



Support Prepare Empower Aspiring Kids

SPEAK MENTORSHIP 2018
SPEAKMENTORSHIP.ORG
INFO@SPEAKMENTORSHIP.ORG

SPEAK MENTORSHIP PROGRAM

Parent/Guardian Information and Ambassador Application

Overview

The SPEAK Mentorship Program matches professional women with local high school girls mentoring relationships over the course of an academic year, for a total of three mentors, starting November and ending the following June. Through these relationships, as well as other group activities such as webinars, seminars, lectures and events, our programs provide knowledge, advice, experience, and support. Mentors and mentees get together once a week for approximately 1 hour. Sessions will be conducted online. Both mentors and mentees make a commitment to spend time together exchanging questions and answers regarding career and academic goals, and other related issues. We plan multiple social group activities that are open to all participants. We are also available at all times to answer questions, offer support and help matches work through challenges that may arise.

Ambassadors

An Ambassador is a peer leader who is the primary representative and go to person for SPEAK Mentorship. She has been chosen as an outstanding student and leader in training to represent SPEAK Mentorship at the student's school, and likely will have answers to questions the student may have. She will be the primary resource for information regarding upcoming events, and will also be connecting with the student regarding updates on sessions with mentors. All mentees will be connected to their respective school Ambassadors at the start of the year and will be given contact information. Ambassadors are required to connect with us on social media channels and provide to us a digital picture in order for us to help identify and qualify them as SPEAK Ambassadors. From time to time, we will be using these pictures for marketing or other SPEAK Mentorship purposes. We happily welcome feedback!

Recruitment of Mentors and Mentees

Mentors provide a resume, complete an application, including two references, and a background check. They then participate in a one-on-one screening call with a member of the Mentor Department; they learn about the program in detail, and we get to know them and their background. After completing the interview process, the mentor must attend a training session and a full orientation. Mentees also complete an application, which includes a parent/guardian consent and must submit their report cards and a digital photograph of themselves. We ask parents to review orientation material to support your daughter during her mentoring journey.

Matching

Mentors and mentees will be matched based on shared career interests, personality, and, if it is important to the mentee, cultural background. We aim to pair mentees according to what they list as their careers of interest; unfortunately, we may not always be able to match everyone according to their interests.

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Attendance

Because mentors are volunteering their time, and the aim of the program is to learn the most from the different mentors you have been matched with, it is important that you make 100% effort to make all your sessions once they have been scheduled. Mentees, including Ambassadors, are allowed only two reschedules per mentor. Any more unexcused absences and you will not be able to move forward to the next mentoring round. Ambassadors must adhere to the same conditions.

After Students Are Matched

After students are matched, they will meet with their mentor once a week for up to 1 hour for 9 sessions total. All sessions will be conducted online unless otherwise notified. Mentors will teach the mentees about their careers, help mentees explore and develop their own identities, and work with the mentee on developing their own resume. They will also inform mentees of any volunteer or intern opportunities, but they are not required to, should they come across any opportunities. Parental consent is required for all activities mentees participate in. As the mentors are volunteers, it is important that the mentee and the mentor are both respectful of the other's time.

Group Activities

We will host information sessions in person or online, webinars, seminars, lectures and other social activities at least once a month. These activities give us a chance to provide further information regarding career choice, college choice, soft skills, and more. It is also a chance for us to get together and interact while learning! We aim to provide as much information as possible to make sure mentees are informed and prepared when they apply to college and thereafter. We really want to hear from mentees about what they would like to do. From time to time, we may use photographs and other media from these events for marketing purposes.

Seminars/Webinars/Lectures/Events

Through our Speaker Series, speakers and guests will discuss topics such as, but not limited to, standardized test prep, leadership, financial management. These events will host speakers who will contribute information regarding, but not limited to, college admissions process, career counseling, soft skills such as interviewing, leading, and hard skills such as standardized test taking, resume building, and more. You will receive notifications of Speaker Series events and can always find the information on our website. Ambassadors will also have this information to provide to mentee. Ambassadors are expected to attend all Speaker Series events. They are responsible for disseminating important information to their fellow mentees and club members to increase awareness and boost future attendance at events.

If the student feels she would make a great ambassador, she should consider applying even if she does not meet all the requirements listed. Essays and leadership experience will be heavily considered in the decision making process, and, if the student does not meet the minimum GPA, we will contact for further information.

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SPEAK MENTORSHIP PROGRAM AMBASSADOR APPLICATION

2018 –2019

PARENT/GUARDIAN CONSENT AND LIABILITY RELEASE FORM

I, _____, have read all the information provided and give my consent for the SPEAK MENTORSHIP program to have my child, _____, go through the Ambassador program. I will also give consent for my child to participate in all related SPEAK MENTORSHIP activities, as set forth in the overview; including all organized activities and transportation. In consideration of the advantages of participation in the SPEAK MENTORSHIP Program, the undersigned agrees that the speakers, mentors, its agents, and its employees shall be released and exempt from any liability for damages for bodily injuries or property damages that may occur as a result of participation in the SPEAK MENTORSHIP Program, except to the extent of insurance liability as provided by law.

Signature

Date

Print Name

Relationship to child

Address

City

Zip

Mobile Phone Number

Home Phone Number

Email Address

Language Spoken by Parent/Guardian

Emergency Contact and Phone(s)

Please write here why you think the student would benefit from the program and list anything of interest,

i.e. special needs or concerns: _____

*******PLEASE RETURN WITH MENTEE APPLICATION*******

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SPEAK MENTORSHIP PROGRAM MENTEE APPLICATION

2018 –2019

PARENT/GUARDIAN CONSENT AND LIABILITY RELEASE FORM

I, _____, have read all the information provided and give my consent for the SPEAK MENTORSHIP program to match my child, _____, with mentors related to career choices of my child’s interest. I will also give consent for my child to participate in all SPEAK MENTORSHIP activities, as set forth in the overview; including all organized activities and transportation. In consideration of the advantages of participation in the SPEAK MENTORSHIP Program, the undersigned agrees that the mentors, its agents, and its employees shall be released and exempt from any liability for damages for bodily injuries or property damages that may occur as a result of participation in the SPEAK MENTORSHIP Program, except to the extent of insurance liability as provided by law.

Signature

Date

Print Name

Relationship to child

Address

City

Zip

Mobile Phone Number

Home Phone Number

Email Address

Language Spoken by Parent/Guardian

Emergency Contact and Phone(s)

Please write here why you think the student would benefit from the program and list anything of interest,

i.e. special needs or concerns: _____

*******PLEASE RETURN WITH APPLICATION*******

Important Information for parents on the program

What is the purpose of the program?

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The SPEAK MENTORSHIP Program is designed to give your daughter an opportunity to develop relationships with a professional career woman who can help your daughter as she navigates college and career options and builds her academic profile to make her a stronger college applicant. Through these relationships, as well as other SPEAK MENTORSHIP activities, mentors provide advice, information, support, and guidance to the student. The mentors are there to act as a positive role model and confidant.

Can my child be tutored by his or her mentor?

The SPEAK MENTORSHIP Program is not a tutoring program. The relationship between mentor and mentee is strictly to support and prepare girls as they are considering college and career options. There are many other programs that focus on tutoring if you feel that the student needs academic support.

What about transportation?

Mentoring sessions are conducted online. There will be no transportation required for mentoring. For other activities, it is the responsibility of mentees and parents to decide on a transportation plan that will work for them. Mentors will not be responsible for picking the student up or transporting the student to any location.

Who are the mentors and why do they want to be a part of the program?

Mentors are professional women who have at least 2 years of professional experience. They have been interviewed, trained, had their references checked, and carefully matched to mentees. Mentors have a variety of motivations for getting involved with the program. However, all mentors want to be a positive role model in a child's life.

When will my child meet with their mentor? What kinds of activities will they do together?

Meetings will be at a day and time convenient to mentee and mentor. Mentors are trained on a curriculum regarding career skills, career ecosystems, and civic engagement, which will be the focus of sessions. All activities are agreed upon by you, the student, and the mentor. The only events that are pre-arranged are monthly events held by SPEAK MENTORSHIP. You will be informed of these events by email, the student will be notified of events through email, social media, and by their mentor.

What should I do if my child cannot attend a meeting or event with their mentor?

Have the student email the group email to reschedule the meeting to a time that is more convenient. ***You are only allowed two unexcused absences from your weekly sessions. Any more absences, and we reserve the right to terminate your involvement in the SPEAK Mentorship program.***

What if family plans conflict with a meeting?

The mentor should compliment or add to family opportunities. Time with the mentor is not intended to displace time with the family. You should continue your normal family plans. Mentoring sessions are scheduled to take place at times that should not conflict with home activities and which will add to school activities.

What if the mentor says things with which I do not agree?

No matter how carefully we match mentors and mentees, you may find that some areas of your beliefs and ideas differ with those of the mentor's. Please be advised that mentors are speaking on behalf of their choice of career, their experiences, and their path to their current position. This is meant to help mentees be informed of different opportunities, pathways, and experiences. Mentors are not recommending their career over another, but exposing mentees to their own career. Therefore, there may be differences in what you understand or know regarding a career. If you still have any concerns, please do not hesitate to contact the program manager at HetalJani@speakmentorship.org.

Who will pay for activities of the mentor and my child?

Mentoring Application and Commitment fees are covered by the parents. This will cover program materials. There should be no other direct costs related to mentoring and mentors are not expected to pay for anything on behalf of mentees.

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How often should I be in contact with the mentor and how much should I discuss about family problems/concerns?

We want you to feel comfortable getting to know the mentors who will be working with the student. We will provide you with the numbers and emails of the mentors who will be working with the student. Please remember that the mentors are volunteering their time. If the student discloses any personal information that is of concern to a mentor, mentors are required to inform the SPEAK Mentorship program director, who will then contact you directly. Should you feel the need to do so, you may contact the mentor about your concerns, but please avoid talking to the mentor about the student in front of the student.

What if there are concerns or questions I don't want to discuss with the mentor?

Please feel free to contact program staff at info@speakmentorship.org. They are here to make the SPEAK Mentorship Program work for students, mentors, and parents. A Programming Committee member will call you several times during the school year to see how things are going. But don't wait for them to call! We would like to know about anything that concerns you as soon as possible.

APPLICATION CHECKLIST

Please make certain you have completed and submitted all of the items below for an eligible application.

- All portions of the application have been filled out. No line has been left blank.
- A copy of my final report card has been submitted.
- Parental waivers have been signed and dated.
- I have signed and dated the application.
- I have provided a digital photograph.
- I have completed ALL essays and made sure to adhere to the word count.
- I understand the importance of the Ambassador orientation and General orientation and will make it a priority to attend both.

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