

Mentoring Site Process

The Alaska Native Mentoring Program (ANMP) highly recommends this methodical process in establishing a mentoring site. Based upon experience, ANMP used this process in working with a pilot site which has worked quite well. This is a guide for mentoring sites, so if necessary deviation from the process is unavoidable (for some unforeseen circumstance), there is no correct way, but this process will allow logistics to flow smoother.

1. ANMP Director meets with local leadership (physically or telephonically)

- a. Discussion revolves on mentoring
- b. Upon agreement of local leadership, ANMP works with identified leaders/group in developing local 'tool box'
 - i. Development focuses on two areas (Contextualizing 'tool box') Spiritual Formation piece will be unchanged
 1. Cultural formation (topics for discussion)
 2. Spiritual formation (unchanged)
 3. Life skills development (topics for discussion)
 - ii. Local leaders formulate/suggest topics for each area for youth to learn/experience
 - iii. ANMP formulates 'tool box' specific to local area (mentoring site)

2. Process of mentoring site

- a. ANMP schedules conference calls to plan retreat / event with local leaders
 - i. Recruiting youth for event (site leader)
 - ii. Recruiting volunteer mentors (site leader)
 - iii. Identifying site leader from community
 - iv. Schedule retreat (2 1/2 days of retreat is ideal)

- v. Daily schedule created with local leaders (ANMP Director and Site Leader)

- 1. Presenters identified for three areas

3. Logistics preparation (must be at local level-working in conjunction with ANMP)

- a. Fundraising (at local level) for retreat expenses
 - i. Guest speakers to attend retreat (depending on requests made from local leaders)
 - ii. Air fare paid for speakers (round trip tickets paid for retreat facilitator and guest speaker)
 - iii. Money for event, food, gas, and supplies (if out of town)
- b. Letters of support from local organizations (sent to local site leader)
 - i. Tribal Council
 - ii. Local School
 - iii. Local store
 - iv. Regional corps
 - v. Regional airlines

4. Retreat / Event

- a. Schedule for retreat
 - i. Using schedule for event to present the 'tool box'
 - 1. ANMP Director facilitates retreat / event
 - ii. Presentation on the three areas (presenters chosen during scheduling event)
 - 1. Cultural Formation

2. Spiritual Formation

3. Life Skills development

- iii. Activities (all involved with activities)
- iv. Potential award/recognition for youth participants
- v. ANMP Director distributes evaluation of retreat to adult participants
- vi. ANMP Director explains forms to site leader for formalizing the partnership

5. Mentoring site (responsibilities)

- a. Site leader facilitates seeking potential volunteer mentors
- b. Site leader facilitates seeking potential mentees
- c. Site leaders may discuss potential ‘pairing’ of mentors and mentees
- d. Forms complete and sent to ANMP
 - i. Partnership agreement
 - ii. Background checks on volunteer mentors
- e. ANMP conduct background checks on volunteer mentors
- f. Upon clearance, site leader meeting with local leaders to pair up mentor/mentees to begin mentoring relationships
- g. Site leader encourages mentoring pairs to meet weekly if possible
- h. Mentors submit monthly reports to site leader on progress
- i. Site leader submits quarterly reports to ANMP of mentoring site progress

6. ANMP (responsibilities)

- a. Statistics of mentoring sites used for progress

- i. Tracking youth changes in mentoring process
- b. Resource for additional mentoring questions or literature
- c. Advocate for mentoring statewide
- d. Catalyst for mentoring
- e. Continued building of partnerships