

Fresno Unified School District
MENTORING

Application Packet

Thank you for your interest in the Fresno Unified School District (FUSD) Mentoring Program. If you are selected as a FUSD Mentor you will have the opportunity to make a positive difference in the life of a young person. There are various mentoring programs in the FUSD that could use your help. On the Mentoring Application, select which program you would most like to participate in. Below is a brief synopsis of the mentoring programs that are currently available:

- **School-Based Mentoring** (Mentoring takes place at the school-site) (i.e. lunch friends, after school, academic mentor)
- **Community Based Mentoring** (Mentoring takes place off campus)
- **E-Mentoring** (Mentoring occurs on-line)
- **Adopt a School Partnership** (A Community, Faith Based, and/or Business group provides mentors for specific school site)

Application Process

To be considered as a FUSD mentor:

Complete the Mentor Application packet -

- Filling out all forms completely and legibly will help in processing your application quickly. The “Fingerprinting for Volunteers Application Form” is specifically for the FUSD to conduct a background check. Please verify all forms are signed.

Once application has been received and accepted:

- You will be contacted to schedule an interview appointment (if necessary).

After your acceptance into the program:

- You will be scheduled to attend a mentor orientation/training session.

Orientation and background checks are mandatory prior to being matched with a student.

Please feel free to contact school site staff _____ or Darrin Person, FUSD Mentoring Coordinator, at 559-457-3369 if you have any questions about information in this packet, mentoring programs, and/or the status of your application.

MENTOR QUESTIONNAIRE FOR MATCHING

1. Why do you want to be a mentor?

2. Briefly describe your experience working with young people, either in a professional or volunteer capacity:

2b. If no experience, share what you feel are your strengths/skills you can share with a young person?

3. What clubs or groups, if any, do you belong to?

4. What academic subjects do you excel in?

5. Do you have an interest in training or coaching sports? Yes, what sport? _____ No

5b. Your favorite sport _____

5c. I participate /have participated _____ sport(s)

6. Do you have any preferences on the student you wish to be matched with? Yes No.
If yes, please list:

7. Grade Level (4 5 6 7 8 9 10 11 12) circle No preference

MENTOR PROGRAM SELECTION

10. Which type of mentoring program will you commit to?

- School-Based Mentoring
- Community Based Mentoring
- E-Mentoring
- Peer Mentoring (caring youth mentoring other youth)
- Mentor Coach Program
- Community/Faith Based Adopt a School Partnership



MENTOR VOLUNTEER AGREEMENT

11. As an applicant to become a FUSD mentor I agree to: (Please Initial)

- _____ Commit to the minimum time requirement of _____HRS (Based on the mentor program choice).
- _____ Complete the mentor program orientation and attend at least two training sessions
- _____ Once I have completed the mandatory training, I will be assigned to a school site or program

I understand and agree that by submitting this application, I authorize FUSD to make inquiries regarding my suitability as a mentor working with children. Any information obtained will be used only for this purpose and will be held in strictest confidence. No individual will be rejected because of race, color, religion, national origin, age, gender or marital status.

I understand that after successful completion of the mentor training program, I will be expected to serve the minimum time I have agreed to.

I understand that when I leave the program I return any ID badges and materials obtained while serving as a volunteer in this program.

Print Name

Signature of Applicant

Date

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Mentor Contract

By initialing below you are indicating you wish to participate in the FUSD Mentor Programs as a mentor and have read, understood and agree to the following:

- _____ Follow all rules and guidelines as outlined by School site staff _____ and FUSD Mentor Coordinator. Mentor training, program policies, and this contract
- _____ Make a one-year commitment to being matched with my mentee
- _____ Have weekly contact with my mentee
- _____ Obtain parent/guardian permission prior to all off school campus mentor/mentee meetings
- _____ Be on time for scheduled meetings or give at least a 24 hour notification if unable to make the scheduled meeting
- _____ Keep all student information confidential, unless abuse or neglect is suspected; in that case, report concerns to school staff _____ or FUSD Mentor Coordinator
- _____ Limit physical contact to accepted gestures of greeting, guidance and praise, such as shaking hands, high fives or side hugs given only after student permission.
- _____ For those mentors in the E-mentoring program, use only the District approved e-mail method for all communications
- _____ Participate in a closure process at the end of my one year commitment or at the time of match break
- _____ I understand that upon match closure, future contact with my mentee is beyond the scope of FUSD Mentoring and may happen only by the mutual consensus of the mentor, mentee, and Parent/guardian.

I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the school site staff _____ and FUSD Mentoring Coordinator at this time or in the future.

Signature

Date



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PROOF OF INSURANCE

Please provide a photocopy of your up-to-date insurance card as well as a valid driving license to ensure you are covered while using your personal vehicle for conducting business as a volunteer (mentor) for Fresno Unified School District.

* Note: If you will not be driving your mentee or do not have a driver's license, please contact the designated school site staff _____ or FUSD Mentor Office (457-3369).



Take this form and the attached Fingerprinting for Volunteers Application form to:
Human Resources Department
Fresno Unified School District
2309 Tulare St. (1st. Floor)
Fresno, CA 93721
(Corner of Tulare and M Streets)

Request for a Clearance
Mentor/Volunteer

Date: _____

Applicant Name: _____

Agency Name (if any): _____

HR use only

Please send information to: Darrin Person, Mentor Coordinator
Department of Prevention and Intervention
1350 M st
Office: 457-3369 Fax: 457-3374
darrin.person@fresnounified.org



FINGERPRINTING FOR VOLUNTEERS APPLICATION FORM Fresno Unified School District

Who needs to be fingerprinted?

Fingerprint clearance is required for volunteers who will be alone with a student or students, not under the supervision of a certificated FUSD employee. Examples are volunteers who chaperone overnight study trips or tutors who work with students away from the regular classroom. Volunteers who serve under the supervision of a teacher are not required to be fingerprinted but must submit the District's standard volunteer form to the principal.

Why is fingerprint clearance necessary?

Fingerprinting helps the District maintain a safe environment for students and teachers. Certain types of convictions disqualify an individual from serving as a school volunteer due to safety concerns.

How does fingerprinting work?

All fingers are printed using the District's LiveScan machine. The prints are sent to the California Department of Justice database. If the fingerprints are in the database and there has been an arrest or conviction, the District receives this information confidentially. Information about subsequent arrests and convictions is also sent to the District.

What do I need to do to get fingerprinted?

Visit Fresno Unified Human Resources Department (HR) (457-3595), located on the first floor of the FUSD Education Center at Tulare and M Streets from 8:00 A.M.- 4:30 P.M. except holidays. There is metered parking on Tulare. Bring this Application form to give to the HR staff at the counter when you request fingerprinting. You will be notified when clearance has been received.

Name of the Applicant: _____
First Name Middle Name Last Name

Address: _____
Street Apt. # City State Zip Code

Home Phone: _____ Cell Phone _____ Work Phone _____

Email Address _____

Volunteer School Site

Name of School _____ Name of Principal _____

Principal's Signature _____ Date: _____ School Telephone # _____

Office Manager's Email Address _____

Fingerprinting fee for all volunteers is \$32.00 per applicant (Department of Justice fee). Human Resources will make a budget transfer from the identified fund:

No-Fee fingerprinting Title I Schools only _____
Principal's approval

ASES Program Payment by volunteer or non-profit organization
is \$32.00

PTA Other _____

Site General Fund