

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 the *Mentor Messaging Guide and Mentor Recruitment* 1 pager for ideas

3. Mentor Application – Each community mentor must have a completed *mentor application* on file. You are welcome to use your own site mentor application form, however at minimum mentors must complete the *ASPIRE Mentor Position Description and Mentor Agreement*

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 volunteers have cleared the background check and that it's 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 strengths/background that will be helpful to the role.

6. ASPIRE Training BASICS – Each new mentor must attend/watch ASPIRE Training Basics

7. Other Training Opportunities for Mentors – Share information about *Fall conference, Mentor Connections* and make sure they are familiar with *ASPIRE/OSAC webinar calendar*

8. Onsite Mentor Training – Before meeting with students review safety procedures, how to report time mentoring and supporting students, and give new mentor a tour of your ASPIRE/College and Career Center or specific building areas they will need to frequent (bathrooms, meeting rooms, etc.). Show them the ropes and if possible have them shadow another seasoned mentor.

9. Resources/Materials – Introduce mentor to internal site resources, ASPIRE tools (website, materials), and partner resources. For more: view *Mentor Responsibilities and Resource Guide*

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. For more: *Mentor Retention & Recognition* and *50 Ideas to Recognize your ASPIRE Mentors*