



# Step Up Mentor Application

Please return your application to Step Up:  
Graves Hall, Room B 027 Email: [stepup@hope.edu](mailto:stepup@hope.edu)

Deadline: Friday, September 27, 2019

**Volunteer Mentors** are matched with Step Up middle school students and commit to meeting one-on-one or in small groups during scheduled mentoring sessions (**Mondays & Wednesdays, 2:50-4:30 pm**). The commitment is for a minimum of one semester, but mentors are welcomed to volunteer all year if possible.

Step Up is my: \_\_\_\_\_ field placement / \_\_\_\_\_ community service for: \_\_\_\_\_

Full Name:	Birthdate:	Gender:
LAST	First	
Cell Phone Number:	Email Address:	
Campus Residence or Local Address:		
Home/Permanent Address:		

Emergency Contact: \_\_\_\_\_  
Name Relationship Phone

Educational Status: \_\_\_ High School Student/Grad \_\_\_ Current College Student \_\_\_ College Graduate

If you are currently a student, what year? \_\_\_ First \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

Name of School: \_\_\_\_\_

College Major/Minor(s): \_\_\_\_\_

\_\_\_ I have mentored at \_\_\_ Step Up / \_\_\_ CASA in the past. When? \_\_\_\_\_

Student & Grade? \_\_\_\_\_

Why do you want to be a Step-Up Mentor? \_\_\_\_\_

What are your skills, interests, and past times? \_\_\_\_\_

Which of the following subjects are your strength areas: \_\_\_ Math \_\_\_ English/Language Arts

\_\_\_ Science \_\_\_ So. Studies Others: \_\_\_\_\_

Are you fluent in another language other than English? Please list: \_\_\_\_\_

Do you have experience working with underrepresented students or do you have a similar background?  
\_\_\_\_\_  
\_\_\_\_\_

*Step Up provides academic support to underrepresented Holland-area middle school students who demonstrate a need in one or more areas of their educational progress.*

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# Step Up Mentor Job Description Agreement and Disclaimers

Step Up mentors play a crucial role with the Step Up program. Our goal is to equip our students academically through strong mentoring and tutoring. If our students can attain academic success, they will have more opportunities available to them in the future. By volunteering to work with underrepresented youth, our mentors are providing a vital, caring, relationship that encourages each student's potential for success.

Step Up Mentors agree to the following requirements:

1. Complete the Mentor Application and pass the background screening.
2. Attend Mentor Orientation and In-Service Trainings.
3. Mentor two sessions per week for the full 1.5 hours each session for the entire semester, as per the Step Up schedule.
4. Be prepared to work by signing in on time and selecting appropriate materials.
5. Use mentoring and enrichment time as instructed by Step Up staff and follow the program schedule.
6. Complete and submit requested Step Up reports.
7. Supervise your Step Up student(s) at all times and remain in the designated Step Up program rooms.
8. **Notify Step Up staff by noon if you will be late or unable to mentor.** A communicable illness is an excused absence, but please notify us ASAP.
9. Treat sensitive information from or about your student in a professional manner and follow up with Step Up staff.
10. Follow state laws which require reporting of all abuse and/or neglect to the proper Step Up authorities immediately.
11. Discuss student progress, challenges, and behavioral concerns, as well as overall program questions or suggestions with the Step Up staff.
12. Offer only appropriate comments to students about other adults who provide support in their lives (i.e. teachers, counselors, parents, and social workers).
13. Model good listening skills and promote an atmosphere of safety, mutual respect, and acceptance.
14. Phones and other personal devices or work are not allowed during Step Up.
15. Serve as role models for Step Up students by promoting and displaying appropriate behavior.  
Any intoxication, use of illegal substances, abuse of legal substances, profanity, or harassment in or out of Step Up sessions will result in immediate termination.  
\*Appropriate attire is required.

*As a prospective volunteer of STEP UP, I understand that it is this agency's policy to secure convicted criminal history information as part of their pre-employment and volunteer participation screening process. Further, I understand that my signature on this application grants Step Up permission to verify my academic and behavioral records.*

*I authorize and unqualifiedly grant permission to Step Up and its administration to make inquiries and to obtain any records from child protection agencies, law enforcement and/or judicial authorities to determine whether any record of criminal conviction exists and whether there are any felony charges pending against me, including the nature of the offenses. I understand that if I volunteer for Step Up, this consent form will become part of my personal file and that any misrepresentation, misleading or untruthful statement, or omission is cause for dismissal should I become a participant in Step Up.*

*I do hereby release Step Up, its individual Board members, employees, and/or agents from any and all claims and/or liability whatsoever for any damages or consequences which may result from the pre-service investigation and/or physical examination, including the drug screening (if applicable) related to my consideration in the Step Up program.*

*I also give permission for Step Up to use my image (photos, digital, & video), sound recordings, and any materials that I submit during my affiliation with Step Up.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*If mentor is under the age of 18, a parent or guardian must sign and agree to the terms listed above.\*\*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_