

**Dear Prospective Mentor:**

Thank you for your interest in becoming a mentor in the Take Stock in Children Program.

Enclosed is information on the program and application forms for the mentoring position. You may fax, scan or mail the documents to our office at your earliest convenience.

We look forward to working with you, please contact our office with any questions you may have.

Sincerely,

*Ashlie Gray*

Mentor Coordinator  
Take Stock in Children

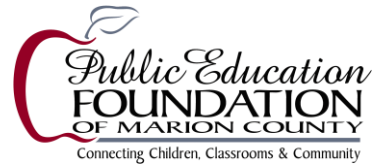
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**Mailing Address:**

Public Education Foundation  
1239 NW 4<sup>th</sup> St.  
Ocala, FL 34475



## **Take Stock in Children Mentor Information**

### **Why Mentor?**

With the current high school dropout rate, and economic challenges our students and their families face, mentoring is a powerful avenue to provide positive personal contacts for our “at-risk” youth. Your influences can help build a foundation of basic values and challenge students to take responsibility for their actions. They can start to set goals and understand the importance of staying in school. As students begin to realize that someone cares, school absenteeism decreases and academic performance improves.

By building self-worth and demonstrating that someone cares, students will have a better chance of staying in school and playing a productive role in the community. As a successful person, you will be able to share your experiences with a student and open a new world of possibilities to them.

### **Who Can Be A Mentor?**

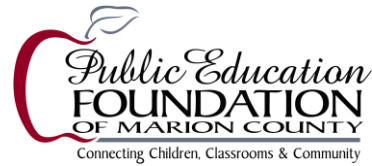
Any responsible adult who is willing to share time on a consistent basis can be a mentor. The mentor will show the student that someone cares about them and wants them to stay in school. You will become a friend, and a role model to a student who may not otherwise have an adult to guide and direct their actions and choices which are critical to their future success.

### **What Does a Mentor Do?**

A mentor commits to working with a student at school for a minimum of a half hour a week through-out the student’s school career. A mentor should create a schedule for the meeting with the child such as, 5 minutes on homework, 10 minutes discussing goals, and the last 15 minutes developing the relationship with the child. Take Stock in Children is not a tutorial program. We encourage helping the student with some homework but sometimes the student just needs someone who will listen and provide encouragement.

### **Where Do I Mentor?**

All mentoring is done on the school campus, usually in the library, guidance department, cafeteria or other area on campus in the presence of school staff.



### **When Can I Mentor?**

Mentoring sessions take place during the school year; during school hours. A schedule is arranged between you and the teacher as to when should be the best time for you and your student to meet.

### **How Does A Mentor Know What To Do?**

After an initial orientation and training session, you will schedule your first meeting with your student. A mentor handbook provides helpful information and tips to guide you in the mentoring process. A coordinator at each school is designated for on site assistance.

### **How Does A Mentor Benefit?**

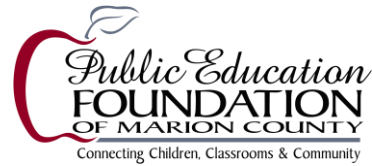
There is an opportunity for personal growth, developing new skills, making new friends of all ages. Satisfaction of helping children learn, recognition for contributing to the community and a higher productivity and creativity at work are additional benefits.

### **What is Team Mentoring?**

Although Take Stock in Children would prefer one mentor with one student, we recognize the hectic schedule successful people have and are willing to allow mentors to team up with someone. Team mentoring assures the student that someone will be there.

### **How Can I Become a Mentor?**

When you have decided to make that commitment to work with a Take Stock student, you can complete a Take Stock in Children mentor application. You will be interviewed by the Take Stock staff and sign a commitment form with Take Stock. You will then be matched with a student who needs and will benefit from your influence.



## Job Description of a Mentor

**Purpose:** The purpose of a mentor in the Take Stock in Children program is to guide, encourage, and help students remain focused on their long-term goal of a college education. The mentor is a volunteer and will be a friend, a listener and a link to community resources.

### **Qualifications:**

Adult, 19 years of age or older  
High school graduate  
Belief in the importance of education  
Interest in helping children  
Available to volunteer 30 minutes per week during school hours

### **Duties:**

Complete the application, including background screening release.  
Be interviewed and attend mentor orientation.  
Meet an average of once per week with the student at the school the student attends.  
Attend additional training and TSIC activities.  
Communicate regularly with TSIC coordinators regarding problems or successes.  
Make a minimum one year commitment to the student.  
Comply with the School Board policies for volunteers including signing in at the school.

### **Limitations:**

The volunteer has NO responsibility to provide the student with money, food, clothing or school supplies, etc.  
The volunteer has NO responsibility to and SHOULD NOT, under any circumstances, provide transportation for the students or their families.  
TSIC mentoring is to be done at the school ONLY.  
Please limit any gifts (none are expected or required) to token items for birthdays or holidays.  
Mentor and student agree to maintain confidentiality unless information received is a potential threat to the student and/or other individuals. Please notify the TSIC coordinators if a concern arises.

### ***Please sign below.***

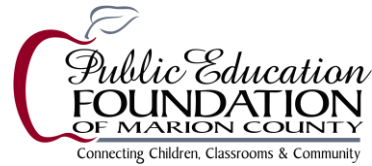
I will abide by the Marion County School Board policies on confidentiality and other applicable policies. I will abide by the above limitations. I understand that the TSIC mentoring is to be done only at the school the child attends. Any other contact with the student is not a part of the TSIC program.

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Mentor Signature

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Date



## **Authorization and Release Form to Conduct a Background Check**

I, the undersigned applicant, do hereby authorize Take Stock in Children and the Public Education Foundation of Marion County by and through its independent contractor, 3-D Background Screening, hereafter known as "3D", to conduct background information checks on me as a portion of the screening process related to my application to be a mentor for Take Stock in Children.

These above mentioned background information checks may include, but are not limited to, employment and education verifications,, social security verification, driving record information, personal references, and personal interviews. I further understand that an acceptable background check will allow me to continue the application process and that an unacceptable background check may result in the discontinuation of my application process. I understand, if I am accepted into the Take Stock in Children mentor program prior to the completion of the background check; that an unacceptable background check will result in my termination.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any criminal background search prepared on me upon written request to the Public Education Foundation within a reasonable time after the date of such search.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Take Stock in Children, by and through 3D, including, but not limited to, any courthouse, any public agency, and all law enforcement agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release Take Stock in Children, the Public Education Foundation, 3D, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, by me, my heirs or others making such claim or demand on my behalf, for procuring, selling, providing, brokering and/or assisting with compilation or preparation of the background information check hereby authorized.

PRINTED NAME: \_\_\_\_\_  
First Middle Last

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

