

Welcome to ASPIRE! ASPIRE offers education, support, and mentoring for all students. In your role you will build this program to reflect your overall site/school goals to create a career and college going culture. ASPIRE offers materials, presentations, and support to assist your students as they create their postsecondary plan. The goal is to create the opportunity for students to become confident in their plan.

Career and College Readiness

- Build awareness of ASPIRE in your school, community, and with alumni.
- Clear communication with students/parents/staff about the ASPIRE program *Examples include: email, phone dialers, newsletter, social media or websites.*
- Offer ASPIRE career & college readiness (CCR) programming, events, and 1:1 and group mentoring to help students learn about their options: career, college, trades, military & employment pathways.
- Work with your HS administration to establish goals to build your CCR culture:
 - "Career and college talk" becomes an ongoing expectation where site staff and community members regularly share experiences about career and college pathways.
 - Student accessibility to CCR information and resources in your ASPIRE Center/Career Center, counseling center, and classrooms.
 - Equity and Access: creating a system to ensure equity to information about training and education options, programming, and resources.
 - Faculty and staff involvement in creating a CCR culture.
 - Family involvement that is active and regular. Provide opportunities for CCR education and counseling.
 - Career and college partnerships provide students more opportunity to learn about their training and education options.

Mentor Program

- Build student Participation
 - Only students meeting with community mentors need a signed permission form [English/Spanish](#)
- Recruit mentors (volunteer/staff) to work with students 1:1, in groups, drop-in, or in classrooms.
- Community mentors must complete a [Volunteer Application and Agreement](#) and a [background check](#).
 - You may use your own school/district volunteer application and background check system.
- Train mentors. All new volunteers must watch [Volunteer Basics](#) and review the [Volunteer Checklist](#). Additional training resources are found in the Toolbox and Resources: [Volunteer Training](#).
- Familiarize mentors with your ASPIRE Center and share:
 - [Toolbox and Resources](#)

- ❑ Encourage new mentors to shadow experienced mentors for 1-2 student meetings.
- ❑ Ensure mentors are using 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.
- ❑ Set up a secure, a physical or digital filing system for [volunteer applications](#), [student permission forms](#), and [Student Trackers](#).
- ❑ Track volunteer hours and training using a spreadsheet, Google form (consider creating a [QR Code](#) mentors can easily scan to give their hours), [Clockify](#), etc.
- ❑ Have site staff mentors provide hours spent doing ASPIRE/CCR mentoring and support.
- ❑ Submit required ASPIRE reports. Instructions found in [Reporting and Surveys](#).
 - **Progress Reports** due January 15 & May 15: Submit the [OSAC Partner Portal](#).
 - **Student Participation List** due May 15: Submit in the [OSAC Partner Portal](#).
 - **Annual Surveys** due May 15: Coordinator, Mentors, and Students exiting program.

Events/Resources

- ❑ [Attend events](#): Fall Conference and Regional Meetings
- ❑ [Attend webinars](#): Coordinator Connections, and OSAC/ASPIRE webinars.
- ❑ [ASPIRE Toolkit](#) for current resources and documents
- ❑ [OSAC website](#) for [grants](#) and [scholarship](#) information
- ❑ [Outreach and Resources](#): OSAC Webinars, request presentations, order publications, FAFSA Plus+.