



Support Prepare Empower Aspiring Kids

SPEAK MENTORSHIP 2017
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 in one-to-one relationships for three months of a year, for a total of four mentors, starting September of junior year and ending the August prior to senior year. 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 1 – 2 hours. First sessions will be in person; subsequent sessions will be determined by mentor and mentee and can be either in person or virtually at the convenience of both. Both mentors and mentees make a commitment to spend time together exchanging questions and answers regarding career and academic goals, and other related issues. They can participate in activities that they both enjoy. We plan multiple social group activities on a monthly basis 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 fellow student at the student's school who is the primary representative and go to person for SPEAK Mentorship. She has been chosen as an outstanding student and a leader 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. Ambassadors will initially help to recruit mentees during the months prior to September, so they will help build that relationship between SPEAK Mentorship and mentees. 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 a written application, including two references, and a background check. They then participate in a one-on-one interview with a member of the Programming Committee, which oversees all details of the Mentorship program including but not limited to scheduling, communication, rules, issues; 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 with mentees. Mentees also complete a written application, which includes a parent/guardian consent form and their report cards. We ask that parents attend an orientation event held during the beginning of the academic semester to receive more information about the program and our guidelines and to meet mentors, other mentees. We require quarterly report cards from mentees.

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Matching

Mentors and mentees will be matched based on shared 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 are not always able to match everyone who applies. This happens for many reasons, but the most common are that we simply do not have equal numbers of mentors and mentees. If a student is not matched to their careers of interest, they will still find the program useful and informative. If a student is matched, their mentor will contact them by phone or email to connect with them and set up an initial in person meeting for their first meeting.

Attendance

Because mentors are volunteering their time, and the aim of the program is to learn the most about the different careers you have been matched to, it is important that you schedule sessions with your mentor and make 100% effort to make all your sessions once they have been confirmed with your mentor. Mentees, including Ambassadors, are allowed only two reschedules per mentor. Any more than that, and we will have to revisit the seriousness with which you are completing the SPEAK MENTORSHIP program. 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 1-2 hours for three months. The first meeting must be in person, after which, they can meet in person or virtually, at the convenience of both. Mentors will be required to bring their mentee to their work site for one day in the three month period. 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 matches 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 have fun! 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

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,

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college admissions process, career counseling, high school class choice, soft skills such as interviewing, leading, hard skills such as standardized test taking, resume building, and more. Topics of each type of event will be emailed to parents and mentees, and attendance to a minimum of two events is required by all mentees during one year of the program. Ambassadors are required to attend all events, only being allowed excused absences as determined by the program manager. They are responsible for disseminating important information to their fellow mentees and club members to increase awareness and boost future attendance at events.

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SPEAK MENTORSHIP



Ambassador eligibility and requirements

Support

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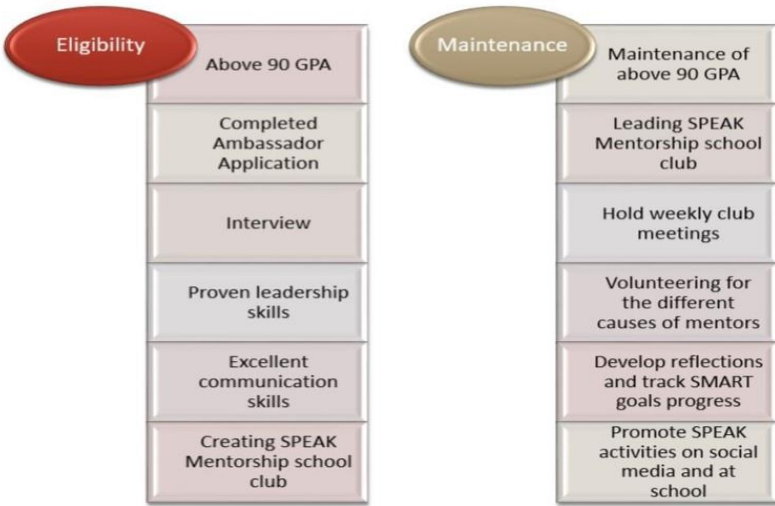
Aspiring

Kids

SPEAK MENTORSHIP

Contact Information
Yagna Pathak-
YagnaPathak@speakmentorship.org

Phone: 224 - 875 - 1244
 E-mail: info@speakmentorship.org



The Ambassador position is a leadership position, which is crucial to delivering SPEAK Mentorship programs successfully at local high schools. We seek proactive, assertive girls to help us deliver information to and collect data from mentees at their high schools. Ambassadors are also required to improve their leadership skills by founding and leading a SPEAK Mentorship club at their home school. As you apply to college, we will serve as a reference outlining each Ambassador's role for SPEAK. Therefore, we will require you to complete all responsibilities and maintain eligibility with the highest level of integrity, understanding that you represent SPEAK Mentorship at your school.

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 AMBASSADOR APPLICATION

2018 – 2019

Attach Clear
Digital Image of
Yourself in
Professional Attire

Thank you for your interest in the AMBASSADOR position for SPEAK MENTORSHIP! Please fill out ALL information and provide all necessary documents with your application, or email us at info@speakmentorship.org and notify us of when we will be receiving all necessary documents to complete your application. Your application will be reviewed in the meanwhile, but a decision will be made only once all documents have been received and the application is considered complete. If you do not qualify for the Ambassador position, we will consider your application to enroll you as a mentee or for another program. Email application material to info@speakmentorship.org with subject stating SPEAK AMBASSADOR – FIRST LAST NAME SCHOOL

****All application materials must be received by May 20, 2018****

Please provide a digital picture of yourself in professional attire with your application which will be used to identify you as a SPEAK Ambassador.

Full Name: _____	Parent/Guardian Name: _____
Full Address: _____	Parent email: _____
_____	Parent Phone Number(s): _____
_____	Today's Date: _____
Phone Number: _____	School address: _____
Email: _____	_____
School: _____	_____

Upcoming Grade: _____ GPA (must provide final report card of above 90): _____

Are you first generation American (daughter of immigrant) or immigrant: Yes No

What languages are spoken at home? _____

How do you identify yourself in terms of ethnic background: _____

Your citizenship status? (Undocumented/Green Card/Citizen/Other) _____

What Career Field are you interested in? (can write at most two) _____

Do you have a specific job title you want to pursue? (only one) _____

Please check one of the areas your job/career aligns with:

STEM _____ Law _____ Education _____ Journalism/Media _____ Business _____ Arts _____

If you become an Ambassador, we require you be an outstanding representation of SPEAK Mentorship. You will be required to connect with us on Facebook, Twitter, Instagram and create a LinkedIn profile, and we ensure you are representing yourself, and thus SPEAK MENTORSHIP, in the most positive way. Please provide a digital professional photograph along with your application. If selected, your photograph will be used to represent you as our SPEAK Mentorship Ambassador on our website and social media. Any interviews conducted as part of the ambassador application process may be recorded and used for application review or commercial purposes. By completing this application, you and your guardian waive all rights to any media or images taken in the process.

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How did you hear about the SPEAK Mentorship? _____

What do you hope to gain from going through the program?

What are three words that would best describe you? 1. _____ 2. _____ 3. _____

What other kinds of information and activities offered by SPEAK Mentorship would you attend?

You will be matched according to your career interests first, and then by what you have told us about yourself. If there is anything else you would like to add, please feel free to do so now.

You will also be required to share a reflection piece (maximum of 250 words) after every session you have with your mentor. You will email these reflection pieces every week to info@speakmentorship.org. You should also connect with SPEAK on Facebook, Twitter, and Instagram for more information about our upcoming events which can help you stay informed about the college process, building your academic profile, etc. . If you would like to connect with us on FACEBOOK, TWITTER, and INSTRAGRAM, please provide us with your FACEBOOK, TWITTER, and INSTRAGRAM handles. Please note, if chosen as an Ambassador, you will be required to connect with us on social networks including creating a LinkedIn.

Facebook: _____

Twitter: _____

Instagram: _____

I understand the importance of the Ambassador orientation and the General orientation, and will be there for both.

Ambassador Orientation: To be determined

General Orientation: To be determined

Signature: _____ Date: _____

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ESSAY 2

In 100 – 250 words, how can SPEAK Mentorship help you you boost your own academic profile?

ESSAY 3

In 100 – 250 words, what opportunities do young women who are first generation American have currently to gain awareness of career opportunities?



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List the classes you will be taking the upcoming school year and any other activities which will keep you occupied. Please explain to us how many hours a week you will dedicate towards SPEAK and what your schedule will look like.

Find out these relevant dates for a complete application:

When can you apply with your school to start a club? _____

When can club meetings be held? _____

How often are club meetings held? _____

About how many people at your school would be interested in a SPEAK Mentorship club at your school?

Outline your main responsibilities as a SPEAK Mentorship ambassador:

****Please note that your acceptance into the ambassador program does not ensure your maintenance within the program. We reserve the right to denounce an ambassador's status within the program if she does not adhere to the criteria and/or carry out her responsibilities.****



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SPEAK MENTORSHIP PROGRAM AMBASSADOR APPLICATION

2017 –2018

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

2017 –2018

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*******

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Important Information for parents on “Becoming a Mentee”

What is the purpose of the program?

The SPEAK MENTORSHIP Program is designed to give your daughter an opportunity to have a one-on-one relationship 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?

It is the responsibility of each mentor-mentee pair 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. If the mentor does have a car and is willing to drive the student, you will need to fill out a waiver form, which you can request from SPEAK Mentorship by emailing info@speakmentorship.org. If the mentor does not have a car and you cannot help with the transportation of the student, we often recommend that the mentor and mentee try to meet at a location that would be a midpoint and convenient for both or meet virtually through SKYPE or GOOGLE HANGOUTS.

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

Mentors are young professional woman in the New York City area 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. There is no scheduled location or activity for the meetings. Rather, mentors will call mentees to set up plans for the week. Activities range from going to the library, taking a walk to a pastry shop, going to a worksite, etc. Conversations can also be had online. 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 call her mentor and reschedule the meeting to a time that is more convenient. Be sure to keep the phone numbers of the mentor handy so that you or the student can call them when needed. If you cannot reach the mentor, please email HetalJani@speakmentorship.org and she will follow-up with the mentor. ***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.***



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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. The mentor and the student should plan their time together around your family's normal schedule as much as possible. It may help to let the student and their mentor know about planned family events in advance to help avoid conflicts.

Can anyone else accompany my child when she meets her mentor?

A mentoring relationship is special, in part, because it is a one-on-one relationship. The mentor is an adult friend with whom the student can talk about things that concern him or her. Please respect their private time together. Sessions will mostly consist of career related conversations, so that mentees can expand their awareness of different career options; however, it is natural that as the relationship between mentors and mentees grows, conversations will involve other topics. Please respect the privacy of the relationship as it is healthy for young adults to have adult role models outside of their immediate family. Moreover, mentors are not baby-sitters and cannot be responsible for anyone except their mentee. The mentor and the student will inform you about their plans each week. If at any time you are uncomfortable with their plans, please let us know. Mentors will be sensitive to you parental concerns and will try to find an arrangement that is acceptable to you.

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?

Mentors and mentees always pay for their own expenses. If there is a cost for an activity, such as having a pastry, then you or the student will be responsible for the child's share. As with any friend, mentors may treat the student occasionally, but this is not expected of SPEAK Mentorship mentors.

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. Before each in person meeting, with the student, discuss the plans and times for returning home. You may call or email mentors if there are any safety concerns, but please be aware and respectful of the mentors 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 Hetal Jani by phone at (718) 309 8008 or email at HetalJani@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.

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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 cop 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.