



Mentor and Substitute Mentor Information Packet

This Packet includes the following:

- Volunteer Position Descriptions for Mentors and Substitute Mentors
- Mentor/Substitute Mentor Application

Please complete this packet and return to the
Kid's Hope Box in the Church Office



KIDS HOPE USA

Position Description

MENTOR

WHAT DO YOU WANT ME TO DO?

The KIDS HOPE USA mentor will provide one-to-one mentoring and affirmation for one elementary-aged child at our partnering school. The mentor will often use materials provided by the teacher to help the child achieve a specific objective. Training will also be provided to help mentors develop a successful mentoring relationship with a child. After each mentoring session, the mentor is required to complete a Daily Progress Report summarizing the mentoring session. Each KIDS HOPE USA mentor will be under the supervision of and report to the KIDS HOPE USA director at the church, who will always be available to advise and assist all mentors.

QUALIFICATIONS:

A KIDSHOPE USA mentor must:

- Love children and be sensitive to their needs
- Be ready to listen to a child
- Have his/her own transportation
- Ability to read
- Maintain a confidential relationship
- Be a member/regular attendee of the church
- Be at least 16 years of age
- Be there only for your child
- Be faithful- one hour, one year
- Believe in your child
- Attend a mandatory training session
- Pass a criminal background check that includes 2 personal references
- Know your child's name

Hours:

A minimum of one hour each week with one child at the school.

SUBSTITUTE MENTOR

WHAT DO YOU WANT ME TO DO?

A KIDS HOPE USA substitute mentor meets with a child for one-to-one mentoring when his/her mentor is unavailable. A substitute mentor provides a critical link in maintaining a relationship that is being formed with the child. Your primary role will be to affirm the child. Your presence when the regular mentor is absent clearly says to the child, "Yes, we are committed to you." Substitutes are used on an as-needed basis.

QUALIFICATIONS:

Qualifications are the same as a regular mentor, but instead of meeting weekly, you will meet with a child when his/her regular mentor is unavailable. Sometimes a volunteer knows in advance the dates they may be unavailable and a substitute can plan ahead. It is best to give the director a list of times and days that you could be called.



KIDS HOPE USA

Mentor/Substitute Mentor Application

Today's Date _____

Title _____ Name _____
Miss, Mrs., Mr., Reverend, Pastor, Dr., etc. First Middle Last

Home Phone _____ Alternate Phone _____

E-mail Address _____

Current Employer _____

If you have lived at your current address less than seven years, provide information on all addresses during that period.

Address _____ City _____ Country _____ State _____ Zip _____

Address _____ City _____ Country _____ State _____ Zip _____

Address _____ City _____ Country _____ State _____ Zip _____

List all other names by which you have ever been known _____

Date of Birth _____ DL# _____

Length of membership/attendance at church _____ T-shirt Size _____

Emergency Contact _____

Name Relationship Phone

Are you 18 years of age or older? _____ Yes _____ No

Have you ever been convicted of, pled guilty to, or pled no contest to a crime other than a minor traffic violation? _____ Yes _____ No If yes, please explain.

References (Required for mentors and substitute mentors.)

List at least two references from places of employment or prior volunteer service, especially concerning previous work with youth. References must meet the following criteria: must be over age 18; must not be a relative; must have known you for at least one year.

1. Name _____ Length of time you've known this person? _____

How do you know this person? _____

Home Phone () _____ Cell Phone () _____

Work () _____ E-mail _____

Address _____ City/State _____ Zip _____

2. Name _____ Length of time you've known this person? _____
 How do you know this person? _____
 Home Phone () _____ Cell Phone () _____
 Work () _____ E-mail _____
 Address _____ City/State _____ Zip _____

Please indicate for what role you would like to volunteer:

- ___ Regular Mentor (If so, please identify who you will ask to be your prayer)
 ___ Substitute Mentor
 ___ Occasional Special Projects

Please indicate the days and times you are available to give one hour:

Monday		Tuesday		Wednesday		Thursday		Friday	
	AM		AM		AM		AM		AM
	PM		PM		PM		PM		PM

Please list previous volunteer activities:

Volunteer Pledge

If I am assigned as a school volunteer, I accept the responsibility to serve in support of the educational program and supplement the work of the professional staff under their guidance. I understand that it is important to be reliable, channel suggestions constructively, keep information confidential, and comply with school rules. As a member or regular attendee of this church, I agree to be accountable to the leadership of this church regarding my Christian life and witness, according to the biblical witness of this church, and in all aspects of conduct and performance related to this volunteer position.

I hereby represent and warrant that the information contained in this application is correct and complete to the best of my knowledge. I authorize any references, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for volunteer service. I understand that a very positive benefit, when working with children, is the relationship developed between the volunteer and child. I take seriously the relationship that will be formed. I agree to a criminal history check (national and/or state level). My signature on this form authorizes you to make such checks and to disclose results to both church and school personnel as part of the Kids Hope USA program.

Date

Signature of Applicant