

Connecting Generations



Creative Mentoring Training Policy **Effective Fall 2017**

Public Sessions:

Public Training sessions are for any potential volunteer who is interested in mentoring a child in the State of Delaware. Priority will be given to mentors who are working in our partner schools or will be mentoring a child in a Delaware Public School. These classes are free of charge and attendees will receive a copy of our manual. In the event of inclement weather, registrants are encouraged to check our website or Facebook for up to date information. As many of our training sites are schools or public libraries, their weather cancellations may also affect the training.

Private Sessions for Business Partners:

A private session may be requested, and these sessions are free of charge for Connecting Generations Partners. These sessions must be scheduled 3 weeks prior to the course through Connecting Generations. A confirmed attendance of 10 mentors must be ensured 3 business days before the date of the training course. If the business needs to cancel the session, Connecting Generations needs 72 hours notice, or the business will be charged for the cost of the session.

Guidelines for a training session at a school:

Schools may request private session for teachers or recertification classes for existing mentors free of charge. Schools may also request a new mentor training session at their location, and these sessions will be put on our public schedule. These sessions will need to be requested in advance. Connecting Generations will track and monitor registration.

The minimum for holding a training session is 10 mentors per session. The session will be cancelled if confirmed attendance is below 10 participants, 3 business days prior to training course. This cancellation will be done via email.

In the event of inclement weather the trainer will contact the organizer to determine whether the session will continue or be re-scheduled. The organizer will be responsible for notifying the attendees in the event of a class cancellation or re-scheduling. The final decision to cancel or continue as scheduled will be made by the trainer, depending upon whether or not she feels that she can travel safely to the class site.