project site plan.</li> <li>• Daily support via email, phone, and on-site visits to assist with interviewing mentors and students, and making mentor/student matches.</li> <li>• On-going support after matches are made – mentor and student support group meetings and general monitoring of matches.</li> <li>• Access to all the latest forms and documents via the Internet website</li> </ul>		SF Bay Area & Phone: \$85/hr  Travel: Expenses plus \$1,200/day				
5. Be A Mentor Web-Based Management System  <a href="#">(Click Here for more info)</a>	<ul style="list-style-type: none"> <li>• Post project listing and description on Be A Mentor web site</li> <li>• On-line mentor application for prospective mentors</li> <li>• Project Coordinator login to manage matches</li> <li>• Mentor login to post activity with mentee</li> <li>• Track mentor applicant's clearance progress</li> </ul>		\$ 10 per year per youth served (min \$1,000 per year)				
6. Marketing Materials <a href="#">(Click HERE for more info)</a>		Be A Mentor marketing materials	On-line material – No Charge BAM display stands - \$7.00 ea BAM cards - \$.05 ea (Initial Set up fee)				
7. Access to the Resources Center		Down load training manuals, letters and forms	No charge				

*Be A Mentor Program's mission is to provide schools and communities with trained volunteer mentors to be positive adult role models for youth.*