

Mentee Forms

Mentee Application

(To Be Completed by the Parent/Guardian)

Personal Information

Youth's Name: _____ Date: _____

Parent/Guardian Name: _____

Relationship to Youth: Mother: _____ Father: _____ Other, specify: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Work phone: _____

Date of Birth / / Age: _____ Gender: Male _____ Female _____

Ethnicity: White: ___ Hispanic: ___ African American: ___ Asian: ___ Other: ___

Name of School: _____ Grade: _____

Emergency Contact Name: _____ Phone Number: _____

Please list all members of your household:

Name	Sex	Age	Relationship to Applicant

Application Questions

Please answer all of the following questions as completely as possible. If more space is needed, use an extra sheet of paper or write on the back of this page.

1. Why do you/your child want to participate in the VCU Promise Program?

2. Briefly describe your expectations for the VCU Promise Program:

3. Is your child available to meet with a mentor at least once per month and can he/she participate in activities at VCU and in the community during the week, evening, weekends and summer? Please explain any particular scheduling issues.
4. Is your child willing to attend an initial mentee training session and two training sessions per year after being matched?
5. Describe your child's school performance including grades, homework, attendance, behaviors, etc.:
6. Does your child have friends? Please describe his/her friendships.
7. Is your child currently having any problems either at home or school?
8. Has your child experienced any traumatic events (i.e., death in the family, abuse, divorce)? If yes, please provide details.
9. Can you provide any additional background information that may be helpful to VCU Promise Program in matching your son/daughter with an appropriate mentor?

Medical History

Name of Primary Care Physician: _____ Phone No.: _____

Medical Insurance Provider: _____

1. Does your son/daughter have any physical problems or limitations?
2. Is your son/daughter currently receiving treatment for any medical issues?
3. Is he/she currently on any type of medication? If so, please specify.
4. Does your son/daughter have any known allergies or adverse reactions to medications? If yes, please describe them below:

5. Does your son/daughter have any emotional issues or problems right now?
6. Is your son or daughter currently seeing a counselor or therapist?

Therapist's Name: _____

Please read this carefully before signing

VCUAA Richmond Promise Mentor Program appreciates you and your child's interest in his/her becoming a mentee. This application is intended as a means of informing and gaining the consent of the parent/guardian to allow their son/daughter to participate in the VCUAA Richmond Promise Mentor Program.

After receiving this completed application from you, we will evaluate the information and send you a letter letting you know if your child has been accepted into the mentoring program. Much of the information you supply in this application packet will be used to match your child with an appropriate mentor. Therefore, the RCHS staff may, at times, need to access and share this information with prospective mentors and other parties when it is in the best interest of the match. However, we will not reveal names until there is an initial interest from the mentee, parent/guardian, and mentor based first upon anonymous information provided about each other.

Please initial each of the following

_____ I give my informed consent and permission for my child to participate in the VCUAA Richmond Promise Mentor Program appreciates and its related activities.

_____ I agree to have my child follow all mentoring program guidelines and understand that any violation on my child's part may result in suspension and/or termination of the mentoring relationship.

_____ I hereby acknowledge that my child will be transported by his/her mentor and/or VCUAA Richmond Promise Mentor Program staff or representatives while participating in the VCUAA Richmond Promise Mentor Program, and that such transportation is voluntary and at his/her own risk.

_____ I release the VCUAA Richmond Promise Mentor Program of all liability of injury, death, or other damages to me, my child, family, estate, heirs, or assigns that may result from his/her participation in the program, including but not limited to transportation, and hold harmless any VCUAA Richmond Promise Mentor Program mentor, program staff, or other representatives, both collectively and individually, of any injury, physical or emotional, other than where gross negligence has been determined.

_____ (optional) I agree to allow VCUAA Richmond Promise Mentor Program to use any photographic image of my child taken while participating in the mentoring program. These images may be used in promotions or other related marketing materials.

_____ I understand I must return all of the following *completed* items along with this application, and that any incomplete information will result in the delay of my application being processed:

- Contact and Information Release Form
- Interest Survey Form

By signing below, I attest to the truthfulness of all information listed on this application and agree to all the above terms and conditions.

Parent/Guardian Signature

Date

Please return or mail this application to the VCUAA Richmond Promise Mentor Program Coordinator or the Principal of RCHS

Contact and Information Release
(To Be Completed by the Parent/Guardian)

Student's Name: _____ Date: _____

School: _____

I hereby grant permission for the VCUAA Richmond Promise Mentor Program to make contact with my child through RCHS and conduct a personal interview for the purposes of applying to be a mentee. VCUAA may also make contact with my child on school premises for the purposes of screening and interviewing as well as ongoing support of his/her participation in the mentoring program.

I authorize the VCUAA Richmond Promise Mentor Program to obtain any needed information regarding my child from his/her school's staff, including academic and behavioral records and conversations with teachers, counselors, and other administrative staff.

Further, I understand that basic information about my child will be anonymously (*without names*) shared with a prospective mentor(s) to aid in determining a suitable match. Once a mentor/mentee match is determined, my child's identity and other relevant information will be shared with the mentor to the extent it aids in facilitating a successful match.

Parent/Guardian Signature

Date

Parent/Guardian Name:

Date

Address: _____ City: _____ State: _____ Zip: _____

Mentee Interest Survey
(To Be Completed by Youth)

Directions: Please complete all the following. This survey will help New Insights Mentoring Program know more about you and your interests and help us find a good match for you.

1. What are the most convenient times for you to meet with your mentor? *Please circle all that apply.*

Weekends:	Lunch Time:	After School:
Evenings:	Weekends:	Other:

2. Do you speak any languages other than English? If so, which languages?
3. What are some favorite things you like to do with other people?
4. What are your favorite subjects in school?
5. If you could learn about a job/career, what would it be?
6. What are your favorite subjects to read about?
7. What is one goal you have set for the future?
8. If you could learn something new, what would it be?
9. What person do you most admire and why?
10. Describe your ideal Saturday:

11. Please check all activities you are interested in:

<input type="checkbox"/>	Biking	<input type="checkbox"/>	Camping	<input type="checkbox"/>	Science	<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Library
<input type="checkbox"/>	Hiking	<input type="checkbox"/>	Boating	<input type="checkbox"/>	Music	<input type="checkbox"/>	Track & Field	<input type="checkbox"/>	Other Sports
<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Football	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Movies
<input type="checkbox"/>	Fishing	<input type="checkbox"/>	Animals/ Pets	<input type="checkbox"/>	Painting/ Photos	<input type="checkbox"/>	Board Games	<input type="checkbox"/>	Shopping

12. List any other areas of special interest:

Mentee Contract

Name: _____

Date: _____

By choosing to participate in the VCUAA Richmond Promise Mentor Program, I agree to the following:

- Follow all rules and guidelines as outlined by the program coordinator, mentee training, program policies, and this contract
- Discuss your expectations of the mentoring program with your mentor.
- Keep all scheduled appointments with your mentor. If you cannot devote the required time to the mentoring program, discuss this issue with your supervisor.
- Let your mentor know what information and resources you need
- Suggest activities that you and your mentor can participate in.
- Have a positive attitude and be respectful of my mentor
- Make a one-year (February-December) commitment to being matched with my mentor
- Obtain parent/guardian permission for all meeting times at least three days in advance, if possible
- Be on time for scheduled meetings or call my mentor at least 24 hours beforehand if I am unable to make a meeting
- Discuss monthly meeting times and activities with the RCHS and VCU program coordinators, and regularly and openly communicate with the program coordinators as requested
- Inform the program coordinator of any difficulties or areas of concern that may arise in the mentoring relationship
- Participate in a closure process when that time comes
- Notify the program coordinator if I have any changes in address or phone number
- Attend mentee training sessions
- Complete the forms and Mentoring Program Evaluation form and submit to Jackie Robinson

_____(*please initial*) I understand that upon match closure, future contact with my mentor is beyond the scope of the VCUAA Richmond Promise Mentor Program and can happen only by the mutual consensus of the mentor, the mentee, and my parent/guardian.

I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the program coordinator at this time or in the future.

(Signature)

(Date)

