



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **MENT2B**

## **Mentor Handbook**

**Wenatchee Valley YMCA**

# TABLE OF CONTENTS

---

Mentor Agreement Form  
The Ethics of Being a Mentor  
Mentoring Job Description  
Program Boundaries and Guidelines  
Guidelines for Meeting with Your Mentee  
Child Safety  
Matching Procedure  
Match Support and Supervision  
Confidentiality Policy  
Transportation Policy  
    \*For Off-Site Mentors Only  
On-Site Mentors Policy  
Visiting Mentors Home & Overnight Stays  
Out-of-Town Travel Policy  
Use of Alcohol, Drugs, Tobacco, and Firearms Policy  
Mandatory Reporting of Child Abuse & Neglect Procedure  
Mandatory Reporting Policy  
Statement of Abuse Prevention  
Guidelines of Child Abuse  
Code of Conduct  
Unacceptable Behavior Policy  
Dismissal Policy  
Match Closure Policy & Procedure  
Disclaimer  
Contact List  
Helpful Websites  
Thank You!

# Mentor Agreement Form

---

## MENT2B Program

### Mentor Agreement

#### Mentor Responsibilities:

As a Mentor with the MENT2B Program you will commit to supporting, guiding, and being a friend to a youth for a period of a minimum of 9 months. By becoming a part of our program you will have certain responsibilities. Please consider these before you join the program, as you must agree to meet these in order to participate. Participation in the program is voluntary. As a Mentor you are asked to read the agreement below and sign it if you are willing to commit to the requirements. If you have any questions please ask any member of the program staff.

As a Mentor in the MENT2B Program, I agree to:

- Commit to becoming a volunteer youth Mentor for a period of 9 months
- Spend a minimum of 2 to 4 times per month with my Mentee
- Be on time for our arranged meetings
- Meet with my Mentee only at the YMCA, public places (*off-site only mentor*), or in supervised group activities
- Make at least weekly contact with my Mentee
- Develop a relationship of trust and respect with my Mentee
- Strive to be a positive role model for my Mentee
- Notify program staff of Mentor/Mentee activities prior to meeting with your Mentee
- Notify my Mentee and program staff if I am unable to make my Mentee meeting
- Notify the staff if my Mentee does not show up for meetings
- Notify my Mentee and the Program Coordinator if I am unable to continue in the Mentoring program
- Submit to a background check on a yearly basis or when requested by the program
- Not use alcohol in proximity with my Mentee when meeting
- Not use illegal drugs during the one-year Mentoring cycle
- Participate in at least two hours of ongoing trainings per year that you are involved with the program
- Never talk about intoxicants or drugs or other negative behaviors in a positive way
- Never use sexual innuendo or tell "off color" jokes
- Minimize the exchange of gifts, and to talk to the Program Coordinator or Executive Director regarding gifts should I need clarification
- Adhere to following the guidelines on "boundary" issues
- Complete any program evaluations requested by Program
- Adhere to the program's guidelines on "confidentiality" and "child abuse reporting" as described in the Mentor Training and outlined in the *Mentor Handbook*
- Contact the Program Coordinator or Staff immediately if a problem arises
- Attempt to interact with my Mentee in a way that supports his or her personal growth and development
- Be respectful of my Mentee and others associated with the program
- Have undergone the Initial Mentor Training

I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the program coordinator and executive director at this time or in the future.

Mentor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## The Ethics of Being a Mentor

---

Being a Mentor can be a rewarding experience! Before getting involved, it is important to consider your role and the ethics involved in this BIG decision. As you can imagine, being a Mentor can have a lasting impact and it is important to think about why you are interested in this opportunity.

Our program is designed specifically to bring maximum benefits to the child that you are Mentoring. Making smart and ethical choices is essential to making this a positive experience and not fulfilling your commitment can have a detrimental impact.

Here are a few things to consider before you make this decision.....

### Know your intentions

Are you doing this to only fulfill volunteer service hours or to strengthen a resume? If so, you might want to re-evaluate your intentions. Youth can be much more perceptive than one might think. If they sense you aren't there to spend time with them, they might not want to form a meaningful relationship with you.

### Understand the commitment

You are agreeing to a minimum one school year commitment to meet with your Mentee 2-4 times per month. If you have doubts you will be able to make this commitment, please consider volunteering at a later time. Premature closures (matches that last less than one year) have been shown to have detrimental effects on Mentees (Grossman, J.B, Rhodes, J.E., 2002).

### Be culturally sensitive

Our Mentees and their families come from a variety of backgrounds and lifestyles. It is important to be aware of this fact and open to learning about cultural differences. Some issues may arise that could be difficult to handle especially if there is a difference in your own background; consult with your Program Coordinator for support and perspective in this situation. If you have any concerns about this, that's okay! Just be sure to talk with your Program Coordinator prior to being matched with a Mentee.

# Mentoring Job Description

---

The MENT2B Program will expand upon the Wenatchee Valley YMCA by providing at-risk youth with community trained adult Mentors. Our vision is to provide emotional, motivational, and academic support and that all Youth are healthy, educated, and productive members of their community.

We are looking for volunteers to commit to supporting, guiding, and being a friend to a young person for a period of at least one full school year. By becoming a part of the social network of adults and community members who care about the youth, the Mentor can help youth develop and reach positive academic, career, and personal goals.

## Mentor Role:

- Take the lead in supporting a young person through an ongoing, one-to-one relationship
- Serve as a positive role model and friend
- Build the relationship by planning and participating in activities together
- Strive for mutual respect
- Build self-esteem and motivation
- Help set goals and work toward accomplishing them

## Time Commitment:

- Make a minimum 9 month commitment
- Spend 2 to 4 times per month one-to-one with a Mentee
- Communicate with the Mentee weekly
- Complete initial orientation training session
- Complete an additional 2 hours of training per year provided by the program
- Attend optional Mentor/Mentee group events, Mentor support groups, and program recognition events

## Participation Requirements:

- Be at least 18 years old (for on-site) and 21 years old (for off-site)
- Reside in Chelan/Douglas County
- Be interested in working with young people
- Be willing to adhere to all program policies and procedures
- Be willing to complete the application and screening process
- Be dependable and consistent in meeting the time commitments
- Attend Mentor training sessions as prescribed
- Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding Mentoring activities
- For Off-Site Mentoring - have access to an automobile, auto insurance, and a good driving record
- Have a clean criminal history
- Submit to a background check on a yearly basis or when suggested by the program.
- No use of illicit drugs
- No use of alcohol or controlled substances in an inappropriate manner
- Not currently in treatment for substance abuse and have a non-addictive period of at least five years
- Not currently in treatment for a mental disorder or hospitalized for such in the past three years

- No use of Weapons, Firearms, and Other Dangerous Materials – The possession of a firearm is prohibited while with your Mentee. *\*even if you have a Concealed Weapons Permit*

Desirable Qualities:

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

Benefits:

- Personal fulfillment through contribution to the community and individuals
- Satisfaction in helping someone mature, progress, and achieve goals
- Training sessions and group activities
- Participation in a Mentor support group
- Personal ongoing support, supervision to help the match succeed
- Mentee/Mentor group activities and participant recognition events

Application and Screening Process:

- Written application
- Driving record check
- Background Criminal history check
- Personal interview
- Provide three personal references
- Attend initial orientation training

*\*This document is subject to changes by the Executive Director and the Board of Directors.*

# MENT2B Program Boundaries & Guidelines

---

## Time Boundaries

Boundary setting and unrealistic expectations seem to go hand in hand. A Mentor's role is not to solve all the Mentee's problems single-handedly. Appropriate boundaries in regard to the frequency of meetings and phone calls will help to protect your ability to be there for your Mentee long term.

- Consistency and frequency of meetings are important elements of a successful Mentoring relationship. However, spending too much time together can create dependency and it will lead to the development of unrealistic expectations on behalf of the youth and their family about what a Mentoring relationship can and cannot do.
- Do not feel like you have to solve every problem the Mentee has. Seek help from staff and community resources often.
- A Mentee who calls too often or tries to cling to the relationship too hard may be worried about being abandoned. Several meetings are not going to satisfy his/her needs or calm his/her fears. However, setting regular and consistent meetings will help assure him/her that over time, you will be there. **You and your Mentee can create a calendar of activities together by scheduling your meetings and the days you will talk to them on the phone.** If you do not set boundaries with regard to your personal time, you can unknowingly create the very conditions that will lead to burnout and a premature ending of the match.

## Money Boundaries

Boundary setting, in the abstract, seems simple and easy to do. However, in the complexity of day-to-day interactions, setting boundaries around money issues is not so easy. Should you help in a financial crisis? Should you provide for your Mentee's basic needs? When should you give gifts and how much is reasonable to spend on a gift? Who should pay for outings?

These are all questions that will likely come up in your Mentoring relationship around issues of money.

- **A Mentor's role is not that of provider.** If your Mentee is going through financial difficulties, it is important for you to remember that you can **help by connecting them to the appropriate resources** and by being supportive of their emotional needs through your friendship. Creating financial dependency will only end up causing a rift in the relationship. If you take on financial responsibility for your Mentee you may end up feeling used, overburdened, and end up resenting the relationship. Trying to solve all of your Mentee's problems can create in them a sense of guilt and dependency. It also sends the wrong message to your Mentee that they are in fact helpless, weak, and unable to solve their own problems.
- **Gift giving should be reserved for special occasions (i.e., birthdays, holidays, graduations, etc.).** Gifts should also be kept to a reasonable amount. Excessive gift giving takes attention away from the relationship. For many youth who come from chaotic environments, buying things is sometimes used as a way to compensate for the

lack of relationship. You need to send out the strong message that the time spent together is the gift. The gift of time and friendship is more valuable than any material thing you can give your Mentee.

- **Keep your activities simple and reasonable.** Going on expensive outings can detract from relationship building and it emphasizes an inappropriate role of you as the entertainer. We encourage you to set a budget for your activities. It is important for you to plan and to set a budget. This should ideally be done with the help of your Mentee. Doing so can teach your Mentee valuable lessons about money management, but most important, it solicits their input for the types of activities they would like to do.

### Self-Disclosure Boundaries

You need to be careful about the type of personal information you share with your Mentee. When disclosing personal information, it is important for you to ask yourself: What purpose does it serve to share this information? Am I doing it because I need the support? Or do I think this information will serve a higher purpose? Will sharing information about myself cut off communication or lead to more open communication?

Here are some general guidelines to help lead you through when it comes to self-disclosure:

- You should be careful not to burden your Mentee with your own life problems. Though you greatly grow and benefit from the Mentoring relationship, this growth should not take place at the expense of a reversal of roles. Your primary responsibility is to be supportive of your Mentee and listen to his/her concerns. The motives for sharing should always be youth centered, not self-centered.
- You should be careful not to disclose information that may be inappropriate. Although you do offer friendship to your Mentee, you are not just friends.
- You should be careful not to shut down communication by talking about personal experiences instead of listening first. If a Mentee asks, "Did you have sex before you got married?" an appropriate response would be to say, "Are you asking because you are wondering what age is appropriate to have sex?" This approach might get youth to think about their own life and concerns, rather than divert attention by talking about oneself. If your Mentee really wants to know about your personal past and experiences they will ask again.
- When self-disclosure is done in the appropriate context and to an appropriate extent, self-disclosure can be a powerful way to connect with your Mentee and build trust. Appropriate sharing combined with genuine interaction can empower your Mentee to open up and help them to reap the benefits of learning from the experiences of someone they respect.

### Boundaries with Parents/Guardians

It is important to remember that the realities of the family of your Mentee may be very different from your own. You must be very careful not to judge, be appalled by, or appear uncomfortable in these differences. These idiosyncrasies can provide insights into why a child coming from such a family may handle certain uncomfortable or challenging situations (by hiding, running away, avoiding, etc.).



At the same time, it is imperative that you set clear boundaries with families about their role and their responsibilities. Your role is not to try to be a parent or to take over the parent role, but rather to provide an additional and very different source of support. If those boundaries are not clear, parents may begin to feel threatened and that can jeopardize the relationship.

Here are some general guidelines:

- It is important to remember that the relationship is between you and your Mentee – not the parents/guardian or other siblings. Extending your relationship to other family members usually jeopardizes the friendship. Do not get caught up in an unhealthy cycle by becoming involved in the family's problems. This will lead to the Mentor feeling used and it will create unrealistic expectations on the part of the parent. Most important, it will take the focus away from your Mentee.
- Siblings should not be a part of your Mentoring meetings. Even if the Mentee asks the Mentor if his/her sibling can come along, he/she could be doing it because they have been pressured by the parents/guardians or sibling, not because he really wants to be inclusive. You need to be the one to say NO and to explain that it is not recommended by program rules to include another child on the outing.
- It is not your responsibility to be the family's babysitter or to give the parent/guardian "a break." In general, activities should be planned outside the youth's home and should not include other family members or friends, except for very rare occasions.
- You should discourage confidence by the parent/guardian, whether it be about the youth or other family problems. If the parent needs help, suggest she contact the office.
- It is important that your Mentee always be present during any contact you may have with other family members. You should not give reports on the youth to the parent or listen to a parent's complaints about the youth. This can cause your Mentee to feel "ganged-up" on. Do not let a parent/guardian get you into these situations.

*\*These are guidelines –when in question please call your immediate supervisor and if not available, the Human Resources Director.*

## **Guidelines for Meetings and Activities with Mentees**

---

When planning activities with a Mentee, a Mentor must follow the following guidelines:

- Overnight visits are not permitted unless a group activity is scheduled.
- Out-of-town visits will only be permitted under special circumstances, after a year of participation with a match. Permission will be required.
- High risk activities (hunting, rock climbing, motorcycle rides, etc) are not permitted.
- Meeting at the Mentor's home is not permitted until after you've been matched for a year and you've received approval from the program and parent/guardian.
- Meet in public places so that meetings are always viewable and interruptible.
- Report all meetings to the Program Coordinator prior to meeting with your Mentee. For example if you are planning to meet with your Mentee for coffee, notify the Program Coordinator prior via phone, text or e-mail message. Alternatively, you may submit a monthly calendar of planned meetings at the beginning of each month.
- Notify the Program Coordinator if plans change.
- Reimbursement for regular activities with a Mentee will not be provided; it is therefore recommended that the Mentor plan meetings that are low to no cost. In some cases we can offer assistance with approval from the Program Director.

## A Top Priority – Child Safety

---

Children's safety is our #1 priority. We focus on the child's safety and well-being throughout the match. We have expectations and guidelines relating to Child Safety that we expect you to know and follow.

- When in the car or vehicle, seat belts must always be worn and you must have a valid Washington State driver's license and auto insurance. In Washington State, kids under 5'2" should ride in the backseat of cars if you have an airbag. Children under 8 years of age, unless they are 4'9" or taller, should be transported in an appropriate child restraint system such as a booster seat.
- Confidentiality is important. When talking about your Mentee never use their last name.
- Overnight visits between Mentors and Mentees are strictly prohibited except in the event that it is an agency sponsored event. Mentees are never allowed to sleep or nap in the same bed for any reason with the Mentor, another adult, or another child.
- You will be aware of any dietary and medication allergies that your Mentee might have. You must have the Parent/Guardian's permission before giving ANY medication, even something as basic as Tylenol.
- High risk activities (rock climbing, motorcycle rides, horseback riding, etc.) require written permission prior to the outing. Ask your Program Coordinator if this situation arises for you.
- The use of alcohol or substances of any kind during outings with your Mentee is not allowed, not even on special occasions. Alcohol should not be consumed within at least four hours of seeing your Mentee. Additionally any illegal activity committed with the Mentee is cause for immediate closure of the match.
- A volunteer Mentor should never ask a young person to keep any secrets. All activities, conversations, etc. have to be considered open territory to the child's Parent/Guardian and Program Coordinator.
- There are no rules about hugging your Mentee, however we suggest you let the child initiate any physical contact. A child should never sit on a Mentors lap.

## Matching Procedure

---

1. To begin the match process, the Program Coordinator reviews the application, interview notes, and interest survey information of both the Mentee and Mentor to determine match suitability between a Mentor and Mentee. The greatest weight will be placed on **the Mentee preferences and needs**.

A match selection will be made using the match suitability criteria as a guide:

- Preferences of the Mentor, Mentee, and/or parent/guardian
  - Similar gender/ethnicity
  - Common interests
  - Compatibility of meeting times
  - Geographical proximity
  - Similar personalities
2. The Program Coordinator and designated staff will review all Mentor and Mentee applicants. After reviewing all applicants the Program Coordinator will fill out assessment paperwork to help match Mentors and Mentees.
  3. When a potential match is identified, and prior to contacting any of the prospective participants, the Program Coordinator will review the files again to ensure all screening procedures have been met.
  4. The Program Coordinator first contacts the prospective Mentor and without using last names, describes and provides information about the Mentee to determine if there is interest by the Mentor for a possible match.
  5. Given initial interest by the Mentor, the Program Coordinator then provides the Mentee's parent/guardian with a description and information about the prospective Mentor.
  6. If both the Mentor and the parent/guardian agree, the coordinator will then contact the Mentee and describe the prospective Mentor to them. The Mentee is informed last so as to minimize disappointment if either the Mentor and/or parent/guardian does not approve of the suggested match in some way.
  7. Once both parties tentatively agree to the match, a time is scheduled for an introductory meeting. The Program Coordinator facilitates this introductory meeting of the Mentor, Mentee, and parent/guardian. The Program Coordinator should conduct the meeting by:
    - Facilitating introductions
    - Having the Mentor take the lead in talking about his/her interests, hobbies, and why he/she wants to be a Mentor, followed by the Mentee doing the same
    - A few days after meeting, the Program Coordinator will call each party and ask if they are interested in moving forward with the match.
  8. If anyone is uncertain, the parties may be given time to consider the match further.

9. If all agree to move forward with the match, match contracts must be completed and signed by all parties (this will happen at the second meeting if all parties agree to move forward). Copies of all are given to each party.
10. The first Mentor and Mentee match meeting date and time should be confirmed at the end of the second meeting. Contact information can be exchanged at this time.
11. The parent/guardian must provide a copy of the youth's health insurance card or health insurance provider information to the Mentor at this time, if they are in the off-site program. The Mentor must keep a copy in his/her vehicle.

Once the match is made, program staff will schedule the first follow-up call to each person within the first week following their first meeting date.

## Match Support and Supervision Procedure

---

### Supervision

1. Once matched, the Program Coordinator or another program staff person will be assigned to support and monitor all parties to a given match including the Mentor, Mentee, and parent/guardian.
2. Within one week of the first activity date of a new match, the assigned staff person will make phone/personal contact with all parties to determine how the first meeting went.
3. After this initial contact, the assigned staff member will then follow up monthly by phone, or in person with each party to gather information regarding meeting dates, times, activities, and how the match is proceeding. Off-Site Mentors will also be asked about the next months scheduled activities. Three attempts to contact each party will be made in a given month before a written letter or note will be mailed requesting they call the MENT2B Program Coordinator.
4. In order to assess how the match is proceeding, program staff may inquire about the following and/or probe beyond to uncover core issues:
  - Are they enjoying participating in the match?
  - How do they feel it is going?
  - Are they having any difficulties?
  - Is the relationship developing as they would like?
  - If not, why do they think it isn't?
  - Are there any concerns or issues that should be addressed by program staff?
  - Do they need more support or any intervention?

### Problem Resolution

1. If the coordinator assesses that there is a potential problem with the match, the coordinator will attempt to clarify the potential problem and work with the Mentor, Mentee, and/or parent/guardian/social worker to resolve the issue early.
2. The general process for resolving problems will follow the IDEAL model that includes:
  - Identify the problem and have a clear shared understanding of the problem between the Mentor, Mentee, and parent/guardian.
  - Develop alternative solutions that could address the problem.
  - Evaluate the strengths and weaknesses of each solution.
  - Act on the most constructive solution.
  - Learn from how the solution worked and repeat the IDEAL process if necessary.
3. When the match problem involves a lack of contact on the part of the Mentor or Mentee, the program staff must investigate the reasons for lack of contact with the offending party, and make efforts to ensure the match is meeting according to the contracted amount of time per month.

4. If a problem area continues, the coordinator should consult with the Human Resources Director, other staff members and/or community resources to define a viable approach to addressing the problem and proposing potential solutions.
5. If the problem cannot be resolved, formally closing the match may be necessary. At that time, it would be determined if either or both parties are suitable for matching with other partners.
6. All support and supervision by program staff must be recorded in the Mentor/Mentee Database, referencing any notes included in the files.

### Other Support

It is the responsibility of the Program Coordinator to provide other support to the matches, including but not inclusive of the following:

- Plan and implement at least one group activity for Mentor/Mentee matches per quarter.
- Facilitate an ongoing support group for Mentors.
- Access community resources to obtain and disseminate tickets to community events and activities for matches.

## Confidentiality Policy

---

It is the policy of the MENT2B Program to protect the confidentiality of its participants and their families. With the exception of the limitations listed below, program staff will only share information about Mentees, and their families with the Mentor, Human Resources Director and/or CEO if the situation requires for safety reasons. Further, all prospective Mentors, Mentees, and parents/guardians should be informed of the scope and limitations of confidentiality. Additionally, Mentors are required to keep information about their Mentee and his/her family confidential, with the exception of the guidelines set forth by the mandatory reporting laws in Washington State and the Y.

In order for the MENT2B Program to provide a responsible and professional services, it is necessary to ask Mentors, Mentees, parents/guardians, and other outside sources to divulge extensive personal information about the prospective participants and their families, including:

- Information gained from Mentors and Mentees, written or otherwise, about themselves and/or their families, in application to and during program participation
- Participants' names and images gained from participants themselves, program meetings, training sessions, and other events
- Information gained about participants from outside sources including confidential references, school staff, employers

Records are, therefore, considered the property of the Y and are not available for review by Mentors, Mentees, or parents/guardians.

### Limits of Confidentiality

Information from Mentor and Mentee records may be shared with individuals or organizations as specified below under the following conditions:

- Information may be gathered about program participants and shared with other participants, individuals, or organizations only upon receipt of signed "release" forms from Mentors, Mentees, or parents/guardians.
- Identifying information (including names, photographs, videos, etc.) of program participants may be used in agency publications or promotional materials only upon written consent of the Mentor, Mentee, and/or parent/guardian.
- Access to participant files only is limited to the MENT2B Coordinator, Human Resources and CEO as needed. Known violations shall be reported to Human Resources or the CEO.
- Suspected child abuse and/or neglect of program participants must be made to appropriate state and/or local authorities as defined by Washington State Law.
- Information may be provided to legal counsel in the event of litigation or potential litigation involving the agency. Such information is considered privileged information, and its confidentiality is protected by law.



- Program staff and volunteers are mandatory reporters and as such must disclose information indicating that a Mentor or Mentee may be dangerous to or intends to harm him/herself or others.
- If the Y receives information at any point that a Mentor is using illegal substances, or is inappropriately using alcohol or other controlled substances, the Mentor will be immediately suspended and an investigation shall be conducted. Findings will be reviewed and may result in immediate removal from the program. Limited information shall be shared with the parent/guardian of the Mentee.
- If the Y receives information at any point that a volunteer has been convicted of a crime or has had an undisclosed arrest, the Program may suspend or terminate their volunteer services. Background checks are run annually on all Mentors.
- During the Match process general information is shared with prospective match parties. Names and addresses are shared with the matches only after the involved parties have met and agree to be formally matched and consent has been obtained from parent/guardian. Each party shall have the right to refuse the proposed match based on the anonymous information provided to them. The information to be shared may include:
  - Mentors: age, gender, race, religion, interests, hobbies, employment, marriage or family status, living situation, reasons for applying to the program, and a summary of why the individual was chosen for the particular match. Confirm the acceptable driving record and criminal histories.
  - Mentees: age, gender, race, religion, interests, hobbies, family situation, living situation, a summary of the client needs assessment, and expectations for match participation.

## Transportation Policy – For Off-Site Mentors ONLY

---

It is the policy of the MENT2B Program to allow Mentors to transport Mentees in their own private vehicles. All Mentors must meet the following criteria prior to transporting the Mentee:

- Mentors must own a car or have access to reliable insured transportation; all safety equipment including blinkers, lights, brake and back-up lights, seat belts, tires, and brakes must be in good operating condition.
- Mentors must possess a valid driver's license and present proof of auto insurance; a record of insurance will be maintained in the Mentor's file and will be updated on an annual basis.
- Mentors must undergo a driving record check and have a clean driving record for the last three years and meet the following standards:
  - TYPE A – are major violations and is not acceptable: DWI, DUI, OUI, OWI, refusing a substance test, driving with an open container of alcohol, reckless driving, hit and run, fleeing a police officer, racing, driving while license is revoked or suspended, manslaughter or any felony.
  - TYPE B – includes most driving violations such as speeding, improper lane change, failure to yield or obey a traffic signal or sign, license suspension, at fault accidents.
  - TYPE C – include parking tickets, financial responsibility violations, seat belt violations, improper equipment or excessive loads.
- The MENT2B Program requires that Mentors follow safety requirements in accordance with safe driving guidelines and Washington State Law which includes, but is not limited to the following:
  - Driver and all passengers must wear seat belts;
  - Mentee's under 13 years of age will be required to sit in back seat of vehicle if available according to Washington Safety Laws;
  - No use of cell phone or texting by driver while driving;
  - No use of alcohol or drugs prior to or 4 hours during time spent with a youth;
- Mentors must also avoid taking medication or using any other substance that might impair their ability to provide quality service to the Mentee, or impair their ability to drive if participating in an offsite visit.
- If an accident occurs while the Mentor is engaged in Mentoring, it should be reported to the MENT2B Program Coordinator and/or Human Resources Director promptly.
- The Mentor must carry a copy of the Mentee's health insurance and Parent/Guardian contact information in the transporting automobile at all times in case of emergency.

If any of the above policy is not followed, the Mentor will not be allowed to transport the Mentee in a private automobile and may be released from the program.

## **On Site Mentors Policy**

---

The Y is committed to creating an environment for youth that is safe, nurturing, empowering and that promotes growth and success. The On Site Mentoring program is intended to assist individual youth while at the Y, that would benefit from one on one interaction.

This program is providing opportunities for a Mentor to meet the Mentee at the Y. A variety of times and activities are available. Our goal within the on-site program is to provide an adult role model to assist a child or small group of children who would benefit from one to one coaching, homework help, someone to shoot hoops with, an adult work out buddy or just someone that is willing to listen.

The only off site meetings for On Site Mentors will be in pre-arranged and approved visits with Y staff also present in those group activities.

Home visits and out of town travel is not allowed at this level of our program. If the Mentee and the Mentor would like to be considered for the additional privileges the MENT2B Coordinator will meet with all parties involved – complete an assessment – and if approved by staff, a new agreement shall be completed and additional training shall be completed.

## **Out-of-Town Travel Policy**

---

It is the policy of the MENT2B Program to encourage Mentor/Mentee visits within their own community and limit overnight visits. However, overnight visits and out-of-town trips may be permitted under the following conditions:

- Out-of-town travel will only be permitted after one year participation with a match.
  - After one year, out-of-town travel may occur with permission of both the CEO and parent/guardian. Only then may the Mentee and Mentor travel alone out-of-town. All such plans shall be reported to the MENT2B staff before final arrangements are made and must be made aware of the nature of the activity and the purpose.
- For any and all admissible out-of-town travel, the Mentor must complete the Out-of-Town Permission form, and provide this to the Program Coordinator. Once reviewed and approved by the Program Coordinator, the Parent/Guardian will complete an additional form with their signature along with the Social Worker's signature for approval (if youth is in foster care).
- For any and all admissible out-of-town travel, the parent/guardian must fill out and sign the Parent/Guardian Out of Town Permission form stipulating:
  - That the child is permitted to travel with the Mentor to the predetermined destination, specifying names and the location(s) being traveled to.
  - Permission for medical treatment in the case of a medical emergency.
  - If youth is in Foster Care, we must have approval from both the Parent/Guardian and the Social Worker.

- For out-of-town trips of more than one day's duration, the Mentor must check in with the parent/guardian and program coordinator daily by phone.
- During permissible out-of-town travel, the Mentor should review and abide by all terms outlined in the transportation policy.

## Use of Alcohol, Drugs, Tobacco, and Firearms Policy

---

It is the policy of the MENT2B Program to prohibit and discourage the use of drugs, alcohol, and firearms. Mentees and Mentors are prohibited from using drugs or alcohol or possessing firearms while meeting or engaging in any Mentor/Mentee activities. Any suspected violations should be reported to the MENT2B Program Coordinator, Director of Human Resources and/or CEO.

**Alcoholic Beverages:** No participant of the MENT2B Program will possess or consume beer, wine, or other alcoholic beverages while actively engaged or prior to actively engaging in Mentoring, nor shall any participant endorse the use of alcohol. Mentors and Mentees may go to a location where minors are allowed and alcohol is served provided that the Mentor and youth do not consume any alcohol.

**Marijuana:** No participant of the MENT2B Program will possess or consume marijuana while actively engaged or prior to actively engaging in Mentoring, nor shall any participant endorse the use of marijuana.

**Drugs:** No participant of the MENT2B Program will manufacture, possess, distribute, or use any illegal substances while engaged in Mentoring or otherwise.

**Tobacco:** The intent of the MENT2B Program is to create a smoke- and tobacco- free environment. To that end, smoking and the use of all tobacco products is prohibited on the premises of the MENT2B Program and those involved with the program must refrain from the use of such products while engaged in Mentoring. The use of tobacco products includes but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, or other matters or substances that contain tobacco.

**Weapons, Firearms, and Other Dangerous Materials:** The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material while participating in Mentoring activities is strictly prohibited.

A Mentor who owns a firearm or has a firearm in his/her home agrees to the following:

- Inform Staff at enrollment and throughout the duration of the match of the ownership or presence of a firearm in the household or on other personal property (e.g., car);
- Attest to the fact that any owned weapons, firearms, or ammunition are licensed, permitted, registered, and handled in accordance with all applicable state and federal laws;
- Be certain that firearms are inaccessible to a Mentee and that ammunitions are securely and separately locked;
- Understand that Staff will make the Parent/Guardian aware of the ownership or presence of a firearm as well as the Agency's policy.

Mentor and Parent/Guardian will review and agree that weapons, firearms, and ammunition will be made inaccessible at all times to a youth while in the Mentor's care.

Any violation of this policy will result in the immediate suspension and/or termination of the Mentoring relationship. In addition, violations of this policy may result in notification being given to legal authorities that may result in arrest or legal action, and may be punishable by fine and/or imprisonment.

## **Mandatory Reporting of Child Abuse and Neglect Procedure**

---

Every child has the basic human right to be safe. Child abuse and neglect threaten a child's safety by placing him/her at risk of physical and emotional injuries and even death. The purpose of the Washington State law, Revised Code of Washington (RCW) Chapter 26.44, is to protect children who have been non-accidentally injured, sexually exploited, or deprived of the right to minimal nurture, health, and safety by their parents, custodian, or guardian.

All employees and volunteers are "Mandated reporters" and are required by law to report suspected abuse or neglect to Child Protective Services (CPS) or to the appropriate law enforcement agency whom shall investigate and assess the safety of the child.

### **Suspected Child Abuse or Neglect**

If the MENT2B Program Coordinator is not available contact the Director of Human Resources or the CEO.

1. All suspected incidents of child abuse or neglect, recent or otherwise:
  - Report to the MENT2B Coordinator, the same day if possible in all instances.
  - If you believe the child is in immediate danger call 911
  - The Mentor will document the instance and submitted to the MENT2B Coordinator.
  - The Mentor will call the **Washington Hot Line 1-866-ENDHARM (1-866-363-4276)** to report the suspected abuse – not in the presence of the Mentee. If the Mentor would like to make the call with the MENT2B Coordinator we are available to help and support you.
    - i. The hotline will require your name and information and the child's information which you will release.
    - ii. Report the situation using your documentation
    - iii. When the call is complete include in your documentation the date and time of the call and the first name of the person you spoke with.
2. The MENT2B Program Coordinator must fill out the Child Abuse and Neglect Report form detailing critical information about the alleged incident of abuse and/or neglect. Once completed and reported, this form will be kept in the Mentee's file folder and documented in the Y's official CPS reporting log.
3. The MENT2B Program Coordinator or the Director of Human Resources will make a follow up institutional report to the Washington Hot line within 48 hours.

### **Training**

1. All program staff and volunteers must be trained on state statutes of child abuse and neglect laws, and the agency's mandatory reporting policy and procedures prior to working with youth or participating in the MENT2B Program.
2. Reporting of child abuse and neglect is mandated by the training policy and procedure and is included as a required topic in the training curriculum outline for both Mentors and Mentees.

## **Mandatory Reporting Policy**

---

All staff, Mentors, and other representatives of the program must report any suspected child abuse and/or neglect of program participants immediately. All such suspected reports must be made to appropriate state and/or local authorities. Program staff must follow the mandatory reporting of child abuse and neglect procedures.

All employees, volunteers, and Mentors of the MENT2B Program are required to undergo training as to what constitutes child abuse and neglect, what the state statutes are, and how to properly report such cases.

Any staff, volunteer, or Mentor accused of child abuse or neglect will be investigated by the Y and possibly law enforcement. Contact with all youth within all of our programs will be restricted or constrained and/or the person in question suspended from all program participation per the decision of the Director of Human Resources and the CEO until such investigation is concluded.

### **Signs of Physical Abuse**

*Physical abuse tends to be episodic.*

- Unexplained bruises and welts (especially on the face, torso, etc; in various stages of healing)
- Unexplained fractures
- Unexplained burns (cigarette, patterned, rope burns)
- Lacerations or abrasions (esp. on mouth)
- Illogical explanations for injuries
- Wary of adult touch
- Aggressive or withdrawn
- Indiscriminately seeks affection
- Showing extreme efforts for attention
- Abusive or aggressive with animals or other children
- Apprehensive when other children cry
- Frightened of some adult in their life
- Trying to hide bruises or other marks
- Some adult is showing dislike, impatience towards the child
- Telling you that an adult has been drunk while driving them

### **Signs of Neglect**

*Neglect is often a chronic problem. It involves inattention to the basic needs of a child.*

- Extreme hunger
- Begging, stealing food
- Poor hygiene, inappropriate dress
- Consistent fatigue
- Underweight, poor growth
- Skin problems, bald patches
- Extended stays at school or in public places
- Poor school attendance
- Unusual concern or responsibility for younger siblings
- Showing extreme efforts for attention



## **Signs of Sexual abuse**

*Many of the physical signs of sexual abuse are not going to be obvious to the volunteer. But there are some indicators of sexual abuse that are outwardly noticeable.*

- Having an unusually close relationship with an adult that has secretive or sexual overtones
- Having an adult in their life that is extremely over-protective
- Difficulty walking or sitting
- Torn, stained, bloody clothing
- Preoccupation with sex
- Overly sophisticated sexual knowledge or behavior
- Being sexually abusive or aggressive with other young people
- Withdrawing
- Taking on infantile or adult behavior

The Wenatchee Valley YMCA has a policy that we explain to each of our candidates and employees. The YMCA is aware that there may be people who want to work or volunteer here for the wrong reasons. To prevent access to the children we serve by those individuals, we check every applicant's criminal history and speak with individuals about their character as well as the skills. We structure all but the MENT2B program so that no staff member or volunteer is alone with a child or other vulnerable individual. The MENT2B program has additional safety measures that are built into the program to allow one on one time but all visits should appear to be observable and interruptible, a visit schedule will be pre-approved with the understanding that periodic supervisory observations will be made and recorded. We try to prevent any opportunity for abuse and we periodically interview children and others about their experiences in the program. We take all allegations, including those from children, very seriously. We refer all allegations to the authorities for investigation, and we cooperate fully with any investigation. Wrongdoers need to know that this is a very risky place to attempt to abuse children or the vulnerable. This thorough process not only protects the people in our care, but it also minimizes the potential for false abuse allegations against innocent staff members and volunteers.

## Guidelines on Child Abuse

---

If you have a younger Mentee, they may inadvertently reveal to you that they are being abused by someone. It may be something that they are not even able to identify as abuse. An older Mentee might be more likely to come to you specifically to get help and tell you about what is happening/has happened to them.

### **If your Mentee reports to you that they are being abused:**

- You are required to report the abuse in accordance with the mandatory reporting of child abuse and neglect procedures.
- Avoid displays of shock.
- Attempt to remain calm and deal with the disclosure at their reaction level.
- Maintain eye contact while talking with them.
- Stress that they did the right thing by telling you.
- Stress that you believe them.
- Tell them the abuse was NOT their fault.
- Allow them to relate the incident in their own terms. Do not ask questions.
- Convey that you feel bad and want to help. Show compassion to indicate that your friendship is still going to be constant in their life.
- Never use terms such "bad," "awful," or "disgusting" to describe the incident(s). The youth may internalize this and feel that they are disgusting due to their role in the incident(s).
- Attempt to give some control back to your Mentee by asking what they want you to do. Preface this by telling them you can't promise to keep the information a secret and that you are a mandatory reporter.
- Do not confront the abuser yourself.
- Explain to your Mentee that the MENT2B program requires that you tell someone about the incident(s).
- Call your Program Coordinator as soon as possible, and contact Child Protective Services – **1-866-ENDHARM (1-866-363-4276)**.

### **Supportive statements to use:**

- "You did the right thing by telling me and I believe you."
- "What happened to you was wrong, but it was not your fault."
- "There are other people we must tell what happened, but I will be with you to help."
- "The person who hurt you needs help so that they will never hurt you or another child again."
- "I'm really glad you told me because now we can do something about it."
- "You must remember it is not your fault and no one else will be mad at you for telling them."

## CODE OF CONDUCT

---

The Y is committed to creating an environment for youth that is safe, nurturing, empowering, and that promotes growth and success. The following policies are intended to assist employees and volunteers in making decisions about interactions with youth. No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from our organization. All reports of suspicious or inappropriate behaviors with youth or allegations of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

1. On site Mentors, staff, and Mentees, will never be alone with a single child unobserved by another adult, the MENT2B program Off-site Mentors will follow additional safety measures listed below.
  - Off-site Mentors will have additional training hours
  - Schedule will be pre-planned and the information shared with the MENT2B Coordinator.
  - For the first year all contact will be in public places and should appear to be observable and interruptible.
  - The MENT2B Coordinator or assigned staff will complete unscheduled and unannounced observations
2. On Site Mentors will be identified by volunteer photo badge. Off Site Mentors will be introduced to Mentee and family members prior to first off site visit. All Mentors shall have photo within Volunteer file.
3. Mentors will portray a positive role model for children by consistently demonstrating an attitude of respect, courtesy, tact, and maturity.

### **Mentors will:**

- Appear neat, clean and be appropriately attired.
- Use appropriate verbal interactions that are age appropriate for the Mentee.
- Respond to all children with respect and consideration.

### **Mentors will not:**

- Become romantically involved with program participants.
  - Make personal displays of affection toward other adults.
  - Keep secrets with a child.
  - Show favoritism.
  - Accept any cash gifts
  - Use profanity, share inappropriate jokes, and share the intimate details of one's life.
  - Participate in any kind of harassment while working with Mentees.
4. Mentors will treat children equally regardless of gender, race, religion, culture, sexual orientation, or disability; respect children's rights to not be stared at, not comment about or touch children in ways that make them feel uncomfortable.

5. Mentors will not abuse children or allow children to be abused in anyway including but not limited to the following:
- Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
  - Verbal abuse: degrading, threatening, cursing, inappropriate jokes
  - Sexual abuse: inappropriate touching, exposing oneself, sexually orientated conversations, sexually orientated materials or demeaning materials
  - Mental abuse: shaming, humiliation, cruelty
  - Neglect: withholding food, water, shelter, attention
  - Bullying:
    - Physical bullying: physical force against another child
    - Verbal bullying: use of words to hurt another such as belittling or name calling
    - Nonverbal or relational bulling: manipulation of relationship or desired relationship to harm another person. Includes gossip and gestures
    - Cyberbullying: intentional and overt act of aggression toward another using technology as a tool.
6. Mentors are required to immediately report any potential violation of this Code of Conduct or any other activity that may have the potential to cause harm to a child to the MENT2B Program Director, CEO or the Human Resources Director.

## Unacceptable Behavior Policy

---

Unacceptable behaviors will not be tolerated on the part of Mentors or Mentees while participating in the program. This policy is in addition to behavioral requirements stipulated in other policies or procedures within this manual. This policy in no way is intended to replace or take precedence over other policies or procedures including, but not limited to, the following:

- Confidentiality Policy
- Transportation Policy
- Out-of-Town and Travel Policy
- Use of Alcohol, Drugs, Tobacco, and Firearms Policy
- Conflict of Interest Policy
- Code of Conduct

The following are also considered unacceptable and prohibited while participants are engaged in Mentoring activities:

- Denigration, public or private, of any Mentee, Parent/Guardian or Family Member
- Denigration, public or private, of political or religious institutions or their leaders
- Intentional violation of any local, state, or federal law
- Driving under the influence of alcohol or drugs
- Possession of illegal substances

Any unacceptable behavior, as specified but not limited to the above, will result in a warning and/or disciplinary action including suspension or termination from participation in the Mentoring program as well as other programs within the Y.

## **Volunteer Corrective Action and Dismissal Policy**

---

Volunteers who do not adhere to the policies and procedures of the Program or who are not satisfactory volunteers as determined by the MENT2B Coordinator will be dismissed from participation in the program or issued corrective action. The MENT2B Coordinator and the Human Resources Director has absolute discretion in issuing corrective action or dismissing any volunteer in the Program. Corrective action, at the discretion of the MENT2B Coordinator, may include but is not limited to additional supervision, reassignment, retraining with possible suspension, or referral to another volunteer position.

If dismissed, the Program will endeavor to provide the volunteer with a confidential memo identifying the reason(s) for dismissal. The volunteer may bring a corrective action or dismissal before **the CEO and MENT2B Coordinator to discuss the issues.**

---

## Closure Policy

---

It is the policy of the MENT2B Program that all Mentors and Mentees must participate in closure procedures when their match ends. Closure is defined as the ending of a formal match relationship regardless of the circumstances of the match ending or whether they intend to have future contact informally beyond the match duration. While no party is expected to continue the relationship beyond the formal end of a match, matches may continue in the program beyond the contract period and receive ongoing support and supervision.

Closure can occur for any number of reasons including: the contracted match duration has ended, one or both participants do not want to continue the match, there are changes in life circumstances of either the Mentor or Mentee, or an individual no longer meets the requirements for the program participation. Hence, the match may end at the discretion of the Mentor, Mentee, parent/guardian, and/or Program Coordinator. It is left to the discretion of the Program Coordinator whether an individual will be reassigned to another match in the future based upon past participation performance and current goals and needs of the program.

Future contact will be at the mutual and informal agreement of the Mentor, the Mentee, and the parent/guardian/social worker; if the Mentee is 17 years of age or younger. If future contact is agreed upon, the MENT2B Program will not be responsible for monitoring and supporting the match after the match has ended.

The coordinator will verbally and in writing inform all parties – the Mentor, Mentee, and parent/guardian/social worker – that the formal match has ended and that the MENT2B Program will not be liable for any incidents that occur after the match has closed.

## Closure Procedure

---

MENT2B Program staff will follow the closure procedures as closely as possible and will vary based on the reasons for the match ending:

1. At the point it is decided that a match is closing, the Mentoring program staff will fill out a Match Closure Summary form and supervise and instruct all participants through the closure process. A copy of the Match Closure Summary will be placed in both the Mentor and Mentee files.
2. All closures must be classified as to the reason for the match ending. The major classifications are as follows and the circumstances will dictate the procedure to be followed:

### **Planned**

A planned closure is one that has been known about for a period of time such as three months or more. Common reasons for planning a match closure may include the match is reaching the end of the one-year commitment, the youth ages out of the program, and/or the goals of the match have been achieved.

### **Extenuating**

Extenuating circumstances for match closure are usually more sudden in nature, and beyond the control of the program and/or its participants, i.e., relocation or moving away, or an unexpected personal crisis.

### **Difficult**

A difficult match closure is due to relationship or behavioral difficulties, i.e., lack of cooperation or contact, parental disapproval, irreconcilable issues, lack of compatibility, and/or violations of program policies.

3. In all cases, attempts will be made to have a closure meeting to include program staff, the Mentor, and Mentee. The parent/guardian may attend if he/she desires. The meeting agenda should cover the following, depending on the circumstances of closure:
  - Open discussion about the relationship ending
  - Complete the closure Exit Surveys
  - Discuss MENT2B's policies around future contact (see Closure Policy)
  - Distribute participant Closure Letters
4. In the absence of a meeting, program staff will attempt to contact all parties by phone to inform them the match is closing and how best to proceed in closing the match. Closure Letters and Exit Surveys will be mailed out to the Mentor, Mentee, and parent/guardian and will include self-addressed, stamped envelopes.
5. In all circumstances, the Mentor, Mentee, and parent/guardian should all receive a Closure Letter stipulating the match has formally ended and any future contact is beyond the scope and responsibility of the MENT2B.



6. Program staff must coordinate closure proceedings with evaluation requirements and assist in any way necessary to gather evaluation data during this process.
7. Copies of the Closure Letters and all completed Exit Surveys should be placed in the respective Mentor or Mentee files.
8. Depending on planned future participation in the program, the files of Mentors and/or Mentees exiting the program should be kept active or placed in the program archives.

## **Disclaimer**

---

It is possible that situations may arise in a Mentor's interactions with his/her Mentee that are not covered in training and/or the Mentor Handbook. Should you require assistance in such an event, please do not hesitate to contact the MENT2B program staff (all contact information can be found in the Mentor Handbook). In the case of an emergency, dial 911.

## MENT2B CONTACT LIST

<b>NAME</b>	<b>TITLE</b>	<b>PHONE/E-MAIL</b>
<b>YMCA</b>		<b>662-2109</b> <a href="http://www.wenymca.org">www.wenymca.org</a>
<b>Thalia Lepley</b>	<b>Program Coordinator</b>	<b>509-393-3979</b> <a href="mailto:thalia@wenymca.org">thalia@wenymca.org</a>
<b>Brogan Potter</b>	<b>Senior Director of Programs</b>	<a href="mailto:brogan@wenymca.org">brogan@wenymca.org</a>
<b>Children's Home Society</b>	<b>Mental Health Counseling</b>	<b>663-0034</b>
<b>Children's Home Society</b>	<b>Kris Collier Therapeutic Foster Homes</b>	<b>663-0034</b>
<b>Catholic Charities</b>	<b>Mental Health Counseling</b>	<b>662-6761</b>
<b>The Center for Drug and Alcohol Treatment</b>	<b>Drug and Alcohol Assessments In-patient treatment Out-patient treatment</b>	<b>662-9673</b>
<b>SAGE</b>	<b>Domestic and Sexual Violence Center</b>	<b>509-663-7446</b>
<b>Wenatchee Police Department</b>		<b>663-9911</b>
<b>East Wenatchee Police Department</b>		<b>884-9511</b>
<b>CPS – Child Abuse Reports Hotline</b>		<b>1-800-243-8881 or 1-800-557-9671</b>
<b>WA Warm Line (Peer Support Confidential Call Line)</b>		<b>1-877-500-9276 Crisis Line 1-866-427-4747</b>
<b>Chelan/Douglas Counties Mental Health Crisis Line</b>		<b>1-800-852-2923</b>

*\*In case of emergency, call 911.*

## Helpful Websites

---

College Success Foundation

<http://www.collegesuccessfoundation.org/>

Passport to College Promise Scholarship Program

<https://www.collegesuccessfoundation.org/wa/supports-and-scholarships/passport>

Scholarship Searching Service

<http://thewashboard.org>

College Scholarships

<http://www.collegescholarships.org/>

Big Future – Get Ready for College! – College Planning, Financial Aid Help, etc.

<https://bigfuture.collegeboard.org/>

Foster Care to Success- Scholarships, grants, internship opportunities, and more

<http://www.fc2success.org/>

The Education Training Voucher (ETV) Program

<https://www.statevoucher.org/>

FAFSA Tips for Foster Youth

<http://www.ecampustours.com/payingforcollege/financialaidandfafsa/fosteryouthtipsfafsa>

W.R.A.P – Wellness Recovery Action Plan

<http://www.mentalhealthrecovery.com/>

FDIC Money Smart Program – money handling basics (free computer-based program)

<http://www.fdic.gov/consumers/consumer/moneysmart/>

Reality Check Budget Calculation – specifically for Texas, but still helpful

<http://www.texasrealitycheck.com/>

Mentoring Works Washington – Resources for Mentors

<https://www.mentoringworkswa.org/resources/for-mentors>

MENTOR: The National Mentoring Partnership – Mentor Resources & Publications

<http://www.mentoring.org/program-resources/mentor-resources-and-publications/>

## THANK YOU!

As we begin our matching process, and during the time to come with our Mentees, we want to THANK YOU! You are stepping forward on a journey when the exact ending is uncertain, but you are doing this because you care for others and you know that there is great reward in life in the relationships you develop, and the impact you can have on others.

We wish you the best in your match with our MENT2B program. Take pride in your contribution to the happiness of your Mentee. We will be with you, supporting you throughout your journey.



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Acknowledgement of Receipt of Mentor Handbook

I have received the Wenatchee Valley YMCA Mentor Handbook. If I have any questions regarding this information, I may contact the Human Resources Department at 509.662.2109 or [thalia@wenymca.org](mailto:thalia@wenymca.org)

---

Mentor Signature

---

Date