

UW-FDL Mentorship: Rules and Regulations

To be kept by the mentor

Please note that these rules and regulations are in addition to rule and regulations that are required by specific community programs

Please review the mentor rules and regulations before signing the attached UW-FDL volunteer information sheet in this packet. You will be accountable for following these policies, so please read carefully. If you have any questions or concerns, talk to the service-learning coordinator before signing up. Failure to follow these policies will result in immediate expulsion from the program. We would love for you to serve with us, but we need to protect both you and the mentee. Thank you for your understanding and cooperation.

- ❖ All UW-FDL mentors must fill out all the forms contained in their specific program application packet. Included in this packet are specific volunteer forms which are required by the community partner. All UW-FDL Mentors are required to fill out the all forms and screening procedures requested by the community partner, which includes but not limited to submission to a **criminal background check** and any additional screening procedures such as an interview. **THERE will be no exceptions.**
- ❖ Every effort will be made to ensure the confidentiality of your application materials. Mentor files within the service-learning coordinator's office, will remain in a safe, undisclosed location and will be destroyed as soon as the mentor graduates from the school. Please do not allow concerns for confidentiality to prevent you from serving; if you have a special request, please notify your service-learning coordinator. Remember that photo release forms are optional; your willingness to sign one will not affect your acceptance into the program.
- ❖ Although there is flexibility in scheduling, we ask that mentors be consistent in their service. The mentee will depend on you and/or the teachers or staff will appreciate a regular schedule. Please plan on serving at the same times each week. If you need special consideration, please speak with your service-learning coordinator.
- ❖ All mentors must follow the dress code of both UW-FDL and the applicable Community partner host site at all times.
- ❖ Mentors are requested to keep track of their hours. The service-learning coordinator will email you periodically asking for the number of hours you served. This is not meant to be aggravating, it is meant to be a means of documenting service hours. We appreciate your cooperation.
- ❖ Mentors are to follow all guidelines of their site, in addition to UW-FDL rules and regulations. If you are unsure of the regulations, seek council from your service-learning coordinator and/ or community partner contact
- ❖ Mentors are not allowed to have contact of any sort with the mentee outside of their predetermined schedule. Unless there is a specific statement and/ or authorization given from the community partner to the Service-learning Coordinator, for an example at special events. **THERE will be no exceptions.**
- ❖ Mentors are not allowed, at any time, to be one-on-one in a room or outside with a mentee. Someone else must be present.
- ❖ Mentors may not transport their mentee in their car at any time
- ❖ Mentors may not take pictures of mentee until proper consent is gained with a photo release form
- ❖ For mentors working with children: Mentors are not allowed to punish children. You are to remain positive at all times. If a child requires discipline, seek out a staff member for assistance.
- ❖ For mentors working with children: If you are concerned for the child's safety, please understand that it is not your responsibility to solve the problem – it is your responsibility to make sure that staff are aware of the problem. If you are confused as to how to appropriately handle a situation, contact your service-learning coordinator for advice.
- ❖ For Mentors working with Children: If you are aware that a child is in a dangerous situation, it is your responsibility to notify the service-learning coordinator as soon as possible. If a child asks you to ensure secrecy, inform them that you will respect their privacy but that in some situations, you will have to divulge their secret in order to preserve their safety. Once again, remember that it is not your responsibility to solve this problem; do not allow yourself to get in over your head. Seek the advice of the staff that is trained to handle such matters.

Your support staff:
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