



# Guide to TeamMates Mentoring Program of Lincoln For Parents and Guardians

School: \_\_\_\_\_

TeamMates Facilitator: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

TeamMates Mentoring Program of Lincoln

[www.lincolnteammates.org](http://www.lincolnteammates.org)

402-436-1990

August 2017

This Parent Guide gives you information about the TeamMates Mentoring Program of Lincoln, how our program works, and the important role that you play in making the experience a successful one for your child. Remember, our staff is just a phone call away, so if you have questions after reading this guide, do not hesitate to call 402-436-1990.

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# About the TeamMates Mentoring Program

## Who We Are

The TeamMates Mentoring Program is a school-based one-to-one mentoring program that began in 1991. Tom and Nancy Osborne founded the TeamMates Mentoring Program in an effort to provide support and encouragement to school aged youth. The goal of the program is to see youth graduate from high school and pursue post-secondary education. To reach this goal, youth meet one time per week with a caring adult who serves as a mentor. Mentors are volunteers from the community who have dedicated themselves to making a difference in the life of a young person. Mentors support the strengths of the youth and help build a sense of hope, purpose and vision. The youth in the TeamMates program are called mentees.

We have more than 7,500 mentor/mentee matches meeting in schools across multiple states. TeamMates of Lincoln has over 1000 matches in both public and private schools.

## Our Mission

The mission of the TeamMates Mentoring Program is to positively impact the world by inspiring youth to reach their full potential through mentoring.

## Our Core Values

- *Commitment to youth* -- We are committed to a long term relationship, serving youth with compassion and respect.
- *Safety* -- The safety and protection of the mentee and mentor is first priority, as a school-based mentoring program, we meet at and communicate through the school.
- *Integrity and Trust* -- We are committed to integrity and trust in all relationships.
- *Inclusion* -- We are committed to the inclusion of mentees and mentors from diverse backgrounds.

## Program Details

### Why Was My Child Selected for TeamMates?

All children need the support of caring adults in order to be successful, not only within their family but at school and in their communities. Your child may have been nominated by you, someone in the school, or asked for a mentor. Having a variety of people positively involved in a child's life provides him/her with new opportunities and experiences that will help him/her grow and gain self-confidence. A mentor can give your child someone else to talk to — a safe, concerned, and responsible friend who can listen and be supportive. A mentor can also help your child thrive in school by encouraging him/her in school, focusing on strengths and talents, and by helping your child to think about his or her future goals and dreams.

### What is a mentor?

A mentor is a caring and responsible adult who takes time to be a friend to a young person. A mentor listens, supports, and guides a young person on a consistent basis over a period of time.

A mentor develops this friendship with a young person—whom we call a “mentee”— in order to help him/her be successful at home, at school, and in the community. By developing this positive relationship, a mentor can help a young person identify his or her strengths and interests.

Mentors are not meant to take the role of parent, guardian, or teacher. A mentor’s main role is to spend time with the child doing positive and fun activities at school that help the mentee become more self-confident and identify their interests and strengths. By doing this, the mentor becomes part of the team of caring adults who support the healthy development of your child: parents, relatives, teachers, coaches, faith leaders and friends.

## Who serves as mentors?

Mentors are as varied as the people in our community, but they all share in their desire to make a positive difference in the life of a young person. The TeamMates Mentoring Program has mentors, ages 18 or older, who are male and female, young and old, single and married, from diverse cultural, religious, racial, and ethnic backgrounds, and with a wide range of skills and interests. Mentors are carefully screened, selected, and given initial and ongoing training so that they are prepared for the mentoring relationship.

## How are matches made?

Prior to being matched, all TeamMates mentors and youth go through an orientation and training that prepares them for the journey ahead. During this time, we get to know new participants and learn about their personality and strengths so that we can match them with someone they will enjoy spending time with. Parents and guardians have an opportunity to meet their child’s mentor at school, if requested, however it is important to remember that the school-based relationship is between the mentor and mentee. Mentors are a mentor to the student, not the family or siblings.

## Where does mentoring take place?

TeamMates is a school-based program and the meetings between the mentor and the mentee happen at school. Meetings off school grounds are rare occurrences, generally in a group setting and allowed only with written parent/guardian permission and approval of the program coordinator. The TeamMates mentor will be meeting with your son/daughter once a week during school hours, on school grounds. Mentors should not have contact with your child outside of school through phone, text or email unless they are in high school and you have given written permission. Elementary students are not eligible for any individual outside of school meetings or contact via text, email or phone. They are only eligible for TeamMates sponsored group meetings. Any meetings outside of school must be approved by you and include a third party over the age of 18 years. You will be notified of all group meetings. An out of school form must be signed and returned to the TeamMates Facilitator before a meeting can take place outside of the school setting. Mentors and mentees meet only in public places, not private homes.

## What do matches do when they meet?

Mentors and mentees begin by just getting to know one another, learning about each other’s interests, strengths, likes, and dislikes, and talking about when they will meet and what they want to do when they get together. Once they have become acquainted and their relationship has developed, mentors may help mentees set some personal goals that they want to accomplish. Mentors and mentees will plan activities each week that will help mentees accomplish their goals,

and the focus of their time together is one of friendship. Just having a friend to talk to about their goals can help young people gain confidence and develop new interests. Regardless of the specific activities, TeamMates mentors are encouraged to take a relationship-centered approach to working with their mentee. TeamMates often talk about school and offer limited help with school work, but the mentor is **not** a tutor.

## How do I know the program is safe?

We know that you're putting your trust in our program and in the mentor we assign to your child. For over 20 years, TeamMates has been in the business of finding qualified, safe, and dedicated adults who truly want to support the strengths and interests of young people. Everyone who wants to be a volunteer mentor goes through these steps:

- Complete application
- Criminal history background check that includes abuse and neglect
- Three personal/employer references checked
- Mentor interview
- Mentor Training session that includes information about child safety and TeamMates policies

Safety doesn't stop when the mentor is matched with a child. Our staff checks in with all mentors and mentees as long as the match is active. These check-ins help us see how things are going and if there is anything we can do to help the relationship develop. We encourage you to call your TeamMates Facilitator at the school any time you have a concern or question. You are also welcome to call the TeamMates Ethics Hotline at 1-888-788-7727, or the TeamMates of Lincoln office at 402-436-1990 with questions or concerns.

We are confident that our volunteer screening procedures and the program rules and guidelines we have developed ensure that our program is safe for your child. We ask all our parents to help keep it this way by:

- Reading the program policies/guidelines at the end of this guide.
- **Not** approving any activities outside of those that the program has approved and paperwork has been provided from the school (for example, a visit to your home, weekend trip or an invitation for an overnight visit to the mentor's home, or activities with the mentor without another adult present should never be approved).
- Not providing gifts to the mentor, nor expecting the mentor to provide gifts or money to your child.
- Not connecting with the mentor privately. The school-based relationship is between mentor and mentee, communicating through the school.
- Keeping the lines of communication between you and your child open so that he/she feels comfortable letting you know if there's a problem.
- Reporting any concerns to the school TeamMates Facilitator or TeamMates Office staff immediately. This might be a change in your child's behavior or a concern about how the match is progressing. **You can contact the school TeamMates Facilitator whose information is on the front of this guide, the TeamMates of Lincoln office at 402-436-1990 or call the TeamMates Safety and Ethics Hotline at 1-888-788-7727.**

## TeamMates Works!

TeamMates has been collecting general information on the success of mentor matches for more than 10 years. Your support of this endeavor is important. Please say "YES" on the permission slip to allowing TeamMates to collect the grades, attendance and discipline reports on your child. They will **never** be reported on an individual student basis but only on a total group in general. We also survey youth about their satisfaction with the programs and offer opportunities to participate in Gallup Strengths. If you have questions please contact the Safety and Ethics Hotline 1-888-788-7727.

## What is a Parent's or Guardian's Role in the Mentoring Relationship?

The friendship that is developed between a mentor and mentee is a special relationship just for them, but you have an important role in helping that relationship be successful.

Here are some specific ways that you can help make your child's mentoring experience successful:

### *With your child:*

- Encourage your child to keep all meetings with the mentor.
- Be positive about the relationship, and let your child see you are happy that he/she has a mentor in his/her life.
- Ask open-ended questions about how things are going. For example, "What was the best thing you did with your mentor today?"
- Listen to your child and be supportive of his/her feelings. He or she may be shy or nervous with his or her mentor at first and may go through periods of "testing" the mentor as the relationship develops. Be patient and encouraging. Talk to the school TeamMates Facilitator if you have concerns.

### *With the mentor:*

- Remember that the mentor is there for your child, not for you or other children in your family. Don't ask the mentor to take other siblings along on outings, or to become your friend or counselor.
- Note that contact information is not exchanged between mentor and mentee. Communication is through the school TeamMates Facilitator.

### *With TeamMates staff:*

- Complete and turn in any needed paperwork in a timely manner.
- Tell us anything you think we should know about your child that may not be covered in the application.
- Let the school TeamMates Facilitator know right away about any changes in your contact information or other changes that may affect the mentoring relationship, such as moving away from the area or a loss in your family.

Who do I contact if I have questions or concerns?

Your main point of contact will be the TeamMates Facilitator at your school. His/her phone number is on the front of this guide. He/she checks in with your student and the mentor and provides information and help with concerns. The TeamMates office is also available to assist you if needed (402-436-1990).

## Key Policies and Guidelines

**Permission to Participate in TeamMates:** We require parent/guardian permission for your child to participate in the TeamMates program. You will only complete one permission form for the duration of your child's participation, unless they change to a different school district with a TeamMates program.

**Out of School Meetings/Contact:** TeamMates is a school based mentoring program. Meetings outside of school are **rare** occurrences at the discretion of the mentor.

- Elementary Students may only participate in out of school group events that are sponsored by TeamMates. The mentor may NOT transport a student to these events.
- Middle and high school students must be matched at least 6 months with their mentor before meeting outside of school other than TeamMates sponsored group events.
- Specific TeamMates paperwork (Meeting Outside of School form - see page 8) must be completed in advance for **any** out of school activity or event. Final approval comes from the TeamMates office.
- A third person over the age of 18 must always accompany the mentor and mentee.
- You, as parent or guardian, may be the third person, but paperwork is still required.
- Middle and high school mentees and their mentors may **ONLY** go to local, public places. These meetings may not take place in any private home including yours or the mentor's.
- The mentor may provide transportation for a middle or high school student for an individual out of school meeting, but not to a TeamMates sponsored group event.
- Overnights, long distance trips and high risk activities, such as hunting, are not allowed.

**Out of School communication:** Only high school students can communicate with their mentor via phone, text or email **for the purpose of scheduling visits**. Both the school and you must give written permission for them to do so on a specific form available from the school TeamMates Facilitator.

**Social Media:** Your student may not connect with, or be “friends” with their mentor on social media sites like Facebook, Twitter, Instagram, etc.

**Gift Giving:** TeamMates mentors are not to give gifts to their mentees, nor mentees to mentors. Gifts do not include items of nominal value provided for immediate consumption such as food and beverage, admission to events or activities, and supplies needed for mentoring activities.

**Physical Contact:** Mentors are specifically trained in appropriate boundaries for physical contact. We encourage physical contact be limited to a pat on the back or arm, or a handshake.

**Image Release:** In addition to the general permissions you have signed for the school and the TeamMates program, TeamMates requires a **specific** written image release (see page 9) from you for every use of your child's image in photographs, videos, TV appearances, newsletters, websites, etc.

**Secondary Organization:** If your child has a relationship with the mentor outside of the TeamMates program, such as scouting, youth group or coach, you must inform the school TeamMates Facilitator or the TeamMates Office so that a Secondary Organization form (see page 10) can be completed. This helps TeamMates clarify what contacts are specific to mentoring.

**End of Match:** It is the goal of TeamMates for matches to stay together until the mentee graduates from high school. Matches can end prematurely for a variety of reasons: a family moves away, a mentor's life circumstances change, even the reality that sometimes a match just doesn't “click.” If a match ends early, and the child is interested in having another mentor, TeamMates keeps the child enrolled in the program in an effort to rematch as soon as possible. When matches do end, TeamMates offers a process that provides closure and positive feelings for all involved. Parents/guardians will be notified, in writing, when a match ends.

# INDIVIDUAL Activity - TeamMates Plan for Meeting Outside of School

PLAN

Student Name (print): \_\_\_\_\_ Mentor Name (print): \_\_\_\_\_

Student ID: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

**Meeting Detail:**

- Date and Time: \_\_\_\_\_
- Event and Location: \_\_\_\_\_



Please sign below if you agree to this outside of school visit. Your signatures indicate that you agree to accept responsibility for this visit.

**Participation Waiver:** I know that participating in this event is potentially hazardous for my son/daughter or myself as a volunteer. They should not participate unless they are medically able. I agree to abide by any decision of the TeamMates officials relative to their ability to safely complete the event. I assume all risks associated with this event including, but not limited to, falls, contact with other participants, volunteers or spectators, the effects of the weather including heat, cold or humidity, traffic and the conditions of the road, trails and other parts of the route, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and considerations of your accepting my entry, I hereby certify that I or my son/daughter is medically able to participate in this event and I, for myself and anyone to act on my behalf, waive and release TeamMates Mentoring Program, officials, volunteers and sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my son/daughter's or my participation in this event.

PARENT/GUARDIAN

**PARENT OR GUARDIAN:**

Yes  No *My child has a medical condition or allergy that the mentor should be aware of.*

If yes, list allergies/conditions: \_\_\_\_\_

Emergency Contact name/phone: \_\_\_\_\_ Doctor name/phone: \_\_\_\_\_

Only middle school and high school aged youth are eligible for individual outside of school activities. The mentor must have a third party, the match must have been in place 6 months and the meeting must take place in a public location.

- Yes  No **I give permission for my child to attend the event listed.**
- Yes  No **I understand and agree to the guidelines/participation waiver of this meeting.**

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MENTOR

**MENTOR:** It is **mandatory** that a mentor and their student be accompanied by a third party, 18 or older, if meeting outside of the school **and** when providing transportation.

- Yes  No **This meeting is in a public location.**
- Yes  No **My mentee is in middle school or high school.**
- Yes  No **I have been matched with my mentee for a minimum of 6 months.**
- Yes  No **I understand and agree to the guidelines/participation waiver of this meeting.**
- Yes  No **I am providing transportation and agree to provide the required documents below.**

Name of Third Party: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE/FACILITATOR

**FACILITATOR:** Sign, date and scan this form to the school DocuShare drop box.

If mentor is NOT providing transportation, indicate who will be transporting to and from: \_\_\_\_\_

School Facilitator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEAMMATES OFFICE:**

**Required Documents:** (Complete below if mentor is providing transportation)

- Copy of valid Driver's License
- Auto License Plate Number: \_\_\_\_\_ State where vehicle is licensed: \_\_\_\_\_
- Proof of Automobile Insurance: Copy of declarations page to include proof of Liability Insurance. The minimum amount of personal liability insurance that a mentor must have in place is \$100,000/\$300,000 (each person/each accident respectively). Can be faxed to the TeamMates office at 402-436-1948.

Yes  No **I have reviewed this form and approve this out of school meeting.**

TeamMates Office Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Example

# TeamMates Image Release

Job: \_\_\_\_\_ Supplier: TeamMates Mentoring Program

Date of Shoot: \_\_\_\_\_

This agreement is between **TeamMates** and (name): \_\_\_\_\_

**By signing this form, you are giving permission for your image (or your son or daughter’s image) to be used in TeamMates marketing materials. Images may be used in television commercials, newspaper articles, websites or other forms of media.**

1. For good and valuable consideration, receipt of which is acknowledged, I hereby grant for the period of time that I am associated with TeamMates (hereinafter referred to as the “Term”) to TeamMates Mentoring Program and to other such persons as **TeamMates Mentoring Program** may designate from time to time, the absolute right and permission to use my likeness and photograph, in whole or in part, or distorted character or form, together with or without written copy for advertising, publicity or trade purposes.
2. I agree that all photographs/video/film of me used and taken by the licensed parties are owned by them and that they may copyright material containing same. If I should receive any print, negative or other copy thereof, I shall not authorize its use by anyone else.
3. I agree that no advertising or other material need be submitted to me for any further approval and the licensed parties shall be without liability to me for any distortion or illusionary effect resulting from the publication of my picture, portrait or likeness.
4. I warrant and represent that this license does not in any way conflict with any existing comment on my part. I have not heretofore authorized (which authority is still in effect), nor will I authorize or permit for the Term hereunder, the use of my name, picture, portrait, likeness or testimonial statement in connection with the advertising or promotion of any product or service competitive to or incompatible with **TeamMates Mentoring Program**.
5. Nothing herein will constitute any obligation on the licensed parties to make any use of any of the rights set forth herein.
6. No personal data other than the information specified will be printed.

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

**If releaser is not yet 21 years of age, complete the following:**

I, the undersigned, hereby warrant that I am the  parent  legal guardian of (name of youth) \_\_\_\_\_, a minor, and have full authority to authorize the above Release, which I have read and approved. I hereby release and agree to indemnify the licensed parties and their respective successors and assigns, from and against any and all liability arising out of the exercise of the rights granted by the above Release.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Grade of Youth: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_



P.O. Box 82889 • Lincoln, NE 68501-2889  
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Example

### Secondary Organization Form

I hereby acknowledge that (mentor name) \_\_\_\_\_ is also associated with (organization name) \_\_\_\_\_ i.e. Boy Scouts/Girl Scouts etc. and from time to time, may be involved with my son or daughter in connection with the programs of this organization. I have consented to my son or daughter participating in the programs of this organization. TeamMates is a school-based program and except in limited, pre-approved situations, does not sponsor activities between Mentors and Mentees outside of school. Unless I have been notified that an activity is being jointly sponsored by TeamMates and this organization, I agree that this organization shall be solely responsible for any injury that may arise from my son or daughter's participation in an activity sponsored by this organization.

Parent or Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_