



DEVELOPING AN ORIENTATION PLAN

Separate orientations should be held for volunteer mentors and mentees and their parent(s) or guardian(s). Below is a guide to what should be included in these orientation sessions.

An Orientation for MENTORS Should Include the Following:

- Program overview, mission, goals and objectives
- What mentoring is and how it can benefit both mentors and youth
- Mentor roles and responsibilities
- Level of commitment expected (time, energy, flexibility, frequency)
- Description of eligibility, screening process, logistics and suitability requirements
- Safety and security, especially around use of the Internet
- Summary of program policies, including those governing privacy, reporting, communications and evaluation
- Collection of applications, consent forms and other paperwork
- Schedule of upcoming mentor training, matching of mentors with young people and group activities

An Orientation for MENTEES and Their Parent or Guardian Should Include the Following:

- Program overview, mission, goals and objectives
- What mentoring is and how it can benefit both mentors and youth
- Why the youth were chosen for this program
- Mentee roles and responsibilities
- Level of commitment expected (time, energy, flexibility, frequency)
- The nature of the mentor–mentee relationship and level of personal responsibility
- Information on how to handle a variety of situations
- Collection of applications, consent forms and other paperwork
- Summary of program policies, including those governing privacy, reporting, communications and evaluation
- Schedule of upcoming mentee training, matching of mentees with mentors and group activities

Courtesy of The Mentoring Partnership of New York.