

Program Coordinator's Manual For Peer-Mentoring Program

Produced By:
Elevate Your G.A.M.E.
P.O. Box 5281, Compton, CA 90224
Phone: (310)780-4263
Email: mfreeman@elevateyourgame.org

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Start up – Timeline

1. Meet with your pastor or appropriate church leader to share the vision of mentoring ministry and to receive his counsel and blessing to move forward and to recruit people from the church to serve as a support team.
2. Meet with school principal to obtain permission to use school or site for mentoring program (see guide sheet for this meeting).
3. Ask the principal to arrange a meeting for the honor students (3.0 GPA or higher) in the 11th and 12th grades to attend. Recruit them to be mentors.
4. Mentors fill out application forms and take parent consent forms home to be signed.
5. Conduct orientation training for mentor candidates.
6. Confirm with school principal agreed upon plans for using facility for kick-off event and for the weekly program. Finalize the room (library or classroom) where the program will be held. Talk to the teacher or librarian that uses that room.
7. Match mentors with mentees (on paper). ***During week before kick-off***
8. Gather with support group to pray for kick-off, program, teens, etc.
Night before kick-off or a few days before
9. Kick-off event.
10. First session. ***Exactly 1 week after kick-off***

Start up - Details

Recruit Students

- Simple presentation
(Explain what mentoring is, describe the fun of program)
- Brief application form
- Parental consent form

What to Expect:

- Half of students that fill out application forms will probably not follow through in getting parental consent forms signed

What to Do:

- Sign up double the amount of students that you need
- Have at least two students recruited for each mentor, ideal: three mentees per mentor and four maximum
- Continue to recruit students after the program starts to give each mentor three mentees

Match Students with Mentors

- Pray for God to guide you in matching students with mentors
- Use application forms from both mentors and students
- Match according to interests, career, career goal, etc.
- Match 3 to 4 students with each mentor

Kick-Off Event

- Plan event
 1. Establish location – Where sessions will be held
 2. Establish date
 3. Publicize event among mentees and mentors (call/mail invites)
 4. Prepare to have refreshments

- The Event

Program

- I) Greeting/welcome
- II) Introduce mentors
- III) Match mentees with mentors
- IV) Meal – Mentors eat with mentees
- V) Mentors and mentees exchange contact information
- VI) Fun activity
- VII) Coordinator shares
 - a) Excitement
 - b) Purpose
 - c) Schedule
- VIII) Closing

Operating the Program

Communicate continually with mentors

- Send once-a-week text or email messages (praise reports, thank you notes, encouragements, updates, reminders)
- Make phone calls – for more personalized communication (particularly when checking on a mentor who misses a mentoring session)
- Send text and/or email to thank mentors and to notify them that the program will resume after a long break (i.e., Christmas)
- Have a quick 10 minute meeting with mentors at the end of each session to make announcements, to thank them.
- Encourage mentors to continually communicate with their mentees, call or text at least once a week, remind them to attend program.

Daily Prayers:

- Pray for mentors, mentees and the program

Weekly Preparation:

- Plan out each mentoring session and prepare all materials
- Purchase and bring refreshments to sessions or have an assistant do this.

Weekly Sessions:

- Arrive to program site at least 30 min. before start time
- Set up site (tables, chairs, banner, refreshments, etc.)
- Welcome everyone as they arrive (learn their names).
- Begin with announcements, set enthusiastic tone, remind students of purpose and introduce topic for the day with a large group activity (game, brainstorming, competition, etc.)
- End each session with closing remarks or have one of the students share what he/she learned
- Say goodbye to as many students, by name, as possible
- Meet briefly with mentors after each session to thank them, encourage them, and to make any announcements needed.

Quarterly Planning/Training:

- Set up curriculum plan for 3 – 4 months

Sustaining the Program

Sustaining the mentoring team

- Have meaningful sessions
- Continually thank them
- Maintain continuous communication with them
- Make it easy for them
- Help them see how they are making a difference in their mentees
- Show appreciation for them publicly
- Give tokens of appreciation (certificates, plaques, pictures, etc.) if you have a church or organization budget that will cover these expenses
- Continually recruit mentors to replace “retiring” mentors

Sustaining a sufficient number of mentees

- Have fun sessions
- Provide refreshments every week
- Remember it takes time, maybe six or seven sessions, for mentees to bond with mentors
- Book guest speakers
- Continually remind mentors to remind their mentees to come to all sessions/events
- Encourage mentors to be faithful and consistent
- Plan special events and special trips (if you have time and a budget for this)
- Celebrate their progress - banquets, awards, etc. (if you have time and a budget for this.)
- Continue to recruit students to keep all mentoring groups full

Number Goals– Bonding, momentum and turn-over

- Mentors: 8 minimum,
- Total number of mentors and mentees: 20 minimum
- Mentoring groups: 1 mentor working with 2 mentees (minimum), 4 mentees (maximum), 1 to 3 ratio is most ideal ratio.
- Initially seek to place 4 mentees per mentor because some mentees will drop out
- **Avoid having mentors showing up with no mentees (big demotivator for mentors)**
- Continue to recruit mentors and mentees to maintain these numbers

Ideas for Mentoring Sessions

Guest speakers

- Motivating speakers
- Panels
- Young scholars
- Schedule no more than once a month

Opening large group activities

- Scavenger hunts related to topic
- Large group brainstorming on topic
- Skit (prepared by teens or mentors)
- Spontaneous skits or role playing
- Large group games (electricity, charades, picture charades, Guesstures, etc.)
- Competitions (compete for pizza or something like this)
- Newspaper articles
- Read short story
- Questionnaire/survey
- Self-evaluation test

Computers (if you have access to computers)

- Each mentor group research a certain topic on computer
- Each mentor group do a project together using Word program
- Each mentor group do a budgeting project together using spreadsheet program (Excel)

Websites: www.ministryandmedia.com, www.mentoring.org

- Subscribe to MinistryandMedia.com website (approx. \$30 annually)
 - Discussion questions for discussing current events with teens
 - Discussion questions for discussing current music and movies

Curriculum: WiseSkills (www.wiseskills.com, 1-888-947-3754)

- Character curriculum for age group of mentees (approx. \$120)
 - Lots of discussion questions related to character qualities
 - Biographies of people of various ethnic backgrounds who accomplished significant things
 - Project ideas
- Get on their mailing list
- Obtain catalog (great resource)

Book: Unstoppable by Cynthia Kersey

- Great short stories (teaches character)

Elevate Your G.A.M.E. Resources

- Program Coordinator's Manual
- Mentor Orientation Manual (for adults)
- Peer Mentor Orientation Manual (for student mentors)
- Curriculum
- Outline for Meeting with Principal
- Mentor Application Form
- Mentee Application Form
- Sign-in Sheets
- EYG Sample: Parent Consent Form
- EYG Sample: Mission/Vision Statements and Biblical Support
- Training Seminar for Program Coordinators