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. Submit the [Volunteer Application](https://waysforlife.charityproud.org/WebForm/Index/2000?formCode=ca207e9e-3881-4b78-9a38-81ae7cad9482).
2. Submit the [Mentor Application.](https://waysforlife.charityproud.org/WebForm/Index/2005?formCode=67ea9444-2866-4bfe-a347-a405111e9d32)
3. The mentor Program Coordinator will reach out to you and provide you with the mentor online training.
4. Complete the online training and submit answers to the program coordinator.
5. Complete 5 hours volunteering on-site at WAYS for Life office. (1401 Guava Ave. 2nd floor, Melbourne, FL 32935)
6. Email the [Privacy Policy Acknowledgment Form](https://6aa72e4c-5691-4925-a102-cf0cdae191b5.filesusr.com/ugd/6765ef_5d5525422d594dceb9066f8e2882928f.pdf) [and](https://6aa72e4c-5691-4925-a102-cf0cdae191b5.filesusr.com/ugd/6765ef_5d5525422d594dceb9066f8e2882928f.pdf) the [Background Screening Request Form t](https://6aa72e4c-5691-4925-a102-cf0cdae191b5.filesusr.com/ugd/6765ef_7a22a47e3f85422a93e65f355f66e76f.pdf)o program coordinator.
7. 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](mailto:zmarallo@ezmfl.com) Phone: 321-431-2997
8. Once a potential match is made, a Meet & Greet will be set between Mentor and Mentee along with the coordinator at the WAYS for Life office.
9. If the Mentor and Mentee Meet & Greet is a success and a match is made, both parties will sign the Mentoring Agreement Form.
10. Mentor and Mentee agree to complete a monthly follow-up survey with WAYS point person once a month.

MENTOR EXPECTATIONS

1. Stay in contact with your mentee at least once per week.
2. Meet with your mentee in person at least once per month. (Increasing the frequency of your visits beyond once per month would be highly beneficial to your relationship)
3. Connect with the mentor program coordinator by answering monthly check-in calls made by the social worker on staff.
4. Submit mentor volunteer hours online, by the first Friday of the month, each month.
5. Assist your mentee to your best ability. You’ll be an invaluable addition to the support team, working closely with the WAYS staff to assist your mentee reach their 3, 6, and 12 month goals using WAYS resources and more.
6. Attend quarterly mentor trainings. (4 times per year)

MENTORSHIP APPLICATION CHECKLIST:

1. Complete the [Volunteer Application](https://waysforlife.charityproud.org/WebForm/Index/2000?formCode=ca207e9e-3881-4b78-9a38-81ae7cad9482)
2. Complete the [Mentor Application](https://waysforlife.charityproud.org/WebForm/Index/2005?formCode=67ea9444-2866-4bfe-a347-a405111e9d32)
3. Complete online mentor training.
4. Complete 5 volunteer hours at WAYS.
5. Privacy Policy, signed and emailed to program coordinator.
6. Background Screening Form completed and emailed to program coordinator.
7. Fingerprinting completed.
8. Background Check Completed and Approved: L2 Eligible (from Clearinghouse).
9. 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](mailto:kali.massa@waysforlife.org).

