

# **Montgomery County Ohio College Promise Volunteer Mentor Handbook**



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## **About Montgomery County Ohio College Promise**

### *About Us*

Montgomery County Ohio College Promise (“College Promise”) was founded in 2010 with the goal of providing a life-changing opportunity for 500 students within the community over a 10-year period. These students, whose lives have been impacted by poverty, are identified and selected during their eighth-grade year. Each student is supported during high school by a caring adult mentor who meets with them on a weekly basis at their high school, and may provide additional support beyond that, and through programming offered by the College Promise program.

The selected students, upon the successful completion of high school and meeting the entrance requirements of the partner college or university, are awarded scholarships that allow them to attend college at little or no cost to them or their families. Partner colleges and universities include: Central State University, Denison University, Kettering College, Miami University, Miami University Regionals, Ohio Northern University, Sinclair Community College, the University of Dayton, Wittenberg University, Wright State University, and Xavier University.

### *Mission*

College Promise’s mission is to identify, select and support 500 Montgomery County, poverty impacted, eighth grade students over 10 years who have shown academic promise so that the dream of attending and graduating from college becomes a reality.

### *Student Commitment*

College Promise Scholars sign a contract that pledges they will be alcohol, tobacco, and drug free; be crime free; practice good citizenship; maintain a strong record of school attendance; achieve the required grade point average; participate in school, community, or faith-based activities; and attend weekly meetings with their mentor.

### *Mentoring*

A mentor is a caring adult who freely gives their own time to a young person. A mentor can have a profound effect on the amount of success that a young person might attain. To a young person, a mentor guarantees that there is someone who cares and that they are not alone in dealing with the everyday challenges they face.

### *Impact*

By breaking the cycle of poverty for 500 Montgomery County students, the College Promise program has a profound impact on not only their quality of life but also the greater community. By attaining their college education at a regional college or university, College Promise Scholars will be attractive to Montgomery County employers, which will retain our investment at home.

## **Scholarship**

### *Who Can Apply*

Students eligible to participate in the College Promise program must demonstrate financial need, be currently enrolled as an eighth grader in Montgomery County, and plan to attend a participating Montgomery County high school.

Students selected have attended school regularly, have earned satisfactory grades, are involved in activities, and are committed to doing their best.

### *Participating High Schools*

Archbishop Alter High School	Meadowdale High School
Belmont High School	Miamisburg High School
Brookville High School	Northmont High School
Butler High School	Northridge High School
Carroll High School	Oakwood High School
Centerville High School	Ponitz Career Technology Center
Chaminade-Julienne High School	Spring Valley Academy
Dayton Christian High School	Stebbins High School
Dayton Early College Academy	Stivers School for the Arts
Dixie High School	Thurgood Marshall STEM High School
Dunbar Early College High School	Trotwood-Madison High School
East Dayton Christian School	Valley View High School
Jefferson High School	Wayne High School
Kettering Fairmont High School	West Carrollton High School

### *Qualifications*

1. Income eligibility as determined by the United States Department of Agriculture Food and Nutrition Service for Free and Reduced Lunch
2. Demonstrate academic promise, as determined by grades, state test scores, attendance, involvement, recommendations, and additional information submitted.

### *Student Commitment*

- Not to use alcohol, tobacco, or drugs
- Not to engage in criminal conduct or other serious misconduct
- To practice Good Citizenship
- To maintain a strong record of school attendance
- To participate in school co-curricular or extracurricular activities and /or community/faith based activities
- To attend weekly meetings with your assigned mentor
- To attend at-large programs or activities sponsored by College Promise
- To attain a High School Diploma with a Grade Point Average (GPA) and test scores high enough to meet the entrance requirements of partner colleges and universities

### *Parent/Guardian Commitment*

- To provide a supportive environment at home that will contribute to the success of the mentee
- To develop a positive relationship with the high school, mentor, and College Promise staff
- To attend school related functions including but not limited to open houses, scheduling conferences, and parent/teacher conferences
- To attend any at-large programs or activities sponsored by College Promise
- To provide releases necessary to allow College Promise to receive both academic and disciplinary information for the mentee

### *Application*

Completed applications will be accepted September 15-November 15. The application includes:

- Student Information
- Parent/Guardian Information
- Family Income Information
- 2 Letters of Recommendation (at least 1 from a teacher)

## **Mentor Selection and Commitment**

### *Mentoring*

Nothing is more rewarding than making a difference in the life of a young person. A mentor is a caring adult who freely gives their own time to a young person. A mentor can have a profound effect on the amount of success a young person might attain. To a young person, a mentor guarantees that there is someone who cares and that they are not alone in dealing with the everyday challenges they face.

College Promise mentors commit to meeting with their mentee for 30-50 minutes a week at the mentee's high school and may provide additional support beyond that. Mentors serve as a role model, provide a sounding board, an opportunity to talk and be heard, support, encouragement, guidance, and friendship.

### *Applying to Become a Mentor*

Mentors commit to meeting with their mentees for at least 30-50 minutes a week during the school year for all four years of high school. They agree to give their time and energy to this process in order to make a positive difference in the life of a young person.

Mentors are chosen and retained at the discretion of College Promise. To become a mentor, download, complete, and submit an application or apply online. Mentors must pass a background check and take part in a training session prior to their first meeting with their mentee.

### *Mentor Commitment*

Mentors meet with their mentee on a weekly basis during the school year and are provided contact information for their School Liaison and an academic calendar. Along with these resources, College Promise representatives are available to meet with the mentor, mentee, school official and/or parent or guardian to discuss specific matters.

From time to time, mentors may also meet with their mentees outside of their weekly school meeting setting. Any such out-of-school meeting must be done with the permission of the mentee's parent/guardian and conducted by the mentor in a manner consistent with all College Promise policies and procedures.

An annual Mentor Roundtable is held during the summertime, which serves as an opportunity for mentors to connect with each other and to receive program updates. Mentors commit to attending all required training sessions and following all College Promise policies and procedures.

## **Background Checks**

All persons must pass, to the satisfaction of College Promise in its sole discretion, a formal background check prior to being accepted as a College Promise mentor and must pass periodic supplemental background checks to ensure their continued fitness to remain in the role of mentor.

Background checks will be completed through Verified Volunteers, The Mentoring Collaborative, or other provider as determined by College Promise (see Appendix A).

## **Mentor Conduct**

As College Promise volunteers, mentors agree and adhere to the following standards of conduct:

A Mentor *Shall*:

- Always act in a manner that is in the best interest of their mentee
- Be reliable and maintain a regular schedule, committing to the agreed upon times for the weekly school visits with their mentee
- Faithfully notify the School Liaison and the College Promise office of cancellations and schedule changes
- Work independently in the designated school area allowing other school personnel to carry out their responsibilities without interruption
- Meet with their mentee in an area where school staff can freely observe them
- Follow district policies for school visitors, including facility use, attire, and behavior
- Meet with their mentee off school property only with the permission of their mentee's parent/guardian and consistent with all College Promise policies and procedures
- For any meetings off school property, only meet with their mentee in public places and/or while driving to that location
- Only transport their mentee or mentee's family members with written permission of their mentee's parent/guardian and in complete compliance with the College Promise Transportation Policy
- Be culturally aware and respect the cultural differences between their mentee and themselves
- Demonstrate respect, empathy, genuineness, and warmth when working with their mentee
- Maintain confidentiality
- Attend all required College Promise mentor training sessions
- Submit to Criminal Background checks as requested by College Promise
- Notify College Promise staff if he or she must terminate his or her mentor position for any reason
- Follow all College Promise policies and prescribed procedures and report all incidents that might reflect on their continuing fitness to act as a College Promise mentor

A Mentor *Shall Not*:

- Engage in any sexual or sexually suggestive conduct of any nature, make any other inappropriate physical contact with their mentee or engage in any other conduct that may make their mentee feel uncomfortable
- Use profanity, tell inappropriate jokes, share intimate personal details, or make any other comment that could reasonably be considered inappropriate in a professional context
- Accompany their mentee on any overnight trips
- Give money to or buy gifts for their mentee except for small tokens of appreciation

## **Policies**

### *College Promise Transportation Policy*

College Promise does not provide any transportation services and accepts no risk or liability relating to transportation of mentors or mentees.

College Promise mentors are prohibited from transporting their mentee and/or their mentee's family members unless it is with the written permission of the mentee's parent/guardian as set out in an executed Transportation Release form (Appendix B).

The College Promise Transportation Policy will be shared annually with all mentors. In addition, the College Promise Transportation Release form is available for download on the College Promise Website.

### *Sexually Related Conduct Policy*

College Promise mentors play an important role in the success of their mentees. Contributing to that success is the guarantee of an environment that is safe and free from inappropriate sexually related conduct. College Promise mentors are prohibited at all times from making any sexual contact with or engaging in any sexual or sexually suggestive behavior in the presence of their mentees, from making any sexual or sexually suggestive statements about or to their mentees in any form, and from sending anything of a sexual nature to their mentee or communicating with their mentee on any matter that is of a sexual nature or is perceived to be.

### *Reporting of Concerns and Incidents*

College Promise mentors agree to act in the best interest of their mentees at all time and to report to College Promise any concern or incident that relates to their mentee's safety or well-being.

Should a College Promise mentor witness, learn of, or suspect that a mentee has been or is being abused, neglected, or endangered, or if a mentor believes their mentee to be a threat to harm himself/herself or others, the mentor shall report the incident or concern using a Mentee Concern and Incident Report (Appendix C) which shall immediately be submitted to College Promise staff, at which time it will be shared with school personnel so the proper reporting and/or alerts can take place.

Should a mentor engage in conduct the mentor has reason to believe amounts to a violation of a College Promise policy, or should a criminal allegation be made against a mentor the substance of which, if true, would bear on that mentor's fitness to continue serving in that capacity, the mentor shall immediately report that to College Promise staff.

\*Note that all volunteers are required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local children's services agency. Notifying College Promise in no way replaces an individual's responsibility to report child abuse or neglect to the local public children's service agency.

## **School Liaisons**

School liaisons are school employees who provide support in the high schools that College Promise Scholars attend. The school district appoints a school liaison to help oversee the meetings between mentors and mentees at the high school.

The duties provided by School Liaisons are as follows:

- To assist with the coordination of the mentor's and mentee's schedules in order to establish the day of the week and the time that mentoring will take place
- To identify an appropriate place for the mentor and mentee to conduct their weekly meeting, where school staff can observe their interaction
- To monitor and support the interface between the mentor and the mentee
- To report any problems or issues that may arise between the mentor and the mentee to the College Promise office
- To serve as the College Promise contact for any concerns related to student safety
- To communicate with the mentor if their assigned mentee is unable to attend the mentoring session (absent, testing, field trip, etc.)
- To communicate with the mentee if their assigned mentor is unable to attend the mentoring session
- To provide the College Promise office with student records and personally identifiable data as identified on the signed release form. These include:
  - Interim grade reports
  - Quarterly report card with attendance record (absences and tardies)
  - Semester report card with attendance record (absences and tardies)
  - End of year final transcript
  - End of Course Exam Results
  - ACT/SAT scores
  - Disciplinary data (if applicable)
- To promote College Promise within their school

## Contact

College Promise will communicate with mentors in the following ways:

*Letter* – Formal updates and copies of communication mailed to students

*Email* – Group updates on a periodic basis

*Remind* – Texting software that shares updates and reminders

*Phone* – As needed

*Mentor Roundtable* – Group update to be held during the summertime, which serves as an opportunity for mentors to connect with each other and to receive program updates

Staff are listed below and can be contacted in the following ways:

Patrick Gill, Executive Director

pgill@mcocp.org

937-225-9922

Jenni Guanciale, Program Assistant

jguanciale@mcocp.org

937-225-9957

Location:

The Dayton Foundation

1401 S. Main Street, Suite 100

Dayton, Ohio 45409

Website: The College Promise website ([https:// mcocp.org/](https://mcocp.org/)) contains up-to-date information and fillable forms for new mentors, donors, college and university partners, and other visitors.

## Appendix A



### Volunteer Ordering Process

#### Welcome to Verified Volunteers! (now Sterling Volunteers—same process)

There are four easy steps in the screening process to the process outlined below:

You will receive an email invitation to submit your background check online.

Directions are provided below:

#### Step 1: The system will prompt you for basic information.

**4 Easy Steps to Getting Verified**

**Organization Name** requires you to have a background check to volunteer

**Step 1 of 4**  
This short process should take you between 2-3 minutes to enter your information so we can get your order submitted.

**WITH VERIFIED VOLUNTEERS YOUR INFORMATION IS SECURE**  
[Learn More](#)

\* denotes required information

**Your Given Name** [Learn More](#)  
First Name\*

**Your Middle Name**  
Middle Name\*  
 I don't have a middle name

**Your Surname** [Learn More](#)  
Last Name\*

**Your Suffix**  
Suffix

**Your Date of Birth**  
Month\* ▼ Day\* ▼ Year\* ▼

**Your Social Security Number** [Learn More](#)  
SSN\* XX\* XXXX\*  
 No SSN

**Gender**  
Gender\* ▼

**Contact Information**  
Phone Number\* verifiedvolunteers@sterlinginfosystems

[Save & Continue](#)

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## Step 2: The system will prompt you for your current and previous address history

**4 Easy Steps to Getting Verified**

**Step 2 of 4**  
Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.

**Your Current Address**

Address Line 1\*  
Address Line 2  
City\*  
State\* United States  
Zip Code\*

**How long have you lived at this address?**  
From\* mm/yyyy Present

**Other Places You Have Lived** (within the last seven years) [+ Add Address](#)

[Back](#) [Save & Continue](#)

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## Step 3: The system will prompt you for consent to perform the background check.

**4 Easy Steps to Getting Verified**

**Step 3 of 4**  
You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

[Print Consent and Rights](#)

**Consent to Use of Electronic Records and Signatures**

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your volunteer application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

I have read the Disclosure Regarding Volunteer Background Report provided by Verified Volunteers and this Authorization to Obtain Volunteer Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, (855) 326-1880 option 1, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making a volunteer decision involving me at any time after receipt of this authorization and throughout my volunteerism, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents.

**Your Given Name** **Your Surname**  
First Name\* Last Name\*

[Back](#) [Save & Continue](#)

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**Step 4: The system will ask you to confirm your information and submit your payment.**

**4 Easy Steps to Getting Verified**

**Confirm your personal information is correct**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_ Phone: \_\_\_\_\_  
Gender: \_\_\_\_\_ Email: \_\_\_\_\_

The information above is correct. [Learn More](#) [Go Back & Edit](#)

**Step 4 of 4**  
Last step! Please review your personal information carefully and then provide payment information as necessary.

**WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE**  
[Learn More](#)

**Sign up for the Volunteer Fast-Pass**

**Yes!** I would like to purchase the Fast-Pass for \$3.99.  
 No thank you.

[What's a Fast-Pass?](#)  
[Who can I share my Fast-Pass with?](#)

Your Background Check Order # 316404 [Questions](#)

Item	Source Fee	Price
Level 3: Complete Criminal History Record Locator Search		\$23.00

Amount paid by me: \$25.00

[Continue to Payment](#)

[Twitter](#) [Facebook](#) [LinkedIn](#) [Google+](#) [RSS](#)

**An email will be sent to you confirming your submission and also when your check is complete.**

**If you are in need of assistance at any point during this process, please contact us at:**

**[Theadvocates@verifiedvolunteers.com](mailto:Theadvocates@verifiedvolunteers.com) or at 1-855-326-1860 – Option 3**

Appendix B

**YOUTH TRANSPORTATION RELEASE**

Montgomery County Ohio College Promise  
1401 S. Main Street, Suite 100  
Dayton, OH 45409  
Phone: (937) 222-9957  
Fax: (937) 222-0636

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_

do hereby give my permission for \_\_\_\_\_, to transport my  
child to and from the following location: \_\_\_\_\_

Date (s) of the event: \_\_\_\_\_

I understand that Montgomery County Ohio College Promise (MCOCP) will not be transporting my child and hereby acknowledge and agree that MCOCP assumes no risk or liability for the transportation of my child. On behalf of my child, myself, and our family, I hereby forever release, discharge, and agree to indemnify and hold harmless MCOCP, the Dayton-Montgomery County Scholarship Program, their trustees, officers, employees, volunteers, and agents from and against any and all liability, claim, or demand for personal injury, illness, or death, as well as property damage and expenses, that relate to or arise out of the transportation of my child and/or family members.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Accepted by MCOCP Staff Signature Date

Acknowledge by mentee if over the age of 18:

\_\_\_\_\_  
Mentee Signature Date

Effective April 1, 2019

## Appendix C

Name:

Student Name:

Role (Mentor, School Liaison, Parent, etc.):

### Student Concern and Incident Report

Please complete the following form if you have a concern about a student related (but not limited) to the following matters: abuse, neglect, child endangerment, or their threat to harm himself/herself or others. If a specific incident took place that needs to be addressed, please skip ahead.

Please Provide Information Regarding the Concern:

How did you learn about the concern?

- Student disclosed the matter
- Student suggested that concerning conduct has occurred or may occur
- Mentor observed concerning conduct or believes concerning conduct is taking place due to change in mentee behavior or other reason

Please Describe Further:

If you are not reporting a concern but a specific incident, please describe below:

Date Incident Occurred: \_\_\_/\_\_\_/\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Please submit the form to:  
Montgomery County Ohio College Promise  
1401 S. Main Street, Suite 100  
Dayton, OH 45409

College Promise will share with the High School and provide you with further instructions.





I \_\_\_\_\_ have received the Montgomery County Ohio College Promise Volunteer Mentor Handbook, and I agree to the policies, processes, and practices outlined in this document. I will faithfully serve in my role as a volunteer mentor in accordance with these expectations.

---

Signature

Date

Please detach page and return to Montgomery County Ohio College Promise.

Montgomery County Ohio College Promise  
1401 S. Main Street, Suite 100  
Dayton, Ohio 45409  
Fax: (937) 222-0636