

Office of Mentoring and Service Learning Mentor Information and Agreement Form

Fall Spring Year: _____

PLEASE PRINT THROUGHOUT THE ENTIRE FORM

Faculty Sponsor: _____
Are you a New or Continuing Mentor? _____ NEW _____ CONTINUING
For your convenience, if none of your information has changed from the previous semester, please write your name and "NO CHANGE," then leave the rest blank.

1. Name: _____ Student ID#: _____
(Last Name), (First Name)
Phone #: _____ E-Mail: _____
Address: (Street) _____
(City) _____ (State) _____ (Zip Code) _____

2. Best way to reach you? Phone E-Mail Other: _____
Best time(s) to call?: _____

3. Emergency Contact Information:
Name: _____ Phone Number: _____
Address: _____
Relationship: _____

4. Demographic Information: Male Female Ethnic Background: _____
Age: _____ * *If you are under 18 years of age, your parent(s)/guardian must sign this form to give you permission to participate in the mentor program.*

I have read the Mentor Training material Guidelines and Limitations for Mentors and agree to adhere to them.

Signature

Date

Signature of parent/guardian (if applicable)

Date

Please return this form to:
OMSL, City College of San Francisco
50 Phelan Avenue, Mailbox: S49; Office: Batmale 366
San Francisco, CA 94112 415.239.3771 Fax: 415.239.3791

For Office Use Only:

Hire form signed by OMSL: _____ (or) Volunteer Form Signed: _____
Funded by: General Fund VTEA Rev. 6/04

CONTINUE OTHER SIDE

Guidelines and Limitations for Peer-Mentors

GUIDELINES

- **Ask your Project Sponsor about doing outreach early in the semester and at other times.** Make time to introduce yourself to the class or group of students your Sponsor has selected to let them know about your availability for mentoring. You may find that as the semester progresses, you lose mentees. If that is the case, ask your Project Sponsor for other opportunities to remind the class about your availability.
- **Take the lead.** Mentees may be embarrassed or apprehensive about approaching you. Therefore, it's important for you to take the initiative in reaching out to the mentees and establishing a comfortable rapport.
- **Set goals with your mentee.** By setting goals, you will learn what kinds of support your mentee is looking for and be able to establish specific objectives to meet.
- **Follow the Do's and Don'ts for Issues of Confidentiality and Harassment.** (See the *Issues of Confidentiality & Harassment for Mentoring* handout.)
- **Know yourself and establish comfortable boundaries.** Make sure that you clearly communicate these boundaries to your mentees.
- **Give your mentees the Guidelines for Mentees handout.** The Guidelines make clear to the mentees the boundaries for the mentoring relationship.
- **Maintain regular contact.** Regular contact helps you establish and maintain a relationship and assess your success in reaching goals.
- **Call or post a notice if you anticipate being late or absent.** Your mentees will be counting on you to be available at your announced times. If you have made an appointment and can't make it, call to let your mentee know. If you won't be available during hours that you announced, leave a note letting mentees know.
- **Refer students to other resources.** You are not expected to have all the answers. Don't hesitate to tell your mentee that you don't have the information and to refer him/her to another resource on campus. You can always ask your Project Sponsor for advice, information and referral information.
- **In the case of an emergency, contact your Project Sponsor.** Your Project Sponsor may have established an emergency response system. Ask him/her what to do in case of an emergency. If you cannot reach your Project Sponsor and the emergency is on campus, contact the Coordinator of the Office of Mentoring and Service-Learning or the Dean of Students. (See *Resource Information* handout.)

LIMITATIONS

- **DO NOT** try to handle emotional crises or situations that you are uncomfortable with. Seek out your Project Sponsor for advice if this kind of situation arises.
- **DO NOT** make promises or commitments that you cannot keep.
- **DO NOT** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- **DO NOT** tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a mentee.