



MENTEE GUIDELINES AND CODE OF CONDUCT

CONGRATULATIONS! As a mentee, you are now about to begin one of life's most rewarding and fulfilling experiences. Your commitment indicates that you believe in mentorship. You recognize the magnitude of the responsibility that you accepted in choosing to be mentored and agree to interact appropriately with your mentor according to the highest ethical standards always.

Be yourself! Please read the following guidelines carefully.

Your Role as a Mentee:

- At the initial stages of the match, you may be hesitant as you build a relationship with your mentor and college adviser. That's okay. She will be patient with you.
- As a mentee you can share information with your mentor or college adviser, but know your limitations. Problems that you may share regarding substance abuse, molestation and physical abuse are best handled by professionals. Your mentor or college adviser is instructed to inform the program staff of anything you share ONLY if you are in danger or being harmed.
- Be in communication with your parent/guardian about your mentor or college adviser picking you up, or dropping you off. Make sure your parent/guardian is always notified.

Discipline:

We expect you to be on your best behavior with your mentor and college adviser. If your behavior is unacceptable, your mentor or college adviser will inform the program staff or your parent/guardian. Your behavior should never result in:

- Physical abusive
- Offensive language
- Aggression
- Silent treatment

In the event your behavior continues to be unacceptable, your mentor or college adviser may need to take you home.



Health and Safety:

We want you to be safe and your health to be protected. For that reason, we ask that you:

- Do not use alcohol, tobacco or drugs.
- Do not have firearms or weapons.
- Always wear seat belts while in the car with your mentor or college adviser.
- Do not leave your mentor or college adviser and go with strangers.
- If you feel like your safety is in jeopardy through, *report your concern to your parent/guardian or program staff immediately*. Parents should report any issues to program staff immediately.

Activities and Money:

- Your mentor or college adviser will take the first step in planning activities, however, ask your mentor or college adviser if you can help make the decision to plan an activity.
- Your mentor is not expected or required to pay for activities that cost money. If there are activities you want to attend that cost money, consult with your mentor or college adviser first and parent/guardian. Your mentor or college adviser can assist in paying your share, but we encourage them to discuss with your parent/guardian.
- Do not expect gifts from your mentors or college adviser. If they are compelled to give you a gift for the holidays, they are restricted by us in how much they can spend.
- Always connect with your mentor or college adviser before your scheduled meeting or appointment. Be sure you have parent/guardian approval for activities that take place away from school premises and home.
- Always return home at the agreed-upon time while with your mentor or college adviser. If you are unable to or there is a change in plans, always call your parent/guardian.

Program Rules:

- No overnight stays.
- Discussions between you and your mentor and college adviser are considered confidential, unless it's concerning something where you're in danger or being harmed. Be careful about sensitive personal issues.
- If you have a concern you feel is beyond your mentor's or college adviser's ability to handle, call the program staff or the local hotline provided for assistance. There is no reason to feel helpless or hopeless.



Measure of Success:

- Your success is measured by many milestones.

You may realize for the first time that you . . .	Good indications:
✓ have potential	<ul style="list-style-type: none"> ✓ setting goals ✓ developing new skills ✓ aware of time management
✓ are confident and self-assured	<ul style="list-style-type: none"> ✓ increased cooperation with parents, teachers and peers ✓ behavioral changes
✓ value education and the learning process	<ul style="list-style-type: none"> ✓ increase in school attendance ✓ improved grades ✓ respect for teachers
✓ are a capable young lady	<ul style="list-style-type: none"> ✓ a willingness to help others ✓ ability to see the future ✓ ability to plan for college

- You can reward your mentor or college adviser through notes, e-mails or simply conversation (i.e., may tell her how “great” she is, tell her how she has helped you with a problem). Whatever the compliment, know that what you are also making a great impact in your mentor and college adviser’s lives.
- Ask questions if you find any part of the guidelines unclear or confusing. Everyone is available to assist you.

The quality of the relationship you build directly influences the life of your future.

YOU ARE A:
 MENTEE
 ACHIEVER
 CAPABLE LEARNER
 SMART STUDENT
 FIERCE YOUNG LADY



I, _____ agree to the above code of conduct and will adhere to its order as I conduct my relationship with my mentor and college adviser.

I, _____, the parent/guardian of _____, understand that I will be held fully responsible in the event an unfortunate incident occurs because of my child's neglect and unwillingness to follow the code of conduct guidelines.

Signature of participant: _____ Date: _____

Signature of parent: _____ Date: _____