MENTOR PROGRAM

***WAYS for Life & BYLC***

*Policy & Procedures*

# OVERVIEW & PURPOSE

The Mentor Program at WAYS was established through the goals & initiatives set forth by the Brevard Youth Leadership Council (BYLC). BYLC is composed of youth & young adults in the system of care who are seeking opportunities to thrive. Their mission is to advocate for youth and young adults through voice and choice to improve the system of care. The third goal out of their four priority goals is to “Increase mentors and supporting adults for youth in care.” BYLC asked WAYS to lead in the follow through and implementation of their pilot Mentor Program. WAYS for Life agreed and the first meet & greet occurred on January 9, 2020 where six youth were matched to mentors.

# Mentor Application Process

1. First the volunteer must submit the [Mentor Application.](https://waysforlife.charityproud.org/WebForm/Index/2005?formCode=67ea9444-2866-4bfe-a347-a405111e9d32)
2. After the application is submitted, email the [Privacy Policy Acknowledgment Form A](https://6aa72e4c-5691-4925-a102-cf0cdae191b5.filesusr.com/ugd/6765ef_5d5525422d594dceb9066f8e2882928f.pdf)ND the [Background Screening Request Form t](https://6aa72e4c-5691-4925-a102-cf0cdae191b5.filesusr.com/ugd/6765ef_7a22a47e3f85422a93e65f355f66e76f.pdf)o our Mentor Program Coordinator, Kali Massa. Your application will then be processed and your background check will be submitted.
3. Fingerprints: Once the background check has been submitted, an employee from ZMobile Fingerprinting will contact you to schedule a day/time and location for a fingerprinting appointment. Contact Information (if needed): Email: zmarallo@ezmfl.com Phone: 321-431-2997 Price: If the applicant is self-pay, the cost is $77.35 cash or check. Paying by credit or debit, the cost is $81.95.
4. Once the volunteer has been cleared, an email will be sent to inform the volunteer that they are ready to complete Mentor Training.
5. Once training has concluded, the Mentor is officially ready to be matched!
6. Once a potential match is made, a Meet & Greet will be set between Mentor and Mentee and facilitated by the coordinator at the WAYS for Life office. During this meeting both parties will be guided through ice breaker questions & more serious questions like, Why do you want to be a mentor? And to the mentee, What would you like in a mentor? What do you not want in a mentor?
7. If the Mentor and Mentee Meet & Greet is a success and a match is made, then both parties will sign the Mentoring Agreement Form.
8. Mentor and Client agree to complete a monthly follow-up survey with WAYS point person 1x a month.

MENTORSHIP APPLICATION CHECKLIST:

1. [Mentor Application](https://waysforlife.charityproud.org/WebForm/Index/2005?formCode=67ea9444-2866-4bfe-a347-a405111e9d32) [C](https://forms.office.com/Pages/ResponsePage.aspx?id=ArAWtZVTJEmrzldmiRRBTydh5DDpqtVEiIlD42-2DA9URVlHQVc0MkhPWkpUWTZUMUlIUEFZMko2MiQlQCN0PWcu)ompleted & Signed
2. Privacy Policy, Signed [a](https://6aa72e4c-5691-4925-a102-cf0cdae191b5.filesusr.com/ugd/6765ef_5d5525422d594dceb9066f8e2882928f.pdf)nd emailed to kali.massa@waysforlife.org
3. Background Screening Form [C](https://6aa72e4c-5691-4925-a102-cf0cdae191b5.filesusr.com/ugd/6765ef_7a22a47e3f85422a93e65f355f66e76f.pdf)ompleted and emailed to kali.massa@waysforlife.org
4. Fingerprinting Completed
5. Mentor Training
6. Background Check Completed and Approved: L2 Eligible (from Clearinghouse)
7. Mentoring Agreement Form signed at Meet & Greet

If you have any questions about our mentorship program please contact Kali Massa, our Mentorship Coordinator at 321-382-0340 or kali.massa@waysforlife.org.

