



The
**Mentoring
Collaborative**
of Montgomery County

MentorConnect Procedures
As of 09/28/2009

1. Each mentor and parent will obtain a background check. Where available he/she can obtain the free background check. If a free background check is not available, he/she must purchase a national background check from The National Mentoring Partnership for \$18.00, in the form of a money order or cashier's check made payable to *MENTOR's Volunteer Screening Pilot*.
2. The mentor's adult sponsor(s) will be contacted by email. The adult sponsor will say whether they feel the mentor will work well with a younger person, one-to-one and that he/she has had enough experience in the skill to teach it.
3. Once the background check and adult sponsor recommendation(s) are received, the mentor will be contacted. Matches will be same-gender unless all parties agree otherwise. Once a match is available, the mentor's email address will be given to the parent. They will coordinate the meeting time and place via email or agree to trade phone numbers. Meeting times and places should be coordinated with the parent and the mentor. If the three parties decide to let the mentor and student work out meeting times, parties do not hold MentorConnect responsible.
4. MentorConnect will help the mentor find an appropriate meeting place for mentoring sessions, but the mentor will be responsible for gaining access to the meeting place. MentorConnect recommends meeting at a public facility like a gym, community center, library, park, etc.
5. MentorConnect does not recommend meeting at the Mentor's home or place of residence. If the pair meets at the student's home, the parent must be present. The mentor must agree and feel comfortable with this arrangement. MentorConnect cannot be held responsible for anything that occurs in locations not recommended by MentorConnect.
6. MentorConnect asks that the parent is always present during mentoring sessions. For the parent to evaluate the sessions, he/she must be close by. The parent does not have to participate, but he/she should be able to see what is going on during mentoring sessions. MentorConnect cannot be held responsible for anything that may happen when a parent is not in attendance of the mentoring sessions. If the student and the mentor are both able to drive and can meet when the parent is not available, MentorConnect recommends that the parent still evaluate the program based on grades and other proof of skill development at http://www.mentorconnect.net/Parent_Evaluation.html.
7. Once sessions begin, the parent will decide how many contact options will be shared. Any emails sent should include info@MentorConnect.net as a recipient.
8. No communications other than having to do with the sessions should be in any emails or phone conversations to and from mentors or other parties involved with this program.
9. Each session will be about the particular topic assigned. If the parent or mentor does not feel that the sessions are effective, MentorConnect should be contacted right away. Any issues between mentoring/community service participants should be communicated to MentorConnect as soon as possible so they can be dealt with appropriately.
10. Mentoring sessions should be broken down into topics and subtopics so each session allows for success. See information about lessons plans, provided on the website.
11. Once ten hours have been completed, the parent and the mentor can decide if they want to continue the sessions. If they decide they want to continue the sessions, MentorConnect is no longer associated, but if the mentor is giving time, MentorConnect will continue to log hours, if the mentor continues to evaluate the sessions at http://www.mentorconnect.net/Mentor_Evaluation.html. Mentors can work with more than one child; students can have more than one mentor, but preference will be given to students and mentors who have not been matched.