



# CCOC INSPIRE MENTORING PROGRAM GUIDELINES

## Program Author Mission

The Clayton Chamber of Commerce (**CCOC**)'s mission is to champion business, economic development, and education in Clayton, NC.

## Organizing Partner (Coordinator) Mission

CCOC's Education Committee is focused on public education engagement. They cultivate relationships within and support Clayton's K-12 schools, select the monthly and annual CCOC Super Star Teacher award recipients, support Flame for Learning, and develop/oversee mentoring programs.

## Partnering School Mission

**Clayton Middle School** will provide a safe and nurturing learning environment for the success of every child and improve as new challenges arrive.

# Partnering School Vision

By inspiring greatness, all children will realize their worth and potential.

## Program Mission

The *CCOC INSPIRE Mentoring Program* will provide a positive and nurturing environment to improve academics, personal responsibility, social skills, and self-awareness. Through the establishment of meaningful relationships, the program will strengthen skills, respect, and character of its diverse students.

## Program Vision

The *CCOC INSPIRE Mentoring Program* envisions empowered youth as successful decision makers in our schools and community. We are dedicated to strengthening community connections and displaying positive life skills and academic skills for growth and success.

## Program Objectives

Each *CCOC INSPIRE Mentoring Program* aims to improve its student's academic and personal lives through the following objectives:

1. Encouragement of academic and/or social skills improvement to foster future success.
2. Encouragement of self-esteem/self-efficacy, social competences, and overall happiness.
3. Encouragement of positive thinking skills (in order to avoid risky, harming behaviors).
4. Encouragement of quality relationships with fellow students, parents, peers, teachers, mentors, and other adults.

## Mentor Expectations

Each *CCOC INSPIRE Mentoring Program* mentor is expected to:

- Fill out a mentor volunteer application
- Apply for and obtain level 2 approval status as a Johnston County Schools volunteer (requires background check). This must be renewed annually.
- Attend a mentor training session facilitated by **CCOC**.
- Meet the school counselor/administrator for a brief orientation at the school which would include meeting the student and parent/guardian.
- Maintain a steady and consistent presence in the student's life by meeting with mentee during scheduled weekly visits.
- Commit to maintain the mentoring relationship until the end of the academic school year.
- Understand contact with the mentee is to remain school-based. Email, social media contact, phone calls or meeting elsewhere is prohibited. Contact with the parent and/or teacher will be facilitated by a school counselor/administrator. Please contact the school if you feel contact with the mentee's parents or teacher is needed.
- Sign in and sign out in a designated area during each scheduled visit. Sign out will include a verification that there is no harmful or red flag topic of which a school counselor/administrator should be notified.
- Notify a school counselor/administrator if there is an

emergency that arises that will disrupt a meeting or the relationship.

- Agree to remain positive and focused while helping the student work towards their goals.
- Take responsibility for keeping the relationship alive and understand that it will probably be one-sided.
- Understand that trust is key. Conversations with students will remain confidential unless the topic of bullying, harm or abuse of any kind, either to self or others arise. In this case, you must notify an administrator staff member immediately. Since trust is critical to a mentoring relationship, limits to confidentiality are important to discuss with the student. Let them know their best interest is the key.
- Agree to remain positive and focused on being a good listener.
- Provide feedback regularly as requested by school staff.
- Sign a commitment letter covering the program responsibilities and guidelines.