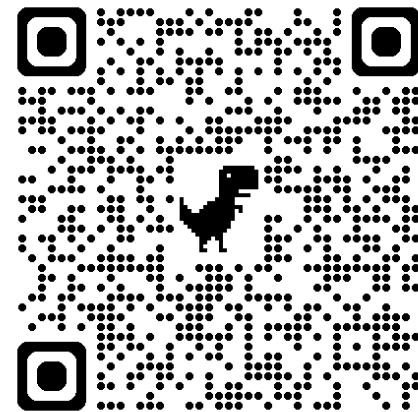




FROM STARTUP TO STAND OUT:

Growing a Thriving ASPIRE Mentor Program

ASPIRE MENTORS: FUELING PROGRAM GROWTH THROUGH MENTORSHIP





MENTOR PROGRAM BENEFITS & POSSIBILITIES

Expand your Reach and Impact

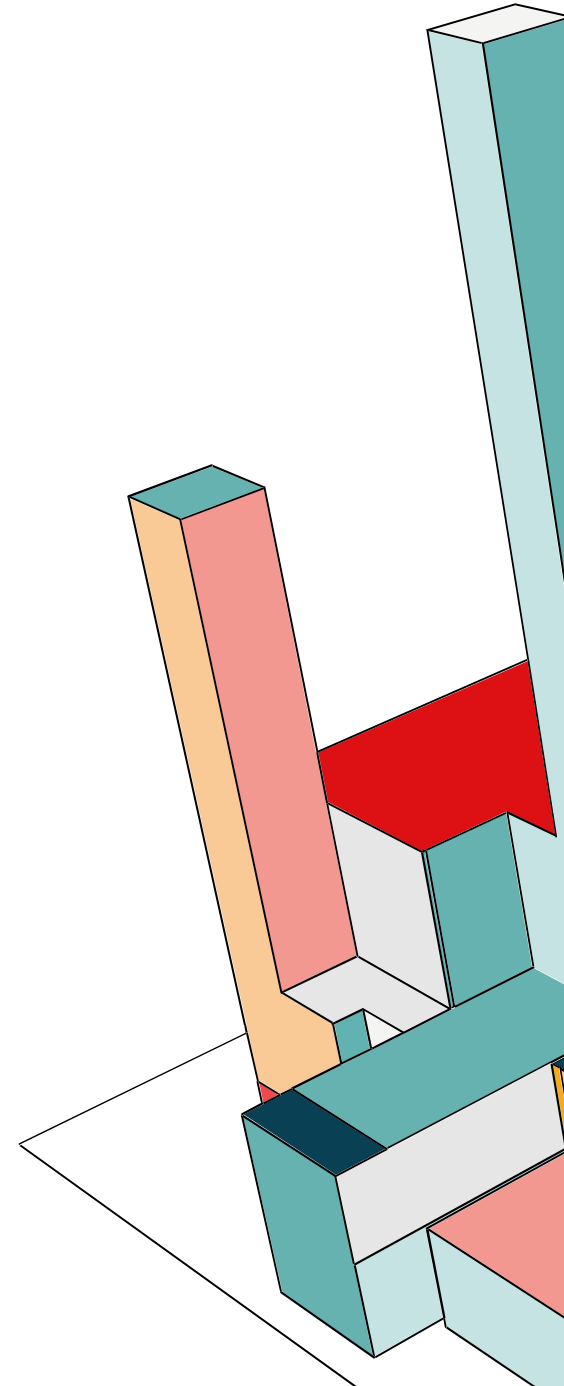
Builds your network/connections

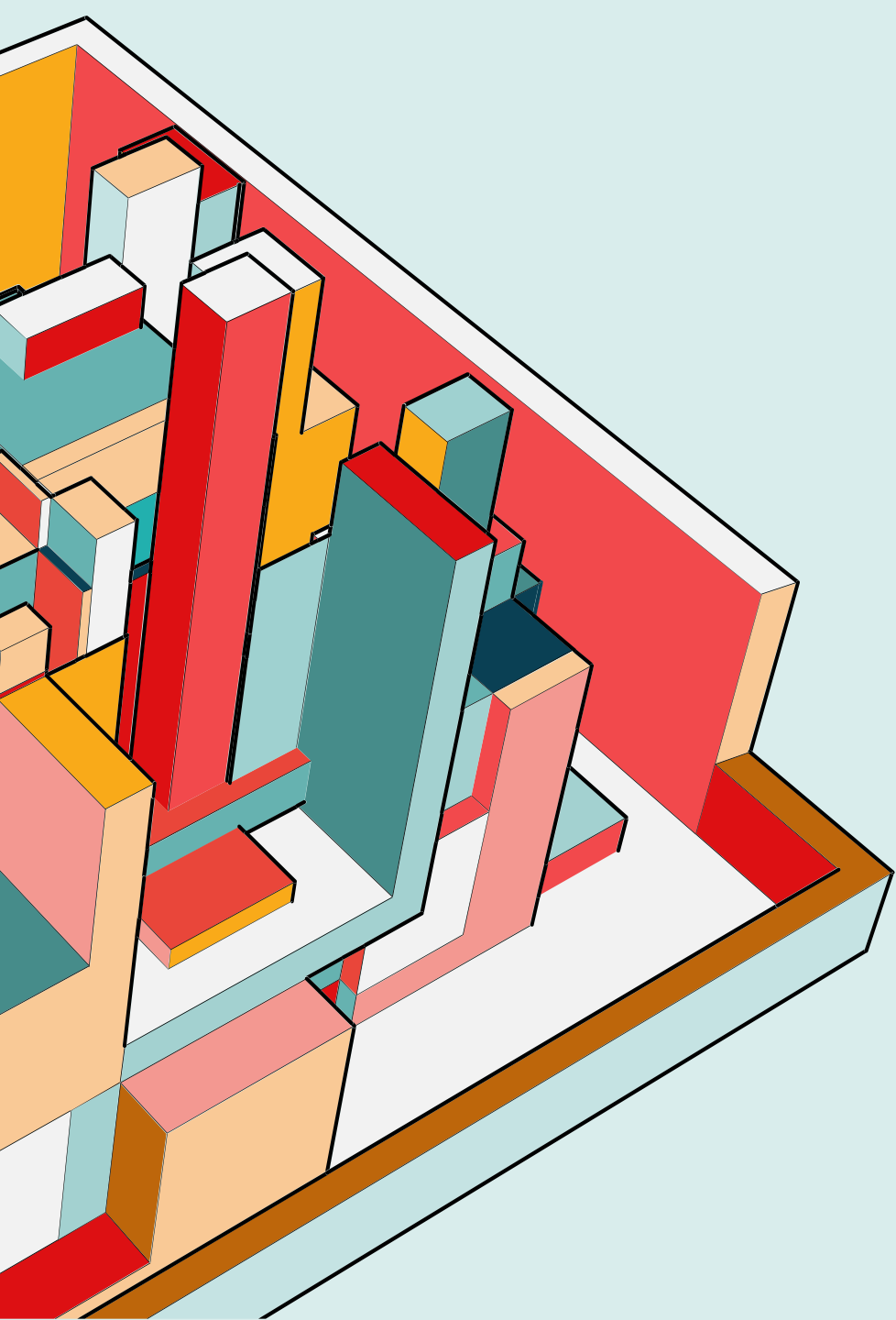
- Community
- School staff
- Parents/family

**Increased student confidence and
motivation as they plan for their future**

AGENDA

- Introduction
- Making A Plan
- Recruiting
- Administration Details
- Training and Support
- Creating a Sustainable Mentor Program
- Final tip & takeaways





MAKING A PLAN

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GET SPECIFIC – ROLES OF A MENTOR AT YOUR SITE



One-on-One

Group Mentoring

Project Based Mentors

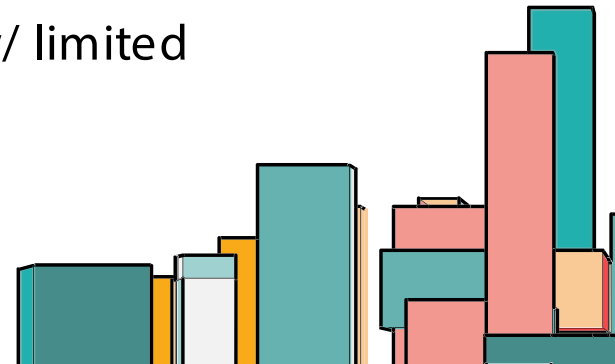
Peer Mentors & Student Aides

Expertise Mentors

- Field/Industry
- Application/Essay editors
- Resume

Virtual Mentors

- Alumni
- Mentors w/ limited availability



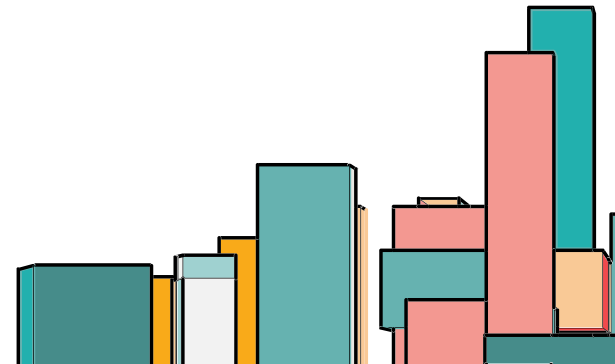


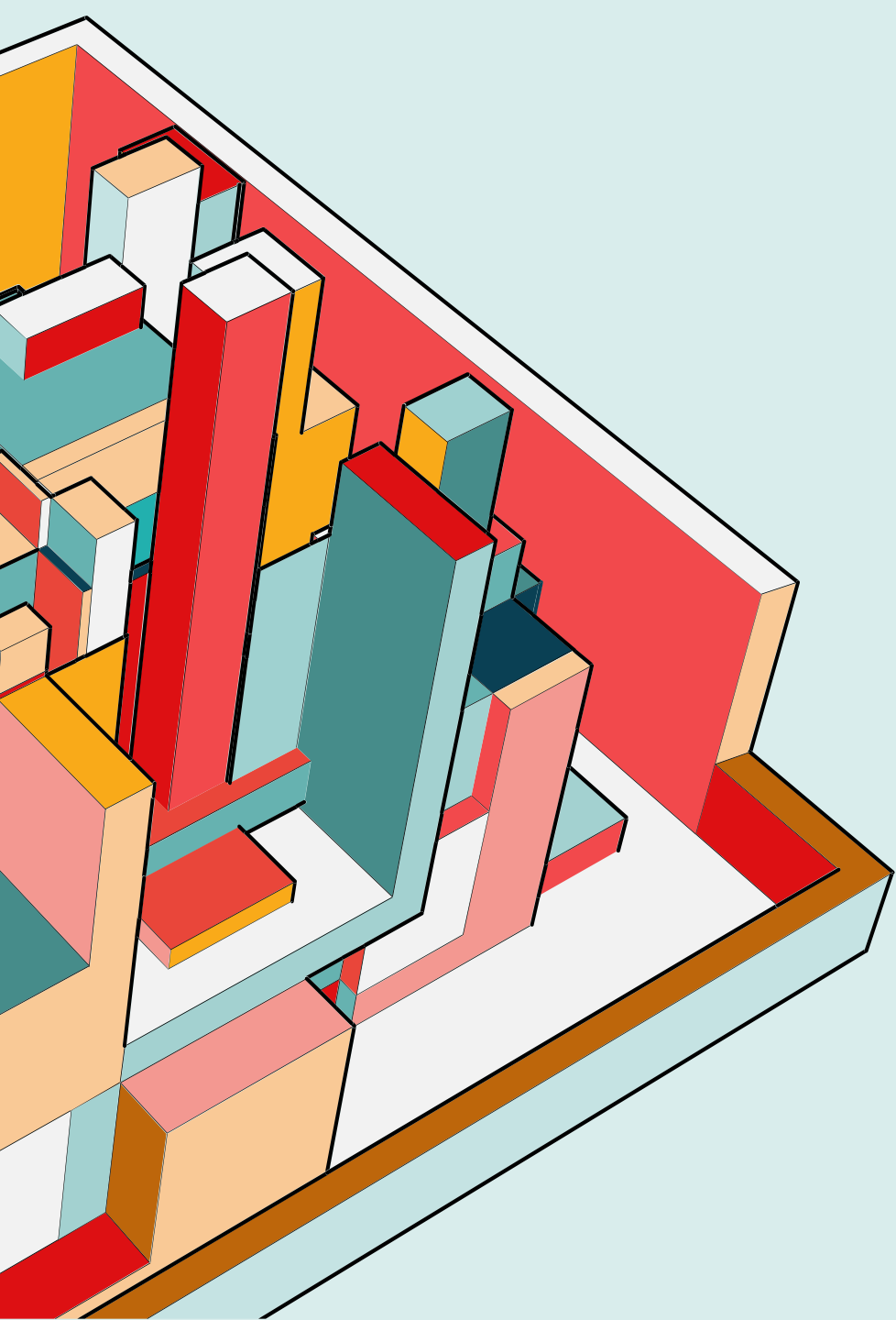
- 1. Consider needs you have for mentors serving in your ASPIRE program** – Will you use staff mentors (classrooms, counselors, etc.) and/or community mentors?
 - ☐ Community mentors
 - ☐ Staff mentors
 - ☐ Near-peer mentors
 - ☐ Episodic mentors

Consider roles your mentors could play to best assist you as you support students with their future plans:

 - ☐ One-on-one mentor
 - ☐ Group mentor (grade level/interest)
 - ☐ Episodic Presenters
 - ☐ Program/event planning
 - ☐ Administrative help
- 2. Recruitment** – Consider Staff, parents community members when building your ASPIRE mentor team - Review *Mentor Messaging Guide* and *Mentor Recruitment* documents for ideas.
- 3. Mentor Agreement** – Each community mentor must complete the *Mentor Agreement* and coordinators must keep these agreements on file during the duration the volunteer serves.
- 4. Verify and monitor background check status** – All ASPIRE mentors must complete a background check. You are welcome to use your site background check process, however you must monitor that volunteers have cleared the background check, and that it is up-to-date before meeting with students.
- 5. Initial interview/Mentor Information Form**– Get to know your mentors! Use the *Mentor Information Form* to learn more about your mentor, their reason for volunteering, and their strengths/background.
- 6. ASPIRE Training BASICS** – Each new mentor must attend/watch the *ASPIRE Mentor Basic Training* and be directed to the link on the ASPIRE Mentor web page. This page provides resources, tools, and information that will help mentors better assist students.
- 7. Other Training Opportunities for Mentors** – Share information about the ASPIRE Fall Conference and make sure mentors are familiar with the ASPIRE/OSAC webinar opportunities.
- 8. Onsite Mentor Training** – Before meeting with students review safety procedures, how to report time mentoring and supporting students (required in end of year reports), and give new mentor a tour of your ASPIRE/College and Career Center and specific building areas they will need to frequent (bathrooms, meeting rooms, etc.). Show them the ropes have them shadow another seasoned mentor.
- 9. Resources/Materials** – Introduce mentor to ASPIRE website resources: ASPIRE Mentor page, career and college toolkits, and resources page.
- 10. Mentor Appreciation** – Helping mentor thrive in their roles is essential to retain their commitment and service. Make sure you make time regularly to thank mentors and show them your appreciation. The *Mentor Retention & Recognition* and *50 Simple Recognition Tips* documents can help you consider ways to honor those who serve at your ASPIRE site.

MENTOR MANAGEMENT TIPS

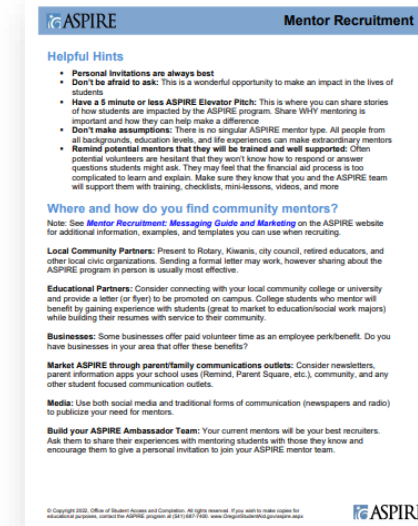




RECRUITING

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GET SPECIFIC – HOW WILL YOU RECRUIT?



Community Mentors

Staff Mentors

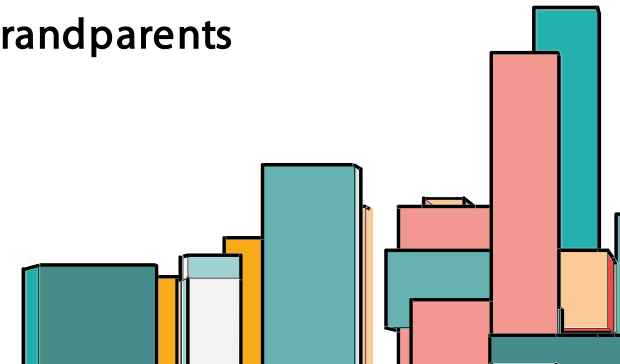
- ASPIRE Coordinator
- Teachers (AVID/SB3/Core)
- Counselors
- Classified staff/Substitutes

Peer Mentors

- Student Aides
- College/Career Interns

Parents/Grandparents

Alumni



CREATIVE RECRUITING

McNARY MENTORS NEEDED...

For Students Just Like These!



What does a McNary Mentor do?

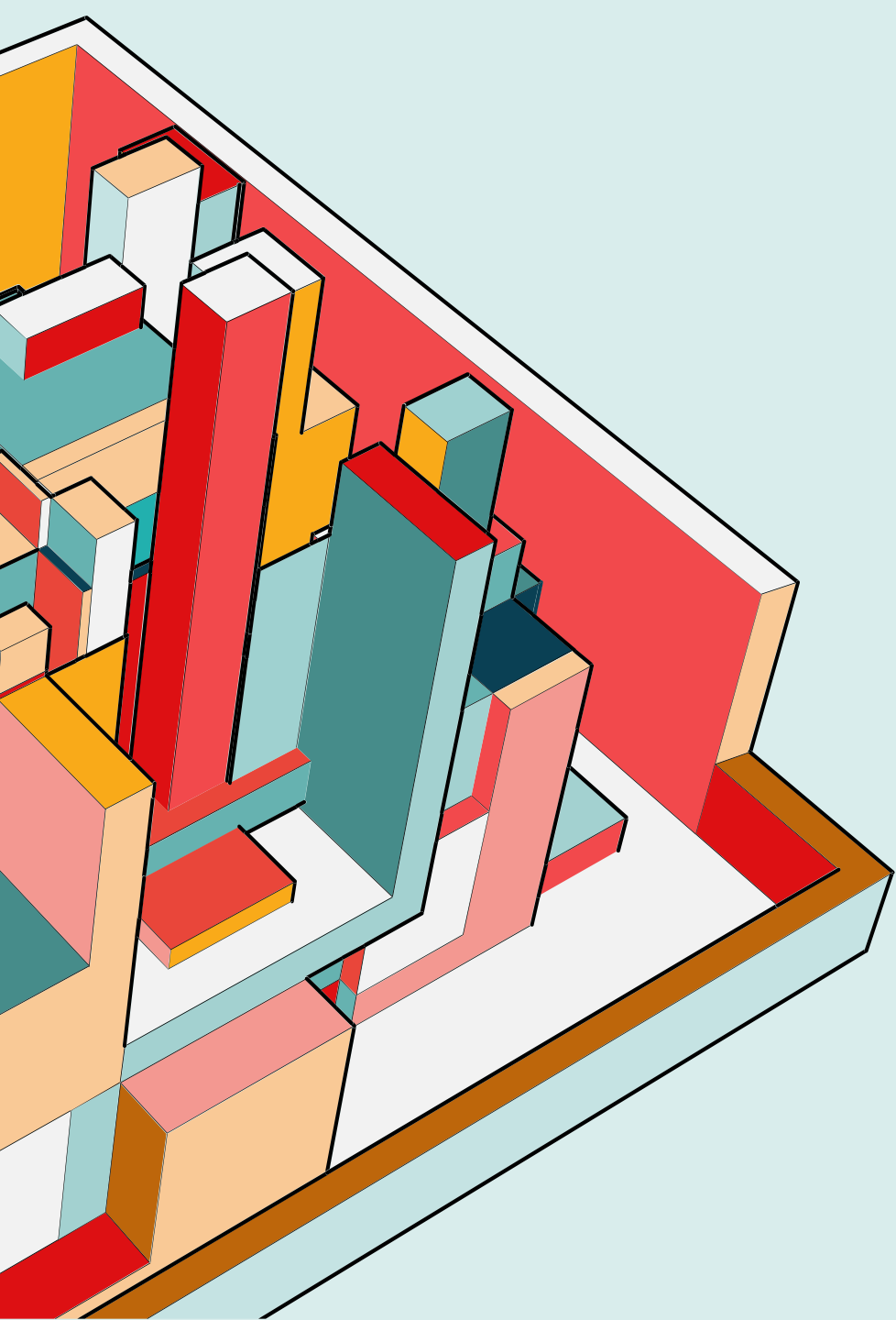
- Meet with students and encourage their interests
- Explore careers, schools, and scholarship opportunities
- Proofread applications and essays
- Keep students focused and on a timeline
- Help students navigate college, financial aid & Oregon Promise applications

*Trainings at McNary High School in the College and Career Center
Wednesday, October 24 - 11:15 AM - 12:45 PM OR Thursday, October 25 - 6:30PM - 8:00 PM
Volunteers must attend a mentor training to begin meeting with students.

CONTACT:

Rochelle Farris, in the McNary College and Career Center for additional



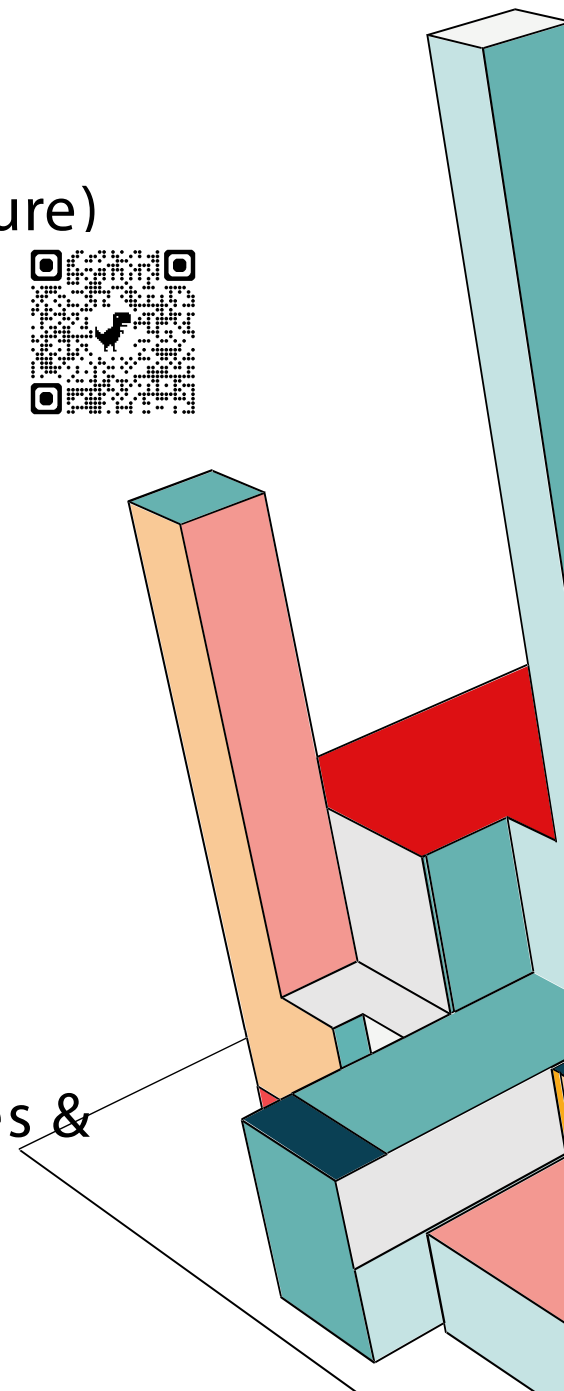


ADMINISTRATION DETAILS

Getting Started

ADMINISTRATION DETAILS

- Monitor Background Checks (can use district/school procedure)
- ASPIRE Agreements – Required for all ASPIRE Community Mentors
- Maintain record of mentor hours
- Mentor Student Information Form – use to interview?
- Onsite Mentor Training – specific to your site – include safety procedures, how to report mentor hours, tours of building/spaces they will use, etc.
- ASPIRE Training for all Mentors
 - Mentor Basics – Video
 - ASPIRE Mentor Basics document: Mentor Responsibilities & CCR Basics



ADMINISTRATION DETAILS

Student Permission Options

1. Individual Permission forms from each student

2. Permission Opt Out

Steps to Permission Opt Out Implementation:

- Communicate with your ASPIRE Access Specialist your desire to become an ASPIRE Opt Out site
- Include ASPIRE Logo and send Opt Out verbiage to all parents/guardians of students at your site by mailing, email, newsletter, etc. Sending this in multiple ways is best to ensure parents/guardians have seen it.
- Once Sent out – Email your ASPIRE Access Specialist the document/email/newsletter you sent to families to be added to your site file
- If possible, add ASPIRE Logo and Opt out Verbiage to your website so families have access to the information
- Establish a system (typically with the registrar) in place to give Opt Out verbiage to all incoming new students and parents/guardians

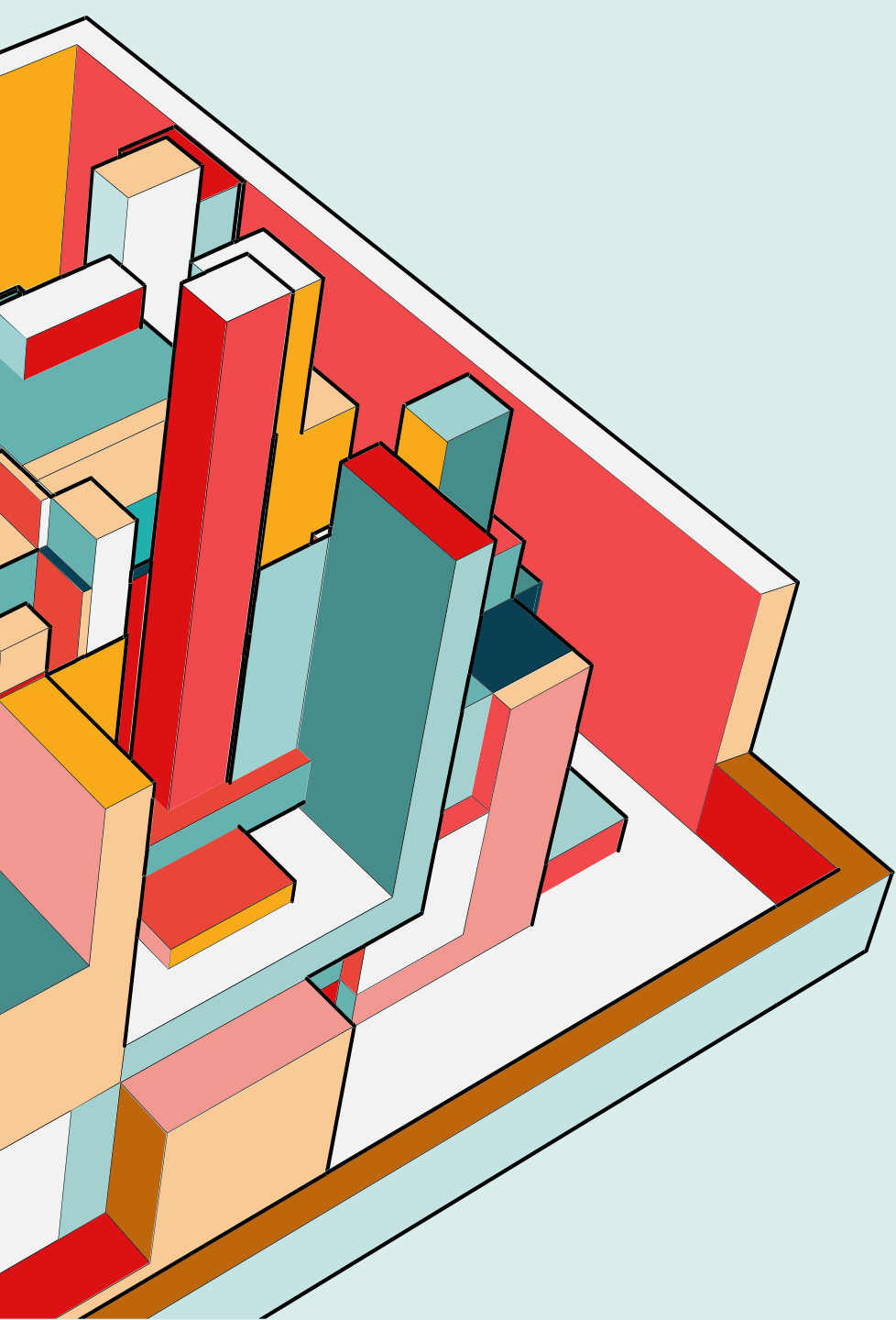
SAMPLE: OPT OUT LANGUAGE



You may add to this language, but the base of this verbiage needs to remain the same.

In the [Name district] we are determined to create a strong career & college going culture in our high schools. [Name District and/or ASPIRE Site] has embraced the State of Oregon's ASPIRE program that offers education, support, and mentoring opportunities for all students.

ASPIRE student supports include 1:1 mentoring, group mentoring, and activities or events that focus on career exploration, career and college research, admissions applications, scholarships, and financial aid. If students choose to participate in the mentor program, it is important to know that all ASPIRE staff and community mentors go through a background check and that confidentiality is required as mentors will have access to student academic records. Mentoring will take place in person or in a combination of virtual, electronic communication following [Name of ASPIRE Site/District] guidelines. If you do NOT want your child to participate in the ASPIRE program, please contact your [name of school] College Coordinator [or specify your staff titles] to opt out of the ASPIRE program.

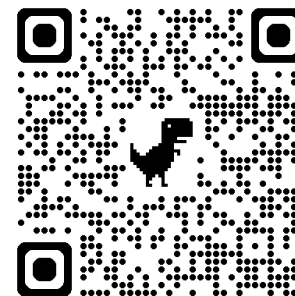


MENTOR TRAINING AND SUPPORT

Enhancing your presentation

MENTOR TRAINING GETTING STARTED

ASPIRE Mentor Training



ASPIRE offers virtual and in person training for mentors. Here are a few opportunities:

- **ASPIRE Mentor Training (required)** - A brief overview of the ASPIRE program and your role as a mentor. Included are materials and resources you can use to begin as you meet with students. The QR code (in the training) allows you to quickly access the resources and information.
 - [ASPIRE Mentor Training Video](#)
 - [ASPIRE Mentor Basics](#)
- **[ASPIRE Fall Conference](#)** – The ASPIRE Annual conference is open to ASPIRE mentors. If you have the opportunity to attend you will receive a wide variety of information on career and college planning resources, while also having the time to network with other mentors from across the state.
- **[ASPIRE/OSAC Webinars](#)** – Ongoing training webinars offered throughout the year on topics ranging from financial aid, scholarships, grant programs, student support and college preparation, trades, and apprenticeships, etc.

NOTE: These trainings are intended for Mentors who have already been connected to an ASPIRE Mentor Program site and met with their ASPIRE site Coordinator.

MENTOR TRAINING GETTING STARTED

6 month – 2-year CTE Programs
Found at community colleges

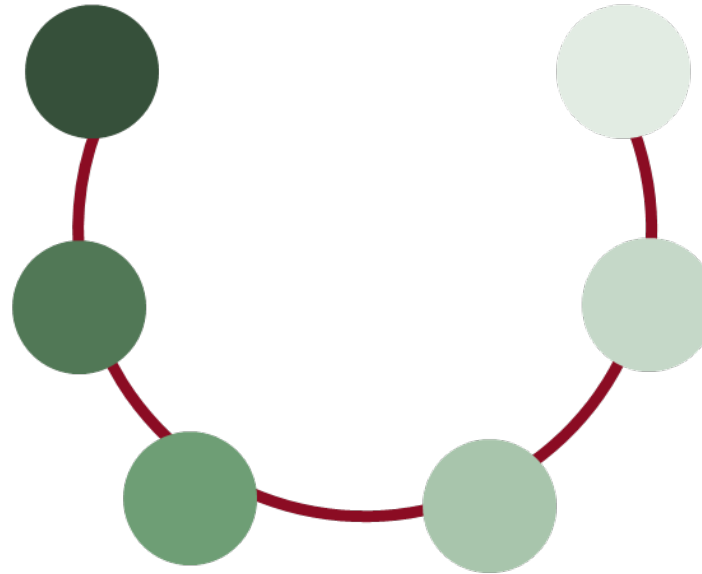
2-year Associates Degree Program
Complete 2-year program or your transfer degree to move to a 4-year university

4-Year Bachelor Degree Program
Complete this degree at a 4-year public or private college

Military
Training and college while enlisted or as a part of a ROTC or military academy program

Apprenticeships
Training while being paid to learn a trade profession

Trade Schools
For students with financial need attending participating programs



MENTOR RESOURCES GETTING STARTED



Oregonstudentaid.gov

2023-2024 CALENDAR

ASPIRE

HIGHER EDUCATION
Office of Student Access and Completion
Helping Oregon Students Plan and Pay for College

The digital version of this calendar has hyperlinks to some of the listed events.
NOTE: Calendar is not all-inclusive of OCR dates and deadlines across the state. Events and dates provided are a snapshot of the offerings from institutions and organizations listed prior to printing and may be subject to change.



ASPIRE Student Information Form

Name _____ Current Grade _____ Expected _____

Student Email: _____ Student Phone #: _____

Please list any high school classes you enjoy:

What are your special skills, interests, or hobbies:

Do you have specific career interest area? If so, please describe:

Do you have an interest in a specific college or training program? If so, please describe:

Please check all items that you're interested in learning more about:

☐ Standardized tests (PSAT, SAT, ACT, etc.)	☐ Choosing a college
☐ Selecting high school classes	☐ College entrance requirements
☐ College fairs	☐ Deadlines for scholarships and admissions
☐ Career options	☐ OSAC Scholarship Application
☐ How to fill out the FAFSA or ORSAA	☐ Essay writing
☐ Searching for scholarships	☐ College visits
☐ College athletics and scholarships	☐ Military (ROTC, enlistment, academy, etc.)
☐ Online resources for college/career prep	☐ Service work (AmeriCorps, Peace Corps, etc.)

Other: _____

When are you available to meet with an ASPIRE Mentor? (Day and time)

Please note:

- If you are unable to make a meeting, please notify your mentor or ASPIRE Coordinator as soon as possible to reschedule.

Student Signature _____ Date _____

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If you wish to make copies for educational purposes, contact us at (541) 681-7400.



HIGH SCHOOL STUDENT TRACKER ASPIRE

NAME _____ YEAR BEGAN WORKING _____

EMAIL _____ PROJECTED GRADUATION YEAR _____

PREFERRED CONTACT (Zoom, phone #, etc.) _____

STUDENT GPA: 9th _____ 10th _____ 11th _____

GOALS

PLANS AFTER HIGH SCHOOL: CAREER INTERESTS, ADVANCED DEGREE, ETC.

ASPIRE NEEDS: RESUME SUPPORT, CONNECT TO CAMPUS SUPPORT, ETC.

CHECKLIST

FRESHMAN/SOPHOMORE ☐ MEET WITH MENTOR ☐ REVIEW TRANSCRIPT ☐ LEARN ABOUT CAREER PATHWAYS ☐ EXPLORE TYPES (IF HIGHER EDUCATION) ☐ TAKE THE PSAT OR PRE-ACT ☐ LEARN ABOUT FINANCIAL AID	JUNIOR ☐ ON TRACK TO GRADUATE? REVIEW TRANSCRIPT ☐ ATTEND CAREER/COLLEGE FAIRS ☐ RESEARCH SCHOLARSHIP AND ADMISSIONS DEADLINES ☐ CREATE AN ACTIVITIES CHART ☐ CREATE A RESUME ☐ TAKE THE ACT/SAT	SENIOR ☐ ON TRACK FOR POST HS PLANS? REVIEW TRANSCRIPT ☐ CREATE AN FSA ID ☐ COMPLETE THE FAFSA/ORSAA (OPENING OCT 1ST) ☐ SUBMIT CAREER/COLLEGE APPLICATIONS ☐ APPLY TO OSAC SCHOLARSHIPS (OPEN NOVEMBER 1 - MARCH 1) ☐ APPLY FOR THE OREGON PROMISE (SUBMIT BEFORE YOU GRADUATE)
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APPLICATION DEADLINES

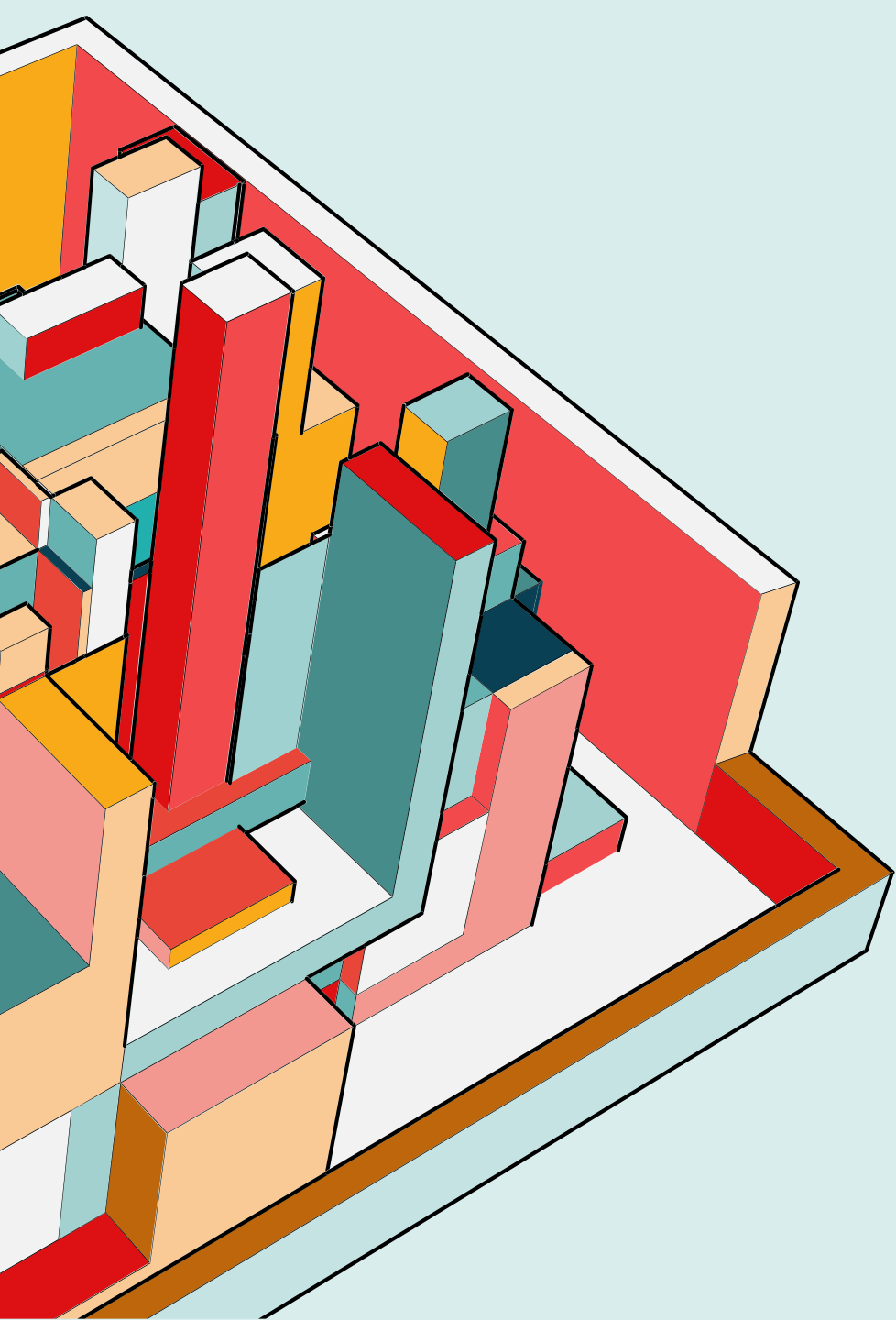
SCHOOLS	SCHOLARSHIPS
_____	_____
_____	_____
_____	_____
_____	_____

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MS Trackers also available





CREATING A SUSTAINABLE MENTOR PROGRAM

Enhancing your presentation

RECOGNITION AND APPRECIATION

Resources

- [50 Simple Recognition Tips](#)
- [Thank you note](#)

Nonverbal Communication to Show Appreciation

- Physically get up and greet mentors when they arrive.
- Smile and give positive nods to encourage mentors as they meet with students.

Communicate Appreciation

- Every time you see a mentor, you should communicate appreciation and gratefulness.
- Verbal appreciation and gratitude (thank you, I'm glad you are here, etc.)
- Written notes of appreciation: 1-3 times a year send them a personalized thank you note
- Look and find ways to complement mentors and the way they are supporting students



RECOGNITION AND APPRECIATION

Student Appreciation

- Encourage students to show their appreciation to their mentors at least once a year
- Thank you notes
- Mentor appreciation party/event that students assist/serve mentors

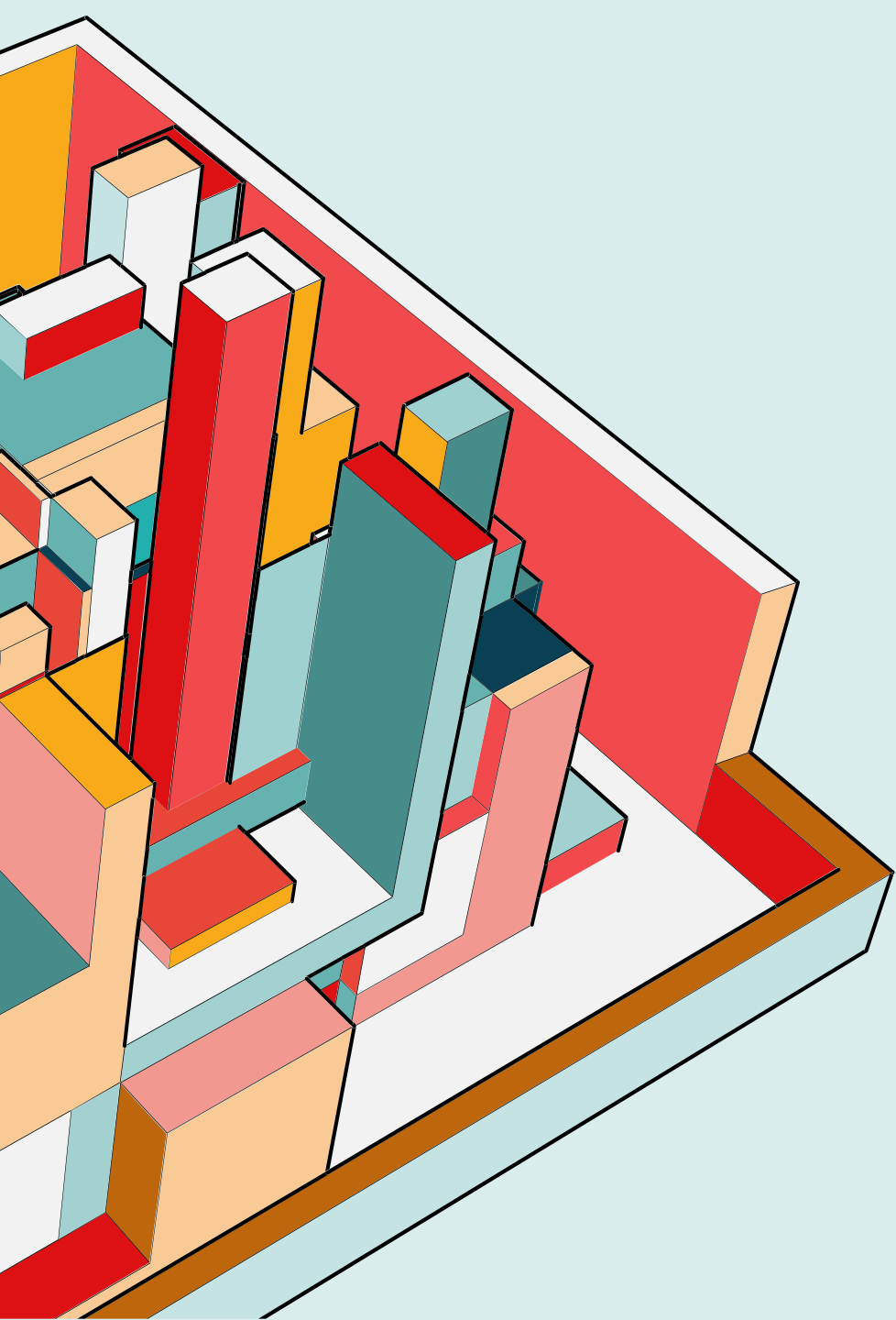
Create an Inviting Space

- Create a comfortable workspace for mentors and students to meet
- Provide needed resources, supplies, and materials that will assist mentors in serving students
- Create a center that visually embraces both career and college research, exploration, and support

Appreciation Thank you note/gift

- Doesn't have to be big just something to say "thank you" for ongoing work with students
- [Thank you note](#) from ASPIRE Students or from you
- Site/School Swag (gifts with MS/HS/CBO branding) – stickers, hats, t-shirts, travel mugs, etc.
- Gift Cards (local coffee shop, etc.)
- Items made by students at your school – CTE Classes (culinary, construction, graphic design, business, etc.)
- Flowers, balloons, cards, etc.





FINAL TIP & TAKE AWAYS

Start Slow...to Go Big

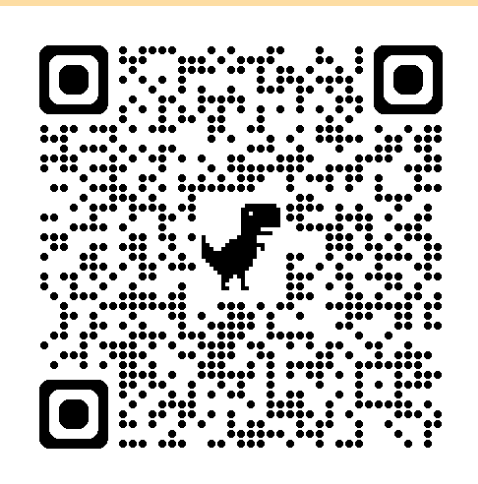
THANK YOU

Rochelle Farris

ASPIRE Access Specialist

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www.OregonStudentAid.gov



Copy of Today's Presentation

