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Access Youth Academy **Mentorship Program**

Professionals from around the nation have shown interest in supporting Access Youth Academy. One of the most effective ways they can channel their support is through sharing their academic, personal, and professional experiences with Access students. Through mentoring, Access students will receive personalized support for their academic and personal goals projects that will propel them further into the realization of their overall dreams.

Mentorship Program's Vision: For Access Youth Academy students to have Access to additional support.

Mentorship Program's Mission: To connect Access Youth Academy students to relevant professionals and community members for one to one support and personalized mentorship that supports the growth and development of each Access students' academic, personal, and professional dreams.

Expectations of Mentors:

- Access mentors will be select individuals that have expressed interest supporting Access and that Access believes have valid and relevant experiences to share with Access students.

Before commencing a mentorship (all costs for checks will be covered by Access and the Preuss School):

- Mentors must understand, complete, and sign a mentorship agreement and the Sexual Abuse Policy
- Mentors must complete a background waiver for the San Diego County check. Mentors will be informed once the Academic Coordinator receives these checks.
- Mentors will provide a recent TB test, indicating they do not have active TB
- Mentors will conduct a LiveScan test for Access' and the Preuss School's record
- Mentors will meet with the mentee's parents/guardians discussing the mentorship commitment
- The first mentor-mentee meeting will be either at Access, during programming (Mondays to Thursdays, 2:45 to 4:45pm) or at an Access community service event.

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Qualities of mentors include:

- In the process of completing or have completed a higher level education
- Professional experience is most welcomed
- Ability to think creatively and unconventionally
- Believe in the vision and mission of Access, it's mentorship program and the vision and mission of the mentees' overall well-being.
- Dedicated to helping youth endeavors
- Interest in working with middle and high school aged students
- Demonstrates mentoring skills in terms of providing constructive feedback
- Ability to actively listen
- Ability to put him/herself in the shoes of the mentee
- Demonstrates communication with Access Academic Coordinator (some information may be shared in confidence amongst staff and mentors to help improve the success of the mentee and maintain the safety of the mentee)

Mentorship Criteria:

- Mentors are expected to commit at least one in-person meeting with their mentee per month, either at the Access squash club or elsewhere. Access Academic Coordinator and mentee's parents/guardians must be kept informed with these meeting.
- Mentors are expected to attend at least one community service event with their mentee, which will be the first mentor/mentee meeting. Mentors are encouraged to attend other community service events with their mentees if possible.
- Mentors can also communicate with mentees through email, Skype, text, and call. Other forms of communication are welcomed.
- Mentors are expected to respond appropriately and timely to the mentees, taking culture, social background and other relevant factors into account in their responses.

Expectations of Mentees:

- Mentees will have expressed interest and have defined areas in which mentoring will benefit them.

Qualities of mentees include:

- Good communication skills
- Proactive and demonstrates initiative, as the success of mentorship depends on mentees personal initiative as well as mentors advice.
- Open to criticism and suggestions
- Fully committed to the success of their personal endeavors.
- Ability to actively listen

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- Understands the value of time, especially the time and commitment given by their mentors
- Is transparent about their goals.
- Mentees are expected to clearly express when and in what ways they are able to communicate with their mentors.
- Mentees are expected to commit to at least one mentor meeting per month.
- Mentees are expected to communicate with the Access Academic Coordinator and their parents/guardians about their meetings with their mentors
- Mentees are expected to seek appropriate advice from their mentors and not ask for support that are out of the mentor's means.

Reporting back to Access:

- Access wants mentoring to take place organically. However it is important for Access and the mentee's parents/guardians to be kept informed of the mentorship relationship to help better improve the program and maintain the safety and expectations of both mentors and mentees.
- Mentees and mentors will create a general and brief agreement on communication that will be shared with Academic Coordinator and the mentee's parents/guardians.
- Mentors and mentees will be asked to write separate updates (typed) once per two months, this will be shared with the Academic Coordinator.

Reasons for discontinuing a mentor relationship:

- Mentor or mentee does not respond for an extended period of time without reason.
- Mentors or mentees are not able to respond in a timely frame agreed upon.
- Mentors and mentees fail to adhere to the Access code of conduct.
- In conflicts that cannot be settled amongst mentors and mentees, Access staff will be asked to step in and mediate the situation. If issues cannot be resolved through Access, mentoring may be discontinued.
- If the safety of the mentee or mentor is put at risk.

I have read and understand the mentorship program agreement, and will comply with this agreement.

Mentor's Signature

Mentor's Printed Name

Date

Mentee's Signature

Mentee's Printed Name

Date

Parent/Guardian Signature

Parent/Guardian Printed Name

Date