

## DEVELOPING AN ORIENTATION PLAN

Separate orientations should be held for volunteer mentors and mentees and their parent(s) or guardian. 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 expectations and restrictions;
- Mentor roles and responsibilities;
- Level of commitment expected (time, energy, flexibility, frequency);
- The nature of the mentor–mentee relationship and level of personal involvement;
- Description of eligibility, screening process, logistics and suitability requirements;
- Safety and security, especially around use of the Internet;
- Information on how to handle a variety of situations;
- Summary of program policies, including those governing privacy, reporting, communications and evaluation;
- Collection of applications, consent forms and other paperwork; and
- 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, flexibility, frequency);
- The nature of the mentor–mentee relationship and level of personal involvement;
- 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; and
- Schedule of upcoming mentee training, matching of mentees with mentors and group activities.