

**S.H.I.N.E. Mentoring Program**  
**YOUTH MENTEE APPLICATION**  
 (To Be Completed by Parent/Guardian)

**Personal Information**

Youth's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Relationship to Youth:  Mother  Father Other (please specify) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Youths Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female

Ethnicity:  White  Hispanic  African American  Asian  Other (please specify) \_\_\_\_\_

Name of School: \_\_\_\_\_ Grade: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please list all members of your household.

Name	Gender	Age	Relationship to Applicant

Continued...

## Application Questions

Please answer all the following questions as completely as possible. If more space is needed, use an extra sheet of paper. The answers to these questions will aid us in the matching process.

1. Why do you/your child want to participate in a mentoring program?

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2. Briefly describe your expectations of the mentoring program.

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3. Is your child available to meet with a mentor a minimum of 30 minutes per week? \_\_\_Yes\_\_\_No

Please explain any scheduling issues that you may have.

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4. Describe your child's school performance including grades, homework, attendance, behaviors, etc.

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5. Does your child have friends? Please describe his/her friendships

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6. Is your child currently having problems either at home or at school? If yes, provide details.

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7. Has your child experience any traumatic events (i.e. death in the family, abuse, divorce)? If yes, please provide details.

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8. Can you provide any additional background information that may be helpful in matching your son/daughter with an appropriate mentor? (Anything that we should be aware of that could be a trigger for you or your child.)

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9. Do you have any religious preferences you would like for us to take into consideration?

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10. Is there anyone your child should not have contact with?

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**Medical History**

Name of Primary Care Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Medical Insurance Provider: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Does your son/daughter have any physical problems or limitations?    Yes    No

Is your son/daughter receiving treatment for any medical issues?    Yes    No

Is he/she currently taking any type of medications?    Yes    No

If yes, please explain \_\_\_\_\_

Does your son/daughter have any known allergies or adverse reactions to medications?

If yes, please explain \_\_\_\_\_

Does your son/daughter have any emotional issues right now?    Yes    No

If yes, please explain \_\_\_\_\_

Is your son/daughter currently seeing a counselor or therapist?    Yes    No

If yes, please explain \_\_\_\_\_

***Please read this carefully before signing:***

To the parents or guardian of \_\_\_\_\_

\_\_\_\_\_ [name of S.H.I.N.E. Mentoring Program participant] has been invited to participate in [name of S.H.I.N.E. Mentoring Program agency]'s mentoring program, which matches S.H.I.N.E. Mentoring Program students with a responsible adult volunteer who has agreed to serve as a mentor. The mentor's role is that of a friend, coach, and guide. Mentors meet regularly with their mentees, typically once a week. They will participate in many activities that can offer new opportunities for the student, such as going to cultural events, visiting a workplace, doing service projects together, or just having fun. We believe that having a mentor can help our students be successful in S.H.I.N.E. Mentoring Program.

The primary role of the mentor is to assist the student in achieving his or her life goals in areas such as further education, jobs and careers, positive family and friendship networks, health and well-being, and

financial literacy. We hope that you will grant permission for your son or daughter to participate in the mentoring program.

Release & Refresh Women's Empowerment Series, Inc., carefully screens and trains volunteers to be sure they meet the qualities we seek in mentors, and we offer ongoing support and guidance to both the mentor and student to help make the relationship successful over time.

Please read the enclosed materials, complete, and sign the enclosed form(s), and return it to us in the envelope provided. If you have any questions, please feel free to contact us at (248) 469-3505 or [releaserefreshwes@gmail.com](mailto:releaserefreshwes@gmail.com).

We appreciate you and your child's interest in his/her becoming a mentee. This application is intended as a means of informing and gaining the consent of the parent/guardian to allow their son/daughter to participate in the mentoring program.

After receiving this completed application from you, we will evaluate the information and send you a letter letting you know if your child has been accepted into the mentoring program. Much of the information that you supply in this application packet will be used to match your child with an appropriate mentor. Therefore, the mentoring staff may, at times, need to access and share this information with prospective mentors and other parties when it is in the best interest of the match. However, we do not reveal names until there is an initial interest from the mentee, parent/guardian, and mentor based upon anonymous information provided about each other.

**Please INITIAL each of the following—**

\_\_\_ I give my informed consent and permission for my child to participate in the S.H.I.N.E. Mentoring Program and its related activities.

\_\_\_ I agree to have my child follow all the mentoring program guidelines and understand that any violation on my child's part may result in suspension and/or termination of the mentoring relationship.

\_\_\_ I hereby acknowledge that my child may be transported by his/her mentor while participating in the mentorship program, and that such transportation is voluntary and at his/her own risk.

\_\_\_ I release the S.H.I.N.E. Mentoring Program of all liability of injury, death, or damages to me, my child, family, estate, heirs, or assigns that may result from his/her participation in the program, including but not limited to transportation, and hold harmless any S.H.I.N.E. Program mentor, Release & Refresh Women's Empowerment Series, Inc. (RRWES), RRWES and S.H.I.N.E. Mentoring Program staff, or other representatives, both collectively and individually, of any injury, physical or emotional, other than where gross negligence has been determined.

I understand that I must return all the following completed items along with this application, and that any incomplete information will result in the delay of this application being processed:

- Signed application
- Contact and Information Release Form
- Youth Mentee Guidelines/Instructions Form

By signing below, I attest to the truthfulness of all information listed on this application and agree to all the above terms and conditions.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please return or mail this application and all items listed above to

**S.H.I.N.E. Mentoring Program**

Release & Refresh Women's Empowerment Series, Inc.

Attn: Rev. Linda Seatts-Ogletree

P.O. Box 309

Farmington, MI 48332

(248\_ 469-3505

## **S.H.I.N.E. Mentoring Program Contact and Information Release**

(To Be Completed by the Parent/Guardian)

Youth's Name \_\_\_\_\_

Date \_\_\_\_\_

I hereby grant permission for the S.H.I.N.E. Mentoring Program to contact my child and conduct a personal interview for the purpose of applying to be a mentee.

Further, I understand that basic information about my child will be anonymously (without names) shared with a prospective mentor(s) to aid in determining a suitable match. Once a mentor/mentee match is determined, my and my child's identity and other relevant information will be shared with the mentor to the extent it aids in facilitating a successful match.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

# YOUTH MENTEE GUIDELINES/INSTRUCTIONS

(To Be Completed by the Youth)

1. Be dependable and punctual! If you will be late or absent, please notify the mentor as soon as possible.
2. Never put yourself into situations that could be perceived as inappropriate. Meet in public places as much as possible. Examples— Never be in a home alone with your mentor. Never be in a bedroom or bathroom with you mentor.
3. Absolutely **NO** photos or sharing of information can be shared on social media sites!
4. Refer concerns to your guardian/contact person.
5. Never take any kind of medication (i.e., aspirin) from a mentor.
6. Smoking, drinking, or drug use is not permitted while with a mentor.
7. Respect mentors privacy. When meeting and talking with mentor in public, **(after Pandemic, once we cleared to meet in person, right now we are doing virtual meetings until further notice)** avoid talking about private matters where others can hear.
8. Respect cultural and social differences and religious beliefs. Do not try to change them, but instead accept them as they are. Avoid imposing your own upon them.
9. Do not travel with your mentor without written consent from your parent/guardian.
10. Make any promises sparingly and keep them faithfully.
11. Mentor/mentee assignments may be changed if either the mentor or mentee request it.
12. Please do not carry weapons of any kind when spending time with your mentor.

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Youth Mentee Signature

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Date

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Parent/Guardian's Signature

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Date