MENTORING FOR SUCCESS
MENTOR GUIDELINES

“The most effective mentors offer support, challenge, patience, and enthusiasm while they
guide others to new levels of achievement.”
("STAGES OF A MENTORING RELATIONSHIP" Baylor University’s Community Mentoring for Adolescent Development)

Overview:
Mentoring For Success provides students with highly qualified and effective mentors who engage
students in asset building activities to build skills for school success, attendance, and problem solving.

Mentors serve as positive role models and motivate students to become their best. They offer students
a pathway to expand their life perspectives, overcome obstacles and build on their strengths to make
positive choices and develop essential school and life skills. Mentors are not case managers or
therapists. They are caring adults committed and skilled at building relationships with young people.

Responsibilities and Commitments:

• Mentors must be SFUSD employees or volunteers with the proper background clearance
to work with students.

• Attend mentor orientation and training session(s). On-going training is offered through the
Mentoring For Success program and notifications will be sent out via email and flyers in your
school mail box.

• Commit to meeting with a student weekly for one hour for a full year including check-ins during
the summer, preferably at a scheduled day and time on school grounds.

• Document student visits and activities in the Online Activity Log.

• The mentor-student relationship is one-to-one. If a mentor is willing and available, he or she
may mentor 2 students with the approval of the Mentor Program Site Coordinator.

• Attend scheduled, monthly mentor program events planned at the school site.

• Meeting with students off campus is not a requirement and is not permitted during the first three
months of the match. Any visit/activity off campus must have a signed permission slip from the
parent on file with the Site Coordinator, and documented in the Online Activity Log. Personal
vehicles may only be used to transport students with authorization from school administrator
and proper insurance documentation. Public transportation, walking or bicycling are preferable.

• The use of alcohol and recreational drugs is strictly prohibited when spending time with your
student mentee regardless of whether it is during school hours.

• Maintain confidentiality. Mentors are mandated reporters and must tell the Site Coordinator or
other authorities if they learn of anything that may pose any danger or threat to the student or
someone else.

• Notify the Site Coordinator and mentee as soon as possible if you are unable to continue
mentoring. A closure meeting will be facilitated by the Site Coordinator.

• Have fun!

Updated June 2012