

Anadarko Public Schools "Meant to Mentor" Mentor Application

The safety of our students is our top priority and we know that our parents, mentors, volunteers, and community feel the same way. We hope that you recognize this process as our way of helping to keep our students safe.

Last Name	First Name	Middle Initial	Jr./Sr./Etc./Alias/Maiden Name
Home Phone	Work Phone	Cell Phone	Email
Date of Birth	Permanent Address		City/State/Zip
SSN			

Can you meet with a child once a week during the school year? ☐ Yes ☐ No

School Preference: (Please check any or all that apply)

☐ Sunset Elementary (K-1st) ☐ East Elementary (2nd-3rd)
☐ Mission Elementary (4th-5th) ☐ Middle School (6th-8th) ☐ High School (9th-12th)

Describe the kind of student with whom you would like to be matched.

Would you be willing to work with a differently challenged child? ☐ Yes ☐ No

Mentor Agreement

- To attend a training session before beginning
- To be on time for scheduled meetings
- To notify the school office if I am unable to keep my weekly meeting
- To engage in the relationship with an open mind
- To accept assistance from my mentee's teacher or counselor
- To keep discussions with my mentee confidential
- To ask for assistance when I need help with my mentee
- To notify the school of changes in my employment, address, and/or phone number

Mentor Background Questionnaire

Student and staff safety is of paramount concern to Anadarko Public Schools and its Board of Education. Please respond to the following questions truthfully and honestly. Thank you.

Have you ever:

1. Entered a plea of guilty or no contest to a state or federal felony charge? ☐ Yes ☐ No
2. Been convicted of a state or federal felony charge? ☐ Yes ☐ No
3. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or no contest? ☐ Yes ☐ No
4. Entered a plea of guilty or no contest to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? ☐ Yes ☐ No

Mentor Background Report Authorization and Release

1. I understand that it is my responsibility to notify Anadarko Public Schools immediately if there is any change in my above responses. Additionally, I agree to complete this form annually.
2. I understand that Anadarko Public Schools may conduct inquiries into my background, including a criminal history check. I voluntarily authorize, only to the extent necessary, Anadarko Public Schools to complete the background check using the Anadarko Police Department and/or other government agencies. I release Anadarko Public Schools, or any company or organization contracted, from any liability for conducting such background checks. I authorize Anadarko Public Schools to obtain one or more background checks now or in the future, should they deem it appropriate.
3. I understand that I can be accepted or denied as a mentor with Anadarko Public Schools. I understand that it is the policy of Anadarko Public Schools to deny mentor/volunteer opportunities for individuals who have been convicted of any violent crime against any person and/or who could be a threat to the safety of students and staff.
4. I am offering my services to Anadarko Public Schools without compensation and without any rights to health benefits in case of injury.
5. I affirm that my responses are true, complete and correct to the best of my knowledge and are made in good faith. Refusal to sign and return or giving misinformation on any required form will result in disqualification from consideration.

Signature: _____ Date: _____

Please return this completed form to the Administration Office, located at 1400 S. Mission St., Anadarko, OK, 73005. You may begin your mentor assignment following the approval of your Mentor Application.

The information in this application is private and will be shared only with the District Administration and the appropriate school principal. Contact information may also be provided to appropriate teachers and the school counselor. *Thank you for your patience throughout this important process. We are extremely grateful for your time.*

Anadarko Public Schools

“MEANT TO MENTOR”

Mentor Ground Rules

1. I understand that seeing my mentee consistently is one of the most important things that I can do as a Mentor; therefore, I will see my mentee one hour per week.
2. I understand I must sign in each time I meet with my mentee and must wear a “Meant to Mentor” ID badge for the duration of each visit.
3. I understand that for the time-being all contact with my mentee is restricted to school grounds.
4. I understand that gift giving is only allowed on special occasions, such as birthdays, and no gift can cost more than \$20.00 without special permission from the school principal or the Foundation Mentor Committee.
5. I understand that the relationship between my mentee and me is a one-to-one relationship.
6. I understand that I might be privy to personal information about my mentee and family members which I will keep confidential.
7. If a problem arises in my match relationship, or if my place of employment, residence, or telephone number changes, I will notify the Mentoring Coordinator at the school immediately.
8. I understand that I may be asked to participate in a program evaluation.
9. I will adhere to school procedure for mentor visits, including verifying my mentee’s attendance on mentor visit days and contact the school counselor if I am unable to meet with my mentee.

Mentor Signature: _____ Date: _____

Although our focus is on the mentee, please remember that the staff at the Anadarko Public Schools Foundation mentoring program is also here for you, our mentors. Please do not hesitate to call us if you have any questions or concerns, no matter how small they may seem to you.

IDEAS TO USE WHEN MENTORING YOUTH

- Go with your mentee to the school's library or media center and check out the headlines of the latest newspapers from around the country.
- Ask how they are doing in school.
- Research and talk about famous people who used their abilities to get ahead.
- Make greeting, get-well, or holiday cards to give to other people.
- Bring a board game.
- Look at a map and talk about places you would like to visit.
- Set personal goals.
- Play sports in the gymnasium. (If school allows)
- Work on the computer or an iPad in the media center.
- Write stories together.
- Do a jigsaw puzzle.
- Build a model.
- Bring in a photo album, and share pictures of your family, house, and pets.
- Discuss favorite hobbies.
- Read the same book and talk about your favorite parts.
- Write a letter to a former teacher, a cousin or relative in another community, an old friend, the editor of a local newspaper, etc.
- Ask the questions for the driver's license test.
- Listen, listen, listen.
- Ask about a book they're reading. "Is this book for school or pleasure reading?" . . . "Why did you choose it?" . . . "Would you recommend it?" . . . "What's your favorite book?"
- Tell them about something you're reading, what you like about it, and what you don't.
- Read a good book together. Take a trip to the library, and pick out one to share. Maybe read every other chapter out loud to each other.
- Ask to read a report or story they've recently written or a drawing they've done. Make positive comments, mention at least one thing you learned from it, and ask questions related to the material.
- Find out when their birthdays are, and send birthday cards. Enclose a home-made coupon for a mentor lunch get-together.
- Look at a world map together and discuss future places they might go. Help them see the world is full of opportunities. Tell them about the places you've been or hope you'll still see.
- Ask them to show you something interesting on the computer/iPad. Express interest in their favorite game, their bookmarks on the Web, a document or graphic they created.
- Link up occasionally with another mentor-mentee pair for lunch. During this get-together, share at least two things about your mentees that you admire or are proud of.
- Encourage them to get college and career guidance from the counselors at school. Check with them about their meetings. Suggest things they can ask for, such as taking an interest inventory.
- If you went to college or trade school, tell what influenced your choice.

- Help them fill out job or college applications. Discuss different ways they can present themselves on paper.
- Demonstrate how you balance your checkbook.
- Look through a youth-oriented magazine together and discuss articles. Some magazines to consider for teenagers include: Campus Life, YM, Teen, Breakaway, Brio, Teen People, Seventeen, Jr. National Geographic, Contact, Sports Illustrated for Kids (Many of these and other types of magazines will be available in the school library.)
- Share a verse, quote or saying that's meaningful to you. Write it down on a card for them to keep.
- Ask them about their favorite cartoons; look and laugh at them together. Show your favorites.
- Tell your "growing-up" story including successes and failures.
- Ask your mentees about their pets, past and present. Tell them about the pets you've had.
- Observe how your mentees relate to you. Pay attention to your "gut reaction" to them. Your feelings and impressions are useful data about your mentees. Think about comments you could make to them and how you could help them with their people skills.
- Give your mentees sincere, one-on-one praise.

Anadarko Public Schools Mentee Profile Sheet

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____

Male/Female: _____ Ethnicity: _____

School: _____ Grade: _____

School phone: _____

Parents/Guardians: _____

Parent/Guardian phone: _____

Emergency contact: _____

Emergency phone: _____

Hobbies/Interests:

Career interests:

Academic Profile:

Subjects needing help in (circle all that apply):

Reading

Science

Math

Social Studies

Physical
Education

ESL

Foreign
Language

Composition

Other: _____

Grade Point Average/Recent test scores: _____

Other academic issues (attendance, discipline problems, etc.): _____





Match Criteria

Times available for meeting with mentor: _____

Desired mentor characteristics: _____

Other obligations (employment, family, religious, etc.): _____

"Meant to Mentor"

**Anadarko Public Schools Foundation
Mentoring Program**

Participant Training

- Welcome
- Introductions
- Mission of Mentor Program: Mentors will serve as role models providing academic and social support to empower and motivate students to succeed.
- Program is designed to help disadvantaged and at-risk children who are unable to perform to their fullest potential.

Studies Show...

- Mentored youth are 46% less likely to use illegal drugs.
- Mentored youth are less truant, feel more competent about their school work, and do better in school.
- Mentored youth improved the quality of their relationships with their parents and their peers

(National Office of Juvenile Justice and Delinquency Prevention)

What are the qualities of an effective mentor?

- Be a friend.
- Have realistic goals and expectations.
- Have fun together.
- Give your mentee voice and choice in deciding on activities.
- Be positive.
- Let your mentee have much of the control over what the two of you talk about—and how you talk about it.
- Listen.
- Respect the trust your mentee places in you.
- Remember that you are responsible for building the relationship.

Mentor Agreement

- To attend a training session before beginning
- To be on time for scheduled meetings
- To notify the school if I am unable to keep my weekly meeting
- To engage in the relationship with an open mind
- To accept assistance from my mentee's teacher or counselor
- To keep discussions with my mentee confidential
- To ask for assistance when I need help with my mentee
- To notify the school of changes in my employment, address, and/or phone number

Mentor Ground Rules

- Seeing my mentee consistently
- All contact with mentee is restricted to school grounds
- Relationship with mentee is one to one
- Gift giving is allowed on special occasions
- Keep personal information about mentee confidential
- Notify the school counselor immediately if problems arise with mentee
- May be asked to participate in a program evaluation
- Adhere to school procedures for visits and contact school counselor if I am unable to meet with my mentee

Mentor Application Form

- School Preference of Mentor (if any)
- Describe type of student with whom would like to work
- Working with differently challenged children
- Background Questionnaire and Authorization

Mentee Profile Sheet

- Student information
- Hobbies
- Career Interests
- Subjects they need help with
- Academic issues
- Times available for meeting

Miscellaneous Information

- Ideas for Mentee-Mentor meetings(see handout)
- Once matched, a school representative will contact you to set up an initial meeting at your mentee's school.
- The school counselor will introduce you to office staff, give you pertinent information regarding parking, where and how to sign in for each visit, provide available locations on campus for meetings, and access to available material and equipment (basketball, computer, iPad, paper, books, magazines, markers, etc.)

Questions????



TEACH
encourage
instruct
MENTOR
PRAISE
influence
GUIDE
INSPIRE
