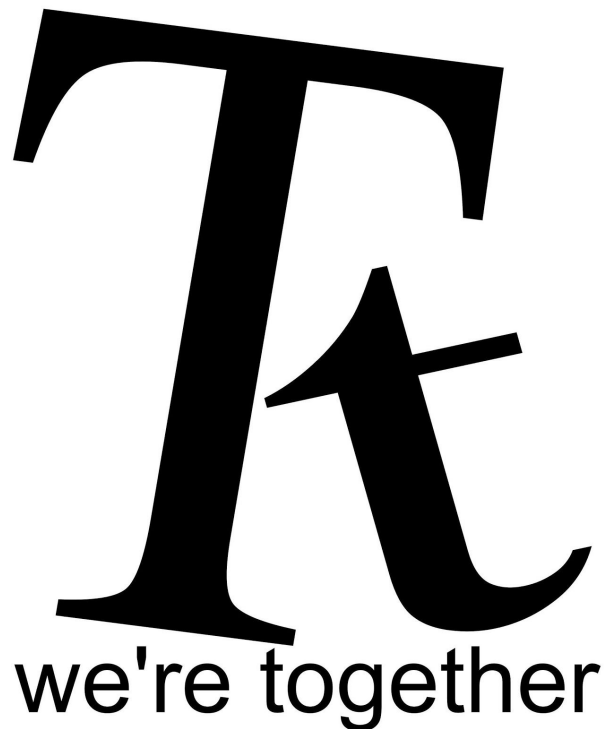


Twinfield Together Mentoring Program



**Peer Mentoring Handbook
2017-2018**

The Role and Responsibilities of a Mentor

What you need to know...

1. **Be consistent and reliable:** Understand the commitment of being a mentor. Inconsistency or early termination can have a negative impact on your mentee. They may feel rejected, abandoned or like they have failed. Know that mentees really look forward to their visit with you so make sure you do the following...
 - a. Set a consistent time to meet with your mentee.
 - b. Show up ready to interact with your mentee for quality one to one time.
 - c. Let your mentee know when you cannot be there. Contact the mentee's teacher and your mentoring supervisor as soon as you know you can't make your meeting.

2. **Be a good friend:** We want you to be pals! That's why we match you based on your similar interests - having fun together is easy when you both love the same things. Here's how to keep it fun...
 - a. Avoid the parent or authority figure role.
 - b. Have something planned for when you pick them up. This should be something based on their interests. Ask the program coordinators for support if you need ideas.
 - c. Stay present. Set aside a time with your mentee so you are not distracted by your friends, phones, homework or social problems.
 - d. Be a good listener, and keep what you talk about in confidence. Good friends don't blab about what is going on for their friend. **Trust is a very important part of your mentoring relationship!**

3. **Be a good Role Model:** They look up to you! It's that simple. Remember to be mindful of...
 - a. Your behavior at school and out in the community
 - b. Behavior that might be acceptable in high school is not in elementary school. This includes, but not limited to, joking and horsing around with friends, inappropriate language or conversation subjects, PDA and making sarcastic remarks. Think about if your mentee were to do the same thing to their friend in class would they get in trouble?

4. **Report your time spent with your mentee:** Track your volunteer hours. Make sure your attendance gets checked off each week.

5. **Communicate with program coordinators:** Effective communication with program coordinators is important. Practice professional etiquette by answering emails and checking in with the program coordinators to let them know how your relationship is going. Ask for help when you need it. They are here to help you come up with ideas of what to do with your mentee.

Meeting with your mentee

Where and how to meet..

Meet at Twinfield:

1. Matches cannot be left alone in a room with the door closed. Make sure you are in plain view of other people when you are with your mentee.
2. Outside, you must be able to see the school building, be seen by others and hear the intercom for announcements.
3. Sign out on the mentoring office door, and take name tags with you when you plan to go outside, this way we will know where to look for you in case of a drill.

Places that matches typically meet..

1. Mentoring office (games and art materials are there for your use)
2. Library
3. Cafeteria
4. Gym (if it is available)
5. Playground

Understand and follow the TTMP Rules:

1. **Keep it one on one.** Mentoring is about building positive one on one relationships so do not meet with your mentee *and* your friends. Plan their time separately and remember they are looking forward to special time with you.
2. **Mentoring relationships are at least a school year commitment:** Please make a commitment for at least one school year. If the match works out, the match will begin again the following year.
3. **Turn off cell phones** and electronic devices
4. **Mentoring Matches may not meet outside of school:** You may know your mentee outside of school, but your formal mentoring relationship is only official at school. Meetings outside of school time DO NOT fall not under the supervision of TTMP and DO NOT count as service hours.
5. **Do NOT give gifts:** One on one time is the best gift you can give your mentee. "Stuff" can often get in the way of building a relationship and complicates your role. For special occasions hand made gifts are acceptable.
6. **Report suspected child abuse and neglect:** If your mentee confides in you that they are being hurt, know someone who is being hurt, or plan to hurt someone, you **MUST** let the program coordinators know right away. When in doubt talk to your program supervisors.

TTMP Mission and Benefits

The Mission of the Twinfield Together Mentoring Program is to provide **all** interested youth in our community an opportunity for a one-on-one friendship with a responsible, attentive and nurturing role model through a mentoring relationship.

Benefits of Peer Mentoring:

Peer Mentors obtain the opportunity to make a difference in the life of a young person by committing to actively serve as a good friend and role model in a child's life. Peer mentors gain leadership experience, build on interpersonal communication skills and increase confidence. They also learn the importance of giving back to their community through volunteering.

Mentees benefit by having one-on-one time with a caring peer role model they can look up to. Mentees will feel an increased connectedness to school and community as they learn the importance of being a contributing member to a relationship and their school community.

Twinfield Union School Community benefit through students feeling more connected to their school community. Both the mentor and mentee will practice and understand the TUS guiding expectations to **Take care of yourself, Understand Each other, and Safely Learn together.**

The Roles and Responsibilities of the Mentoring Program:

1. Provide adequate training so peer mentors feel well equipped to meet with a mentee in a one on one setting.
2. Work with teachers, guidance counselors and administration to make matches based on common interests.
3. Offer space, suggestions and support in meeting together.
4. Offer advice and constructive feedback as needed.
5. Ensure mentors and mentee have parental permission to participate in the peer mentoring program.
6. Facilitate a match meeting with the mentor and mentee to ensure rules are understood and to sign mentor and mentee agreements.
7. Support matches in all stages of getting to know each other.