



Program Manual

Foreward

As the Executive Director of the Maryland Mentoring Partnership and on behalf of those that promote excellence in mentoring throughout our state, I commend the CommUNITY Mentoring Partnership's Project SAVVY. As our world becomes progressively more complicated it is our duty as caring adults to provide quality mentoring environments to assist youth in making smooth transitions into adulthood. The vital need to provide education supports, workforce readiness, life skills and alternatives to violent behavior intensifies daily. In order to provide young people with uplifting supportive relationships with caring adults and peers we must provide the tools to mentor youth properly. We must identify the skills, techniques and proven methods for reaching the hearts and minds of our young people at their most vulnerable stages of development. This manual provides a roadmap of mentoring principles for improved adult youth interaction and therefore allows young people to have a clearer perspective on being prepared for employment, academics and life in general. This compilation of material will indeed allow for many young people to have futures that make us proud and hopeful.

Selwyn I. Ray, J.D.

Foreword

One of the most rewarding relationships two individuals can undertake, is the role of mentor and mentee. Mentoring in its simplest form is a relationship that brings a young person and a caring adult together in a setting, which is free from harm. The purpose of this relationship is to enhance the abilities, character and vision of the future for the young person.

A secondary benefit for the mentor is to be that “voice in time” in a young person’s life. Many of us can look back on our lives and find that adult that turned us around, spurred us on, or just helped to make a difference at a critical time. In some cases it was a teacher, a coach, a neighbor or a relative but their seemingly insignificant role in our lives made all the difference.

The Disproportionate Minority Representation Committee was formed many years ago to determine why minorities are over represented on the lists of those suspended and those referred to the Department of Juvenile Justice and why some fail to graduate or even do well in school. We have evaluated all the statistics and met with all the interested parties. The resounding plea and our conclusion is “they need mentors”.

For this reason we have initiated a community mentoring program which targets minority and at-risk youth in our community. We invite you to become a part of this project, whether you need a mentor or seek to become a mentor. The CommUNITY Mentoring Partnership or SAVVY (Supportive Adults Valuing and Validating Youth) understands how important your time is. We will make every effort to make your experience stress-free, rewarding and productive

Mission

CommUNITY Mentoring Partnership and the SAVVY Program exist to unite caring adult mentors, existing mentoring groups, and emerging mentoring groups with minority youth and those youth identified as at risk in Queen Anne's County.

Anticipated Outcomes

Increased academic performance.
Increased self-esteem.
Increased awareness and modeling of socially acceptable behaviors.
Expanded goals for lifetime achievement
Increased cultural awareness.

Vision



CommUNITY Mentoring Partnership establishes enriching relationships between our greatest resources (mentors) and our greatest assets (mentees).

Organization

The Project SAVVY CommUNITY Mentoring Program

The Disproportionate Minority Representation Committee serves as the board for Project SAVVY CommUNITY Mentoring Program and is the primary stakeholder.

We collaborate with other agencies and service organizations including the Queen Anne's County Board of Education, the Local Management Board (Community Partnerships for Children & Families), Big Brothers/Big Sisters/Maryland Mentoring Resource Center, the public library, the Department of Juvenile Services, the Department of Human Services, the local Health Department, local law enforcement, family support agencies and mental health agencies to assist in meeting the needs of both the mentors and mentees.

Queen Anne's County Community Partnerships for Children and Families' Project SAVVY CommUNITY Mentoring program incorporates a school-based case management program that targets students at-risk of juvenile delinquency, academic failure, truancy and substance abuse in grades 6 through 10 including Anchor Points Academy, the alternative school. The project is designed to provide academic, social and behavior support for at-risk students utilizing the evidence-based CASASTART model.

CASASTART Program Description

The CASASTART (Center on Addiction and Substance Abuse – Striving together to Achieve Rewarding Tomorrows) Program is an evidence-based, case-management program designed by the National Center on Addiction and Substance Abuse at Columbia University for at-risk youth. The Queen Anne's County CASASTART Program is school-centered and employs part time CASASTART case managers at the middle school level and the alternative school who work with teachers, other school personnel, police officers, social service agencies and families to support students who are vulnerable to substance abuse and juvenile crime. It is rated as a model program for truancy prevention/reduction by the Office of Juvenile Justice and Delinquency Prevention (U.S. Department of Justice).



Our Programs

Supportive Adults Valuing and Validating Youth (SAVVY)

SAVVY provides a caring and enriching relationship with a mentor who has been matched with the skills and requirements of the mentee. SAVVY and its mentors offer the following 5 opportunities:

- (1) Strive to enhance the academic achievement of each mentee.
- (2) Introduce mentees to career opportunities equivalent with their personal goals, desires and skills.
- (3) Promote self management of at-risk behaviors and model socially acceptable behaviors.
- (4) Provide culturally rich activities to its mentees and the community.
- (5) Make available opportunities to render service to the local community.

SAVVY offers both one-on-one and group mentoring.



The Management Team

The **Mentor Coordinator**:

- ❖ recruits and makes initial contact with mentors
- ❖ maintains contact with mentors (first-line-of-contact)
- ❖ maintains the pairing software and matches mentor and mentees
- ❖ is responsible for mentor acceptance based on a completed background check (National Mentoring Partnership service) and responses from references
- ❖ reports directly to the board
- ❖ schedules and facilitates trainings
- ❖ works with case managers (CASASTART/Guidance Counselor) in selection of mentor/mentee pairings
- ❖ assist with the referral process and resource coordination
- ❖ will assist with the evaluation of the mentor/mentee relationship
- ❖ maintains open communication with case managers, relevant school personnel, mentors and mentees as needed

The **Case Manager** (CASASTART/Guidance Counselor):

- ❖ selects mentees
- ❖ provides first-line-of-contact with parents and mentees
- ❖ assists with the evaluation of the mentor/mentee relationship
- ❖ assists with referral process and resource coordination

The **Activity Committee** plans bi-monthly activities and organizes activities with other agencies.

Program Design

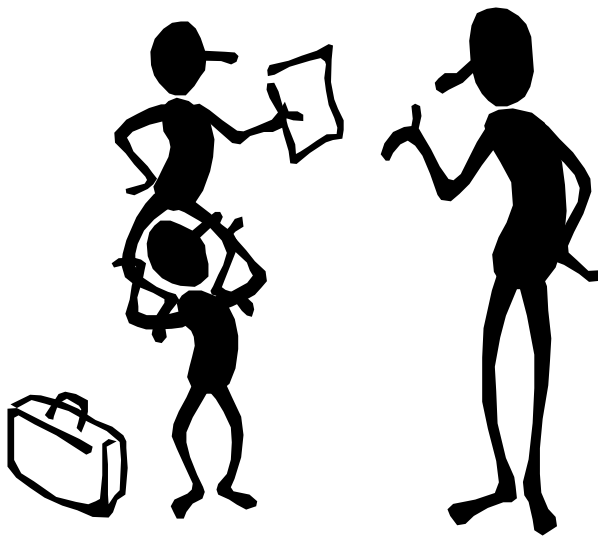
Mentors and mentees participating in the Project SAVVY CommUNITY Mentoring Program meet on a weekly basis for several hours (on school premises up to an hour). Mentors/Mentees commit to participating in this program for twelve (12) months.

Mentors are encouraged to meet with their mentee during holidays (if applicable) and summer break.

Meeting space provided at the school sites is coordinated by the CASASTART Case Managers/Guidance Counselor.

After four (4) meetings and when the relationship parameters have been comfortably established, mentor and mentee may meet outside the school within the established program guidelines.

Activities and resources are provided in Appendix B.



Policies and Procedures

Job Duties of Mentor

Coordinator: Primary responsibility of the Mentor Coordinator assisted by the DMR/CommUNITY Mentoring Board and CASASTART/Guidance staff.



Mentor Recruitment

Mentor recruiting is an ongoing process. There are at least 25 approved and trained mentors. These recruiting efforts allow the organization to support 25 mentees per year in Project SAVVY.

- ✓ Background checks are completed for each mentor. Approval is based on published acceptance criteria.
- ✓ Mentor interviews are scheduled and completed in a convenient and timely manner.
- ✓ Mentor must provide 3 references, which are checked and evaluated.
- ✓ Mentor is required to attend two trainings per year which are provided by Project SAVVY.
- ✓ Mentor is required to complete documentation used to evaluate mentor/mentee match and program effectiveness (Mentor Matching Form, Mentor Activity Log, Mentor Monthly Report and End-of-Project Survey).
- ✓ Mentors must be 18 years of age.

Mentee Referral Process

Mentees are referred to CASASTART Case Managers/Guidance Counselor and Pupil Services Team.

Mentee Application Process

A completed application must be submitted to the Mentor Coordinator which includes

- Completed Mentee Application Form.
- Completed Parent/Guardian Permission Form.
- Completed Photo Release Form.
- Completed Mentee Matching Form
- Completed Mentee/Parent Contract

Mentee is required to complete the End-of-Project Survey. Parent/Guardian is required to complete the Parent Survey at the end of the project.

Program Activities

A resource manual will be made available to mentors. This manual will include activity suggestions and locations and conversation starters.



Directory of Project SAVVY Schools

Stevensville Middle School
610 Main Street
Stevensville, MD 21666
Telephone: 410-643-3194
Principal: Sean Kenna
CASASTART Case Manager:
Katie Hearn
Guidance Counselor:
Jennifer Schrencongost



Sudlersville Middle School
201 N. Church Street
Sudlersville, MD 21668
Telephone: 410-438-3151
Principal: Kevin Kintop
CASASTART Case Manager:
Alison Vooris
Guidance Counselor:
Nicole LeDoux

Mentor Coordinator: Jacki Carter
Community Partnerships for Children and Families
320 Pennsylvania Avenue
Centreville, MD 21617
410-758-6677

Appendix A. Forms

