### Program process and description of services

<table>
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<tr>
<th>Process</th>
<th>Description of Services</th>
<th>Options</th>
<th>Cost</th>
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| 1. Mentor Recruitment  
Recruitment of mentors for your organization | - Brochures, posters, marketing flyers.  
- ‘Be A Mentor’ toll free phone number: 1-888-BE A MENTOR.  
- ‘Be A Mentor’ Internet website.  
- Mentor promotion projects with service clubs.  
- Press releases, newspaper articles, community newsletter articles, public service announcements.  
- Direct mail campaigns.  
- Email campaigns.  
- Mentor opportunities on appropriate Internet websites  
- Links to www.beamentor.org from corporate and community organization websites. |  | To Be Negotiated |
| 2. Mentor Clearance  
Background checking of potential mentors | - Fingerprinting (electronic scanning).  
- Tuberculin screening.  
- Verification of valid drivers license and proof of insurance.  
- Submit two or three personal references.  
- Attend a training class.  
- Personal interview with the project manager | Training on:  
- Conducting clearance including reference checking  
- Be A Mentor on-line software  
- Welcome letter & package | $100 per cleared mentor |
| 3. Training  
Coaching for mentors and project managers. | Mentor  
- Mentor commitment  
- Confidentiality  
- Communication Skills  
- Record keeping and evaluation  
- Activities that can be done with youth  
- Pitfalls of mentoring  
- How to handle difficult situations  
Project Manager  
- How to interview youth  
- How to interview mentors  
- How to make matches (mentor to mentee)  
- How to use Be A Mentor mentor/mentee tracking software  
- How to manage match (match oversight) | SF Bay Area: $85/hr  
Other: Expenses plus $1,200/day | |
| 4. Technical Assistance  
Available monthly/yearly | - Assistance in developing and implementing a mentor project site plan.  
- Daily support via email, phone, and on-site visits to assist with interviewing mentors and students, and making mentor/student matches.  
- On-going support after matches are made – mentor and student support group meetings and general monitoring of matches.  
- Access to all the latest forms and documents via the Internet website | SF Bay Area & Phone: $85/hr  
Travel: Expenses plus $1,200/day | |
| 5. Be A Mentor Web-Based Management System  
(Click Here for more info) | - Post project listing and description on Be A Mentor web site  
- On-line mentor application for prospective mentors  
- Project Coordinator login to manage matches  
- Mentor login to post activity with mentee  
- Track mentor applicant’s clearance progress | Be A Mentor marketing materials  
On-line material – No Charge  
BAM display stands - $7.00 ea  
BAM cards - $ .05 ea (Initial Set up fee) | $10 per year per youth served (min $1,000 per year) |
| 6. Marketing Materials  
(Click HERE for more info) |  | Be A Mentor marketing materials  
On-line material – No Charge  
BAM display stands - $7.00 ea  
BAM cards - $ .05 ea (Initial Set up fee) | |
| 7. Access to the Resources Center |  | Down load training manuals, letters and forms | No charge |

*Be A Mentor Program’s mission is to provide schools and communities with trained volunteer mentors to be positive adult role models for youth.*