

Staff Guide to Using *Supporting YouthBuild Students in Mentoring Relationships*

The *Supporting YouthBuild Students in Mentoring Relationships* information packet is designed to help your program reach out to and inform parents, caregivers, partners, coaches, counselors, and other adults in the lives of your mentored YouthBuild students. It can be a good resource to get parents and caregivers on-board with the program before students sign up for mentoring. It can also be used once students are participating in mentoring to teach parents and other adults exactly what YouthBuild mentoring is all about and how they can support the mentoring relationship.

Format of the Booklet

The booklet is provided as a Microsoft Word 2003 document that programs can customize as they see fit. It uses standard fonts that come with that version of Microsoft Office, specifically the “Calibri” font, which is used for body text, and “Cambria,” which is used for headers. If your program does not have these fonts installed on the agencies computers, feel free to change the font to ones that are currently used on your other YouthBuild materials. None of the fonts or styles in the document are “locked,” so please edit the document as needed to meet your specific needs.

We have also included several sample photographs of YouthBuild students and staff. You may choose to use these images or, ideally, replace them with images of your site’s students and staff members. Use images that speak to your unique and special student population.

Content of the Booklet

We have organized the content of the booklet to address most of the questions, concerns, and information that parents, caregivers, and other supportive adults might have about the YouthBuild mentoring program. It assumes that the reader has an established relationship with a YouthBuild student who is, or will be, participating in the mentoring program.

The basic structure of the booklet:

1. Introduction
2. What YouthBuild Mentoring is All About
 - a. *General description*
 - b. *Who serves as YouthBuild mentors?*
 - c. *What do mentors and students do together?*
 - d. *Who runs the mentoring program?*
 - e. *Are there any rules I should know about?*
3. Supporting YouthBuild Students: How You Can Help
 - a. *General tips*
 - b. *Tips for parents, caregivers, partners, and families*
 - c. *Frequently asked questions by parents and caregivers*
4. Conclusion and Contact Information

These categories should cover most of the information that adults might want to know about your mentoring services. However, your program should edit and reorganize the content of the booklet as you see fit if additional information is needed.

Customizing the Content of the Booklet

You will note several **highlighted places** in the text where we make recommendations for how you can customize the content of the booklet. This includes adding your own staff contact information, your specific mentor screening and training processes, and specific information about your own policies, procedures, and mentor guidelines. Be sure to remove these highlighted areas before printing!

The section on program policies and rules will likely need the most customization. We have included some sample language highlighting rules that we think will be applicable to most YouthBuild National Mentoring Alliance sites. If you want to provide substantial information to parents and others regarding program policies and rules, you may want to consider using a separate handout for that information or direct readers to a page on your website where they can find more detailed information.

We have also included a section of tips for parents and other caring adults on how they can support the mentoring relationship. Update this section with program-specific information, as well, especially if you formally involve parents and others in program activities or data collection.

If you have any technical difficulties using the template, or if you need additional suggestions for content when customizing, please contact Michael Garringer (Michael.Garringer@educationnorthwest; 503-275-9647) or Tommy McClam (tmclam@youthbuild.org; 617-741-1262).