



MENTORING TOOLKIT BEST PRACTICES

- Each organization should complete a layered background check process. This could include a background check done through an external vendor through social security numbers or a fingerprint check. It is recommended that each organization also review social media profiles and google searches on potential volunteers.
- Each organization should complete a reference process on a volunteer. If a volunteer has previously volunteered with a youth-serving organization, it is recommended that organizations contact that agency to obtain a reference. In this toolkit, there is a reference form template.
- Each organization should have legal counsel look over their applications and may choose to add language around non-discrimination policies and/or liabilities.
- Interviews should be completed to attempt to make the best possible pairing between mentors and mentees. Interviews should try to identify safety concerns, behavioral patterns, interests, preferences, biases, etc.
- It is recommended to store all data collected through applications and surveys in a secure data collection database or spreadsheet. Surveys should be completed at the time of enrollment and on an annual basis. Completed surveys should be sent to Kingdom Partners on a quarterly basis with either a name or an ID number assigned to each child for measuring outcomes.
- Youth and Volunteer applications can be changed to fit each organization. All organizations must have their applications approved by Kingdom Partners.
- It is recommended for Volunteers with organizations to sign confidentiality policies in order to keep youth/family information private.
- Before pairing a child with a mentor, parents should be contacted to learn about their mentor and give permission.
- Participating organizations should provide parent engagement opportunities to involve the parent in some capacity in the relationship and partnership with the organization.
- Organizations should regularly connect with the mentor/mentee/parent/guardian to ensure child safety and positive relationship development.
- Organizations should obtain a photo release form for each youth allowing each organization and Kingdom Partners to share photos. Parents/Guardians can choose to not allow photos of youth.



CRIMINAL RECORD CHECKS

- ▶ Each organization should complete a layered background check process. This could include a background check done through an external vendor through social security numbers or a fingerprint check. It is recommended that each organization also review social media profiles and google searches on potential volunteers. Funds provided to organizations can be used to pay for criminal background checks.
 - External Vendors for background checks.
 - Tennessee Bureau of Investigations
 - Sterling Volunteers
 - We also recommend that organizations do a City and County search for volunteers.
 - Each organization should set its requirements for volunteers with criminal background checks. It is suggested that a minimum amount of time is set as well as no volunteers should be allowed to mentor a child if they have a crime against a child or a sexual crime on their record.



Memorandum of Understanding

Between

Kingdom Partners and _____

Kingdom Partners and _____ mutually agree to partner in efforts to recruit and provide 1:1 mentoring services for youth throughout the City of Chattanooga.

This Memorandum of Understanding made this ___ day of ____, 202_ by and between Kingdom Partners and _____ establishes that Kingdom Partners and _____ agree as follows:

Kingdom Partners will:

- Provide training for all mentors in partnership with Big Brothers Big Sisters.
- Provide a toolkit of mentoring best practices and forms for churches/organizations to follow.
- Provide a pre and post survey for youth in mentoring programs that are a part of the mentoring collective.
- Report on collective data and mentoring outcomes.
- Provide training for Mentoring Coordinators.
- Host regular gatherings of partnering organizations to ensure all organizations are sharing best practices.

_____ will:

- Designate a Mentoring Coordinator to recruit potential mentors within the organization.
- Partnering organizations recruiting 5-10 mentors, will receive \$2400 towards a mentoring coordinator.
- Partnering organizations will receive \$600/match for a mentor/mentee pair. Funds may be used to pay for background checks. If funds are used to pay for payroll, pay logs and documentation must be kept.
 - o Gas reimbursement to mentors is eligible based on the federal mileage rate organizations must have documented mileage expense reimbursements including to and from location and miles driven submitted in advance of reimbursement.
 - o Funds cannot be used to feed staff, mentors, or volunteers but it can be used to provide food for a class or training provided to mentees.
 - o Funds can be used to purchase educational materials used to train mentors and educate mentees and for the enrichment activities defined as part of the program.
- Complete surveys with youth and submit data to Kingdom Partners for reporting purposes.
- Each mentoring organization and their mentors must adhere to the following standards:

- Mentors must undergo group orientation/training conducted by Big Brothers Big Sisters in addition to any training required by an individual organization.
- Mentors must undergo a layered background check process.
- Mentors/mentees must participate in data collection.
- Participating organizations must include the Parent/Guardian in the process before pairing a mentee with a mentor and throughout the mentoring relationship.
- Provide ongoing parent engagement opportunities individually and in partnership with other Kingdom Building Partners.

Signatures of Agreement

Oliver Richmond, Kingdom Partners

Date

Partnering Organization Representative

Date

Either party can cancel this agreement upon written notification to the other party with a 30-day notice.

MENTOR APPLICATION

Complete the form below to enroll as a volunteer in our mentoring program.

Partner Org
Logo Here

● Important Information

Space for information about individual organization. Non-discrimination policy, next steps, etc.

Basic Information:

First and Last Name : _____ Maiden/Alias : _____

Social Security # : _____ Gender : Male Female

Date of Birth : _____ / _____ / _____

Race/Ethnicity : _____ Language : _____

Phone Number : _____ E-Mail : _____

Address : _____

Employment Status/Employer/ Occupation : _____

Relationship Status : Single Married Divorce Other

Have you volunteered with youth before : Yes No
What organizations have you volunteered with? : _____

Do you have concerns about fulfilling a commitment to a mentee? : Yes No

Emergency Contact Name : _____ Emergency Contact Number : _____

YOUTH APPLICATION

Complete the form below to enroll a child in our mentoring program.

Partner Org
Logo Here

● Important Information

Space for information about individual organization. Non-discrimination policy, next steps, etc.

Parent/Guardian Information:

First and Last Name : _____

Relationship to Youth : _____ Gender : Male Female

Race/Ethnicity : _____ Language : _____

Address : _____

Phone Number : _____ E-Mail : _____

Employer/Occupation : _____ Annual Household Income : _____

Relationship : Single Married Divorce Other

Does your family receive income assistance? : Yes No

Does your family receive housing assistance (e.g. Section 8, residence in public housing)? : Yes No

Child Information:

First and Last Name : _____

Preferred Name/Nickname : _____ Gender : Male Female

Child's Date of Birth : _____ / _____ / _____

Race/Ethnicity : _____ Languages Spoken : _____

School : _____ Grade : _____

Does your child receive free/reduced lunch? : Yes No

Do you have legal custody of the child? : Yes No

Pertinent Medical History : _____ Allergies : _____

Emergency Contact Name : _____ Emergency Contact Number : _____

On another page there should be a place for parental permission. Individual organizations may want to have an attorney look over their documents to decide what language should be used.

Reference Form

1. Please describe your relationship to the potential volunteer:

2. How long have you known the potential volunteer:

3. How would you describe the potential volunteer's characteristics?:

4. How dependable is the potential volunteer:

5. How would you describe how the potential volunteer interacts with children:

6. Do you have any concerns about the volunteer interacting with children:

7. Do you feel this is a positive and appropriate volunteer opportunity for the potential volunteer:

8. How long have you known the potential volunteer:

9. Do you recommend this potential volunteer to be a mentor to a child:

10. Is there anything further you would like to share about the potential volunteer:

Date of Completion: _____

Completed by: _____

MEDIA RELEASE

Partner Org
Logo Here

Our "Organization Name" is dedicated to serving the best interest of the youth enrolled in its mentoring programs. We and our funding partners use photos and videos for teaching, training, public relations, recruitment, or educational purposes. Photos or videos may be used in newsletters, brochures, websites, television, news outlets, social media, and other promotional materials including volunteer recruitment campaigns. As the parent/guardian, you have the right to withdraw this consent at any time.

- I give permission for "Organization Name" to feature my child through the aforementioned forms of media.
- I do NOT give permission for "Organization Name" to feature my child through the aforementioned forms of media.

Parent Signature: _____



Mentoring Outcomes Survey

F (VERY POOR) D (NOT GOOD) C (OKAY) B (GOOD) A (EXCELLENT)

1. On your most recent report card, which of these describes your grades in these subjects?

Math	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English Language Arts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social Studies/History	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Do you think you will finish high school?

<input type="radio"/>	Yes	<input type="radio"/>	Unsure	<input type="radio"/>	No
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3. Do you plan on attending college or trade school?

<input type="radio"/>	Yes	<input type="radio"/>	Unsure	<input type="radio"/>	No
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4. How often do you get in trouble for:

a. Bothering/not listening to my teacher.	<input type="radio"/>	Never	<input type="radio"/>	Sometimes	<input type="radio"/>	A lot
b. Breaking school rules.	<input type="radio"/>	Never	<input type="radio"/>	Sometimes	<input type="radio"/>	A lot
c. Not following directions.	<input type="radio"/>	Never	<input type="radio"/>	Sometimes	<input type="radio"/>	A lot

5. How often do you get in trouble for:

a. Breaking other people's things	<input type="radio"/>	Never	<input type="radio"/>	Sometimes	<input type="radio"/>	A lot
b. Lying to parents or teachers.	<input type="radio"/>	Never	<input type="radio"/>	Sometimes	<input type="radio"/>	A lot
c. Taking something without permission.	<input type="radio"/>	Never	<input type="radio"/>	Sometimes	<input type="radio"/>	A lot

Youth ID Number: _____ Date of Survey Completion: _____

Mentoring Outcomes Survey

6. How often do you:

a. Skip school without permission

Never

Sometimes

A lot

b. Get high using prescription or illegal drugs or substances.

Never

Sometimes

A lot

c. Not following directions.

Never

Sometimes

A lot

d. Drink alcohol

Never

Sometimes

A lot

e. Run away from home

Never

Sometimes

A lot

f. Participate in a gang

Never

Sometimes

A lot

g. Get stopped by the police for something they thought you did.

Never

Sometimes

A lot

h. Get sent to detention.

Never

Sometimes

A lot

7. How often do you?

a. Work well with other kids at school.

Never

Sometimes

A lot

b. Get along with your parents.

Never

Sometimes

A lot

c. Keep your feelings from getting out of control.

Never

Sometimes

A lot

d. Control yourself when you get angry.

Never

Sometimes

A lot