**Returning Mentor Information Sheet**

**2014-2015**

**Mentor Application Process**

We quickly learned last year that the community volunteers helping our program are not just "volunteers" - they are mentors to the students. The relationship between mentor-mentee is extremely important and we must be selective in regards to who we choose as mentors to our students. All individuals interested in mentoring for TEAM EXCEL must go through the following application process:

 - Fill out an application (due ***Friday, August 15th***)

 - Attend a personal interview with TEAM EXCEL staff

 - Participate in one of the Mentor Training Workshops

Link to TEAM EXCEL Mentor Application: [Click here](https://adobeformscentral.com/%3Ff%3DihGWA1iONmvpDc16FUWUdw)

**Minimum Requirements**

1. Desire to make a profound difference in the life of a young person.
2. Willingness to attend the scheduled workshop every other week to work with one’s mentee, a minimum of two times a month for one school year.
3. The ability to pass a criminal, child welfare, and motor vehicle background check.
4. Successful completion of initial interview, reference check and (1) three hour preliminary training session.
5. Abide by proper attire guidelines.

**Mentor Training Workshop**

In an effort to provide our mentors with the necessary skills and resources to work with our youth, all TEAM EXCEL mentors will be required to attend a three hour Mentor Training Workshop prior to the start of the program this fall. The workshop will be lead by trained instructors from the Virginia Mentoring Partnership. Mentors will gain a deeper understanding of your role as a mentor and strategies for how to empower and spark the interest of mentees.

The dates for the Mentor Training Workshop are still to be determined; however, one will be held in the evening of a weekday and another on a Saturday morning to accommodate work schedules. More information will be provided soon.

**New Grades and Schools**

TEAM EXCEL always planned on moving along with our original class of 9th graders as they progressed into 10th grade, and adding on a new 9th grade group. However, we are excited to share that we will also be adding a group of 8th graders from John Rolfe Middle School this coming fall. John Rolfe Middle School is conveniently located across from Varina High School, and they are extremely excited about establishing the TEAM EXCEL program at their school. In your mentor application, you will have the opportunity to identify which grade you would like to work with.

Please note: we will do our best to accommodate your requests, but we cannot guarantee a specific grade.

**Mentor-Student Pairing**

Mentors will be assigned up to three students to encourage deeper personal relationships between students and mentors. We hope this change will result in stronger relationships and encourage higher meeting attendance.

**Meeting Information**

* ***Start Dates:***
* John Rolfe Middle School: Tuesday, Sept. 23rd
* Varina High School: Wednesday, Sept. 24th

***Meeting Days/Times:***

* + John Rolfe Middle School (8th graders)
		- Day: Tuesday
		- Times: 7:30a.m. – 8:20a.m.
		- Address: 6091 Messer Road, Richmond, VA 23231
* Varina High School (9th and 10th graders)
	+ - Day: Wednesday
		- Time: 7:45a.m. – 8:45a.m.
		- Address: 7053 Messer Road, Richmond, VA 23231
* ***Meeting Schedule:*** The program calendar will rotate each week between Guest Speakers and Team Activities.

**Commitment**

We ask that all mentors attend each and every Team Activity meeting (2x per month). Mentors are welcome to attend the meetings where a Guest Speaker is scheduled to attend; however, the most important days to attend are the Team Activity days when time is allotted for mentor-mentee discussion.

At this time, all TEAM EXCEL meetings are held at Varina High School and John Rolfe Middle School in Henrico County, VA. We encourage all potential mentors to consider the time and distance to the respective schools to ensure proper meeting attendance.

**Questions or Comments**

If you have any questions or concerns about mentoring for TEAM EXCEL, please contact KC Regis at kc@availonline.com.