The ASPIRE program helps educate Oregon students to become career and college ready. ASPIRE offers education, resources, and/or mentoring opportunities for all students and/or adult learners in middle schools, high schools, and community-based organizations throughout Oregon. The goal is to create opportunities for students/adult learners to become confident, ready, and bold in the pursuit of their dreams.

## ASPIRE Models

Work with administrator to determine your site goals and ASPIRE program model. Identify ways to provide assistance in career exploration, career and college research, admissions applications, scholarships, financial aid, and career preparation activities/programming that engages learners.

- ☐ **Mentor Program:** Supports student success with staff, community mentors or near peer mentors. Mentors meet with students 1:1 or in small groups.
- ☐ **Career and College Readiness (CCR) Program:** Offers education, resources, and assistance completing career and college preparatory activities for students.
- ☐ **Hybrid ASPIRE Program:** Combines career and college readiness goals with traditional mentor student support.

### Career and College Readiness

- ☐ Build awareness of ASPIRE at your site, in your community, and with alumni of your school or organization.
- ☐ Clear communication with students/parents/staff about the ASPIRE program *Examples include: email, phone dialers, newsletter, social media, school/site apps (Remind, ParentSquare, etc.), or website.*
- ☐ Offer ASPIRE career & college readiness (CCR) programming, events, and/or 1:1 and group mentoring to help students learn about their options: career, college, trades, military & workforce pathways.
- ☐ Work with your site administration to establish goals
- ☐ Define expectations to build CCR culture, consider the following:
  - o "Career and college talk" becomes an ongoing expectation where site staff and community members regularly share experiences about career and college pathways.
  - o Accessibility to CCR information and resources in your ASPIRE/Career Center, counseling center, and/or classrooms.
  - o Equity and Access: create a system to ensure equity to information about career training, education options, CCR programming and resources.
  - o Faculty and/or staff involvement in creating a site wide CCR culture.
  - o Provide regular opportunities for CCR education and counseling to family/caregivers
  - o Career and college partnerships that provide more opportunity to learn about training and education options.

**Mentor Program**

☐ Build participation
  o Students meeting with community mentors need a signed permission form if under 18 years. English/Spanish
  o ASPIRE site may choose to use the ASPIRE Permission Opt Out Procedure
☐ Recruit mentors (volunteer/staff) to work with students 1:1, in groups, drop-in, and/or in classrooms.
☐ Community mentors must complete a Volunteer Application and Agreement and a background check if working with minors
  o You may use school/district/organization volunteer applications and background check forms
☐ Train mentors. All new volunteers must watch Mentor Training Basics and utilize ASPIRE resources Additional training resources are found in the, Career and College Toolkits.

☐ Encourage new mentors to shadow experienced mentors 1-2 times (if possible) before on own.
☐ Encourage mentors to use Student Trackers to identify topics of interest, student progress, and goals.
☐ Encourage mentors to follow us on OSAC Facebook, OSAC YouTube Videos, Instagram, and Twitter.
☐ Support mentors: Show your appreciation in a variety of ways to help with retention.
☐ Provide good communication with mentors: Discuss strengths and how they may translate into mentoring role, clearly understand the mentor's time commitment and availability, and create a schedule for regular mentoring.

**Administrative Responsibilities**
☐ Work with your ASPIRE Access Specialist to set annual program goals. Communication is key!
☐ Plan and implement CCR programming throughout year (See CCR Inventory Tool for ideas)
☐ Create a system for students (under 18 years) to complete the ASPIRE student permission forms or use ASPIRE Site Permission Opt Out process.
☐ Mentor program sites must:
  o Set up a secure physical or digital filing system for volunteer mentor applications, student permission forms (if not using ASPIRE Site Permission Opt Out process), and Student Trackers.
  o Track mentor hours and training – consider using a spreadsheet, Google form (consider creating a QR code mentors can easily scan to give their hours), Clockify, etc.
  o Identify and report staff mentors - hours spent doing ASPIRE/CCR mentoring and support
☐ Submit required ASPIRE reports. Instructions found in Reporting and Surveys.
  o **Fall Site Visit Form** due 1 week prior to ASPIRE specialist visiting your site
  o **Progress Reports** due January 15 & May 15
  o **Mentored Senior List** (required for mentored students) due May 15
  o **Annual Surveys** due May 15: All mentors and senior students exiting program

**Events/Resources**
☐ Attend events: Fall Conference and Regional Meetings
☐ Attend webinars: Coordinator Connections, and OSAC/ASPIRE webinars.
☐ Use ASPIRE Toolkit for current resources and documents
☐ OSAC website for grants and OSAC scholarship information
☐ Outreach and Resources: OSAC Webinars, request presentations, order publications, FAFSA Plus+.

ASPIRE