

School-based Mentor Contract

Name: _____ **Date:** _____

By choosing to participate in The Turn•Around Agenda (TTA) School-based Mentoring program, I agree to:

1. Follow all rules and guidelines of the school and as outlined by the in-school mentor coordinator, mentor training, program policies and this contract.
2. Be flexible and provide the necessary support and advice to help my mentee(s) succeed.
3. Make a one-year commitment to being matched with my mentees.
4. Meet with my mentees once per week for one hour on the public school campus.
5. Be on time for scheduled meetings with my mentees or call the in-school coordinator at least 24 hours beforehand, if possible, if I am unable to make a meeting.
6. Submit monthly meeting activities, progress notes and reports to the in-school mentor coordinator and regularly and openly communicate with the in-school mentor coordinator as requested.
7. Inform the in-school mentor coordinator of any difficulties or areas of concern that may arise in the relationships.
8. Keep any information that my mentees tell me confidential except as may cause him/her or others harm.
9. Respect and maintain the confidentiality and privacy of information regarding any clients/participants of TTA.
10. Report any suspicion of child abuse or neglect immediately to the principal or his/her designee and the in-school mentor coordinator.
11. Complete an incident/accident report form in the case of suspected child abuse or neglect or injury to my mentee(s) during a TTA activity.
12. Not transport my mentees in my personal vehicle or have off-campus contact with my mentees unless it is under the direct supervision of school officials or with the students' parents.
13. Participate in TTA's protocol for data collection and evaluation of the school-based mentoring program.
14. Participate in closure process when that time comes.
15. Notify the in-school mentor coordinator if I have any changes in address, phone number and employment status.
16. Attend in-service mentor training sessions once per quarter on Saturdays.
17. Read, understand and abide by the policies and procedures outlined in the TTA Volunteer Handbook, 2010 edition, especially those policies that apply to working with children.

_____(please initial) I understand that upon match closure, future contact with my mentees is beyond the scope of the TTA School-based Mentoring program and may happen only by the mutual consensus of the mentor, the mentee(s) and parent/guardian.

I agree to follow all the above stipulations and the policies and procedures of the TTA Volunteer Handbook as well as any other conditions as instructed by the in-school program coordinator at this time or in the future.

Signature

Date