

1. Consider needs you have for mentors serving in your ASPIRE program – Will you use staff mentors (classrooms, counselors, etc.) and/or community mentors?

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| <input type="checkbox"/> Community mentors | <input type="checkbox"/> Near-peer mentors |
| <input type="checkbox"/> Staff mentors | <input type="checkbox"/> Episodic mentors |

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

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|--|---|
| <input type="checkbox"/> One-on-one mentor | <input type="checkbox"/> Program/event planning |
| <input type="checkbox"/> Group mentor (grade level/interest) | <input type="checkbox"/> Administrative help |
| <input type="checkbox"/> Episodic Presenters | |

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.