

Connecting Generations



Directions for using Creative Mentoring school forms

Additional forms can be printed from the Coordinator Corner at www.connecting-generations.org

Creative Mentoring School Forms

Your packet contains the following forms:

- Application Packets, including
 - Application
 - Criminal History Screening Authorization
 - DE Child Protection Registry Form
 - Health Questionnaire for Volunteers
 - Mentor Agreement
- Brochures
- Teacher/Coordinator Referral Form
- Parent Permission Form
- Mentee Interest Form
- Mentor Log
- Mentor/Mentee Check in Process

Application Packet Forms

1. Creative Mentoring Applications

Applications can be completed at www.connecting-generations.org. Remind mentors that they will need to print the Criminal Background Check, Child Protection Registry and health screening that will come in the automatic email after they submit their online application. You can also give an application packet to anyone who wishes to become a mentor. The packet should include: an *application*; a *Criminal History Screening Authorization Form*; *DE Child Protection Registry Form*; a *Health Questionnaire for Volunteers*; and a *Mentor Agreement*. The latest training schedule is posted on website as well.

2. Criminal History Screening Authorization Forms

The Criminal History Screening Authorization Form and Delaware Child Protection Registry Form are included in the application packet. Please ensure that the applicant fills in their complete Social Security number and signs each form; the State Police will not process any forms missing that information, or forms that are not formatted like the original included in the application packet. The State Police and DSCYF typically return the completed criminal history form to Creative Mentoring within 2-3 weeks.

3. Health Questionnaire for Volunteers

This form is required by most school districts for all persons entering the school and interacting with children. It is included in the application packet. When application processing is completed this will be returned to you to maintain on file per district guidelines.

4. Mentor Agreement Forms

Mentors applying online sign this form electronically. Be sure to review this agreement with the mentor when mentoring starts to remind them of the important components in the agreement.

The most current Training schedule is always online at www.connecting-generations.org. Registration can be done online or by calling Creative Mentoring.

Connecting Generations Brochures

Customizable inserts for these brochures are available in the coordinator corner.

Mentor/Mentee Forms

1. Teacher/Coordinator Referral Form

These forms can be completed by a teacher or counselor to help identify students needing a mentor.

2. Parent Permission Form and Parent Cover Letter

This form **MUST be completed for each student in the program, every year, regardless of previous involvement in the mentoring program.** The Parent Permission Form establishes the fact that **permission is being given ONLY for in-school or school sponsored activities** and not for community based activities. This form also allows the parent to provide useful information about their child to the mentor. Please provide a copy to Connecting Generations.

3. Mentee Interest Forms

Once you have identified a student, this form can be used to make matching them with a mentor easier.

4. Mentor Log

This form should be used to track each mentoring visit. It should include the date, the amount of time spent, and a brief description of the session.

5. Mentoring Check in Process

The questions on this form provide you with a guideline of questions to ask each month as you check in with the mentors and mentees. Asking specific questions vs "Is everything going well?" will provide better feedback and allow you to address any issues in a mentoring relationship.