



4-H MENTORING

VOLUNTEER MANUAL

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**You can find this packet online at: www.utahcounty4h.org under "Youth Programs"*

WELCOME

WE ARE SO GRATEFUL YOU'RE HERE!

Thank you so much for signing up for 4-H Mentoring. Although this volunteer experience may be difficult at times, mentors who go the full year of mentoring or longer will attest it is worth it! The impact you make in the life of the child you are paired with may forever change their future. As you begin mentoring, please consider this carefully: you can have a very positive impact on your "mentee's" life, **or you can have a very detrimental effect if you choose to do this program only partially.** Please remember these rules about mentoring:

Mentor Commitments:

1. **Must commit to at least one full year of mentoring:**

- If you leave during the summer like many college students, this can still count as your year, we will give you a "mentor on the move" packet so you can stay in contact via mail, texting, skype, phone calls, etc. But **you must** maintain communication.
- **Research has shown that having a mentor for less than a year can be more harmful than helpful.** This year commitment must be taken very seriously, as many of these youth have abandonment issues, or can easily develop them if paired with a mentor who leaves too soon.

2. **Meet with the youth they are paired with once a week for an hour**

- If you miss a week occasionally it is not a big deal, as long as you communicate that to your mentee and the family.

3. **Have a reliable form of transportation to get to your mentee.**

4. **Pass a background check**

Once again, thank you for volunteering for mentoring. It is amazing to see the positive effects a mentor can have in the life of a youth. If you feel like you cannot commit to the conditions above, that is all okay, but please let that be known now so you don't hurt a youth by only mentoring for a short time.

MENTORING BASICS

WHAT YOU NEED TO KNOW ABOUT MENTORING

Meet weekly with your mentee

We encourage you to meet with your mentee once a week for at least an hour. ***Be consistent and dependable***, your mentee should be able to count on you. Call in advance if you are not able to make the scheduled time or will be late.

Never be alone with your mentee

Each activity you plan should be held in a public place. If you plan an activity at your mentee's home or your home, be sure there is *always* another adult present. If you are driving, that is considered public, so you do not need to worry about bringing another adult with you.

Attend monthly FNO and M&M Activities

M&Ms=Mentor & Mentee activities. This counts as your activity for the week as well! Please only bring your mentee. This is not for friends or family members. ***We request that you attend at least 6 a year.***

FNOs=Family Night Out activities. Although these activities are more focused on the family, you may still come with the mentee and their family. If the family cannot make it, you are welcome to come with your mentee, or if your mentee can't come, you are welcome to join us.

Report activities

Once you have a mentee, you will need to report your activities to your site coordinator. Your site coordinator has a google form for you to report.

Focus on the "BIG M"

We have created a list of activities which focus on our goals as a program – the BIG M (See page 9).

Build a healthy relationship

The relationship you develop with your mentee can either be helpful or detrimental. Make sure you keep confidentiality and that you can be trusted with things your mentee tells you (unless it has to do with abuse, neglect, homicide, or suicide, which you are obligated to report). Your goal is to be a support, a friend, and a positive influence. If you are not dedicated to the relationship and often skip or miss appointments, break their trust, or do something that could damage the relationship, you could do more harm than good.

When the relationship is nearing a close, be sure to warn them and their parents ahead of time, as well as warn your site coordinator so they can find them a new mentor (*See "General Guiding Principles"*).

New Mentor Orientation

A new mentor orientation is held for all newly enrolled mentors. This is mandatory for all new mentors. We recommend you attend before you are matched or soon after. There are two held each month, typically on Wednesday and Thursday. You can also invite friends interested in the program.

BEING IN THE KNOW

WHO TO CONTACT, WHERE TO LOOK FOR INFORMATION

Brandon Summers: Program Director

brandon.summers@usu.edu – 801-851-8475

Site Coordinators (6 sites throughout Utah County)

- Aspen Site (Lindon/ North Orem)
- Geneva Site (North/West Orem)
- Westmore Site (South Orem)
- Franklin Site (South Provo)
- Amelia Earhart Site (West Provo)
- Park Site (Springville/Spanish Fork)



Our website where you can find more information and resources.

<http://www.utahcounty4h.org/youthprograms/mentoring>

Want to have reminders about events or have access to pictures we take?



Search "Utah County 4-H Mentoring" on Facebook.

Or type in [facebook.com/pages/Utah-County-4H-Mentoring/](https://www.facebook.com/pages/Utah-County-4H-Mentoring/)

Want to show your support for mentoring? Like our page that is specifically for recruiting volunteers-this makes it so your friends will be able to see our page if you like our posts-so more youth can have mentors!

"The key reasons [to successful mentorship] had to do with the expectations and approach of the mentor. Most of the mentors in the relationships that failed had a belief that they should, and could, "reform" their mentee. These mentors, even at the very beginning of the match, spent at least some of their time together pushing the mentee to change. Almost all the mentors in the successful relationships believed that their role was to support the youth, to help him or her grow and develop."

National Mentoring Partnership Study

GENERAL GUIDING PRINCIPLES

WHAT'S OKAY, WHAT'S NOT

Not Good	Always Good
Frontal hugs (Depends on the child, family)	Side hugs, high fives, pats on the back
Being alone with your mentee	Having an adult present whenever you are in a house. Try to stay in their house or in a public place (driving in your car is considered a public place-you don't need another adult to be with you at that time)
Picking your youth up without warning	Being sure you have scheduled a time with the parents, and that the parents know where you are going
Being late, skipping appointments	Calling ahead if you are going to be late, or if an emergency came up and you have to cancel
Making inappropriate jokes, swearing, breaking rules or laws	Being an example of good behavior at all times
Overnight activities	Activities during the day or evening
Giving lots of tangible gifts, spending a lot of money on your mentee	Giving your time, giving handmade gifts, doing a project together
Transporting friends or siblings who are not enrolled in mentoring	Only transporting your mentee or other mentees in the program (this is for liability reasons if anyone asks)
High-risk activities	Activities that could be covered by normal insurance if an accident happened
Leaving your youth in the care of other people	Keeping an eye on your youth at all times, until you put them back in the care of their parents/guardians or program staff
Disclosing last names or personal information about your mentee	Keeping all information to yourself unless you are law-bound to tell
Not reporting cases of abuse or neglect	Reporting as soon as you believe there is an abuse, suicide, homicide or neglect issue. Consult your site coordinator in this case, or call Child Protective Services at 801-395-5911. Failure to report is a Class B Misdemeanor
Not keeping up contact with your site coordinator	Sending monthly emails with updates or reporting, letting your site coordinator know about successes and good/bad things that have happened
Ending the relationship without telling your mentee, their parents, and your site coordinator	Following all principles discussed about how to end relationship (included in this packet)

STARTING AND CLOSING THE RELATIONSHIP

THREE KEYS TO A SUCCESSFUL MATCH

Starting and Growing the Mentor/Mentee Relationship

1. Clear Expectations

- a. When you will meet, how you will communicate, how long do you expect the mentoring relationship to last
- b. Be sure you are on the same page. What is your mentee expecting from you?
- c. It takes TIME to build trust and friendship, especially with kids. Remember that.

2. Set Goals

- a. Set clear goals you can work toward for your time together. Reflect on these goals at different points along your mentor/mentee journey. Establish activities that work toward these goals.

3. Focus on the BIG M

- a. Belonging: Help them feel safe, included, build trust
- b. Independence: Let them make decisions, plan activities
- c. Generosity: Serve them, compliment them, service-oriented activities
- d. Mastery: Focus on new skills they can master and develop

Ending the Relationship

1. Give your mentee ample warning for when you are leaving

- a. It is recommended you tell your mentee at least **4 weeks** in advance that you will be leaving. **DO NOT** tell them you are leaving at your final visit.
- b. Plan 4 activities that help close out the match.
 - a. Week 1: Explain that you are leaving and why. Create a closure plan.
 - b. Week 2: Repeat or choose an activity from your time together that was special to the both of you.
 - c. Week 3: Reflection game or create a transitional object (wristband, craft, notebook, picture album, etc. to remember your time together)
 - d. Week 4: Saying "Good Bye", Re-clarify post match communication, final activity together, how will they fill the void of losing a mentor

2. Give a clear explanation of why you are leaving

- a. Will there be future contact? Be sure to let them know if there will be future contact and how you will contact them (social media, phone, in-person).

3. DO NOT leave without saying goodbye

- a. Some mentors make the mistake of thinking it is better this way. The result of not saying goodbye often leads to the development of abandonment issues, or the strengthening of already existing abandonment issues.

***Keep your site coordinator up-to-date on when you are leaving so they can get a new mentor for your mentee as soon as possible.**

BIG M OF 4-H YOUTH DEVELOPMENT

PURPOSE OF 4-H MENTORING:

We are committed to providing an environment which fosters **belonging, independence, generosity** and **mastery** among mentors, youth, and families.

The activity ideas listed below are focused on helping you work toward developing the BIG M. If you need help checking out items from the 4-H Office, please contact your site coordinator. Here is the link with materials to check out: <http://reserve.utahcounty4h.org/>

If you ever have an activity you want to do but you need supplies, contact your site coordinator and they may be able to buy the supplies for you. Particularly anything that is a hands on activity where you are being creative or learning something new. We cannot purchase entry tickets for activities such as bowling, museums, hang time, etc.

BIG M of 4-H Youth Development

<p style="text-align: center;">Belonging</p> <ol style="list-style-type: none"> 1. Positive relationship with a caring adult 2. A safe and inclusive environment which fosters a sense of belonging in all members 	<p style="text-align: center;">Mastery</p> <ol style="list-style-type: none"> 1. Engagement in learning 2. Opportunity for Mastery by building knowledge, skills, wisdom, and attitudes, and then demonstrating their use.
<p style="text-align: center;">Independence</p> <ol style="list-style-type: none"> 1. Opportunity to see oneself as an active participant 2. Opportunity to develop a sense of responsibility and influence over one's choices, as well as the consequences of those choices 	<p style="text-align: center;">Generosity</p> <ol style="list-style-type: none"> 1. Opportunity to value and practice service for others - finding oneself often begins with losing oneself in the service of others 2. Service Learning - engaging in service directly with those benefited by the service

Activity Ideas

Belonging (*Positive relationship / Inclusive*):

1. Almost any activity that helps them feel included
2. Play basketball, soccer, frisbee, golf, etc. (supplies in the office)
3. Fishing (supplies in the office)
4. Hiking - Stewart Falls, Y Mountain, Bridal Veil
5. Attend a UVU or BYU sporting event
6. Ice skating
7. Attend school performances they are in
8. Make ramen and learn a card game together
9. Conversation ball (to help focus on commonalities and foster understanding which strengthens bonding and inclusion).
10. Make and maintain a random acts of kindness poster.

11. Attend Owlz baseball game
12. Tour the Utah State Capitol (Check with parents before traveling this far)
13. Hogle Zoo (check with parents before traveling this far)
14. Work on Homework/School project
15. Tour a local Police or Fire Station (must call ahead of time)
16. Take a free factory tour
17. Fire station tour
18. Tour of UVU Aviation
19. Reading and acting out what reading
20. Nickel Arcade
21. Visit BYU campus
 - a. Bean museum, Eyring Science Center, Library, Creamery, bowling, Museum of Art, Racquetball
22. Visit UVU campus
 - Gym, rock wall, bowling, game room
23. Fat Cats bowling, arcade
24. Hang time
25. Shadow Puppets
26. Get free paint chips and make a pixelated mural
27. Decorate flower pots with a plant/flower inside
28. Build a fort in the front room
29. Have a living-room campout
30. Play Snapchat hide-and-seek
31. Go eye bombing (Put googly eyes on stuff.)
32. Scavenger hunt @ store/mall/etc. or a nature scavenger hunt
33. Build paper boats and float down river (byu stream south of campus is ideal)

Independence (*Responsibility and having a choice*):

1. Have your mentee choose the activity
2. Fly kites or create kites
3. Mentee picks a color and then make a food with all of the food the same color
4. Meal with Costco samples
5. Learn to make a fire and s'mores
6. Learn to ice skate
7. Purchase old VCR, TV, blow-dryer, toaster, etc. from D.I. and take apart
8. Learn to make milk shakes
9. Have mentees make a calendar/ agenda of all their monthly activities and responsibilities.
10. Fix bike and donate it to the needy or learn to fix your own bike (real activity some mentors have done).
11. Learn how to budget
12. Learn how to find books in a library (BYU, UVU, Provo, Orem)
13. Learn how to ride the bus around town

Generosity (*Service Learning*):

1. Service at the local animal shelter
2. Volunteer at Homeless Shelter
3. Volunteer at Special Needs home.
4. Service at a nursing Home.

5. Service at a Food Bank.
6. Just Serve (Community Service) <https://www.justserve.org/>
7. Make cookies and doorbell ditch random houses and leave the cookies behind
8. Baking cookie (or some delicious treat) and give it to a neighbor
9. Do service for mentee's parents
10. Tying and donate blankets
11. Shovel snow
12. Rake Leaves
13. Mow someone's yard with out them knowing
14. Wash dishes or windows or clean at mentees' house or mentors' apartment . A real mentor did this with his mentee & the mentee's family are still grateful 2 years later.
15. Do a service project for UVRM <https://intermountainhealthcare.org/locations/utah-valley-hospital/giving-volunteering/service-projects/> (also real activity some have done)
16. Sew quilt or make blankets and donate them

Mastery (*Engagement in learning*):

1. 4-H Mastery curriculum (Soccer, basketball, arts and crafts, etc.)
 - a. Visit <https://utah4h.org/> >> Click "YFP Mentoring" under quick links >> At the bottom click "Staff and Mentor Resources" >> Click "Curricula" and you will see the list of Mastery options.
2. Rock climbing
3. Frisbee (Supplies available at 4-H Office)
4. Volleyball (Supplies available)
5. Geocaching (Supplies available at 4-H Office)
6. Fishing (Supplies available)
7. Basketball (Supplies available)
8. Soccer
9. Arts and crafts
10. Baking
11. Cooking
12. Hiking
13. Building
14. Craftsmanship
15. Ice skating
16. Roller blading
17. Eating
18. Just Serve <https://www.justserve.org/>
19. Write a book/story
20. Painting
21. Journaling
22. Reading
23. Tye Dye
24. Do homework together (especially with those whose parents don't speak English or who don't speak English themselves).
25. Learn a foreign or new language together.
26. Sew (real activity in current use)
27. Whittling on a bar of soap or piece of wood
28. Lego Building

29. Make a video
30. Create a building out of marshmallows/toothpicks
31. Gingerbread houses
32. Decorate mugs together (find cheap ones at dollar store)
33. Make homemade slime
34. Learn a magic trick together
35. Activity from Cub Scouts booklets/Personal Progress booklets

Find additional ideas here:

<https://www.pinterest.com/Utahcounty4h/>
<http://www.mentoring.org/why-mentoring/mentoring-impact/>
http://www.mentoring.org/old-downloads/mentoring_1214.pdf

Don't forget to check out the Utah County 4-H website to find additional activities.

<http://utahcounty4h.org/calendar>

****You can find these ideas online at: www.utahcounty4h.org/youthprograms/mentoring***

Ten Keys to a Successful Mentor

1. BE A FRIEND
2. HAVE REALISTIC GOALS AND EXPECTATIONS
3. HAVE FUN TOGETHER
4. GIVE YOUR MENTEE VOICE AND CHOICE ON DECIDING ACTIVITIES
5. BE POSITIVE
6. BE CONSISTENT AND DEPENDABLE
7. LISTEN
8. RESPECT THE TRUST YOUR MENTEE PLACES IN YOU
9. REMEMBER THE FOREMOST RELATIONSHIP IS WITH THE YOUTH, NOT THE YOUTH'S PARENTS
10. REMEMBER THAT YOU ARE RESPONSIBLE FOR BUILDING THE RELATIONSHIP

MENTORING CONTRACT

I, _____ promise that as part of my participation in the Mentoring program I will agree to the following terms*:

I will maintain my mentoring relationship with my "Mentee" for a minimum of 1 year.

I will ensure that my weekly visits last at least one hour.

I will attend at least 6 Mentor and Mentee activities every year.

I will attend at least one of two annual trainings provided by the Mentoring Staff.

I will regularly report my activities to my site coordinator.

If I need to leave for the summer or other breaks, I will have weekly contact with my Mentee.

When I am ready to end my relationship, I will follow the guidelines provided to ensure a positive ending to the relationship.

I understand that I am to be a friend, and I am not there to fix my Mentee.

I understand that by failing to do these things I may cause potential harm to my Mentee.

Mentor's Signature

Date

**This is not a binding contractual agreement. It is designed to outline the responsibilities and commitments for each mentor.*