Your Agency Name
Youth Mentoring Program
Mentee Orientation Outline (Pre-Match)

Session Title
Assign a Title to Training/Orientation (i.e. Building Foundations, Making Connections, etc.)

Time Target
60 minutes

Invitees
All youth that have applied and been accepted and a parent/caregiver
Parents/Caregivers/Youth interested in the program
(Note: consider one-on-one orientation for youth younger than nine)

Objectives
- Develop a basic understanding of the program
- Explore the possible benefits of mentoring
- Explain mentee (and parent/guardian) roles and expectations
- Help youth/families determine if they want to complete an application and continue through the screening process

Agenda
1. Introduction (10 minutes)
   a. Introduction of Staff
   b. Icebreaker: Introductions. Conduct interactive group activity that allows mentees and parents/guardians to get more comfortable in the group
2. *What is mentoring? (5 minutes)
   a. *Definition
   b. *What a mentor can do for
3. Why youth mentoring at Agency Name? (5 minutes)
   a. Mission, goals of agency
   b. Eligibility
   c. What it looks like here (on-site, standard time each week)
4. (when appropriate and available) Have a current mentor and mentee speak (5 minutes)
5. *Overview of our program (15 minutes)
   a. *What the weekly sessions will look like (sign-in each week, types of activities)
   b. *Potential off-site activities
   c. *Do's and don'ts
   d. *Characteristics of good mentors & mentees / Getting the relationship started well
   e. *The importance of being dependable
i. Commitment (1 year, weekly, about an hour)
f. *Confidentiality
g. *Conduct guidelines & consequences

6. Program paperwork policies: participation in evaluation and surveys (5 minutes)

7. Overview of processes (10 minutes)
   a. How we screen mentors
   b. Matching process

8. Wrap-up (5 minutes)
   a. Important Names and Phone Numbers (Who to contact if there is a problem)
   b. Schedule of upcoming mentee training, matching of mentees with mentors and group activities
   c. If needed, collect any additional paperwork

Things to Consider:
- Ideal to provide orientation within a 45 minute timeframe versus 60 minutes when working with children/teens. Identify what needs to be presented and what can be put in a handbook. Discern if your population of participants would be better served if there is an Orientation for interested people and an "orientation-training" for people already enrolled.
- May consider having separate agendas for youth and parents.
- NCMI requires: Program overview; Eligibility requirements; Program description; Time commitments; Expectations of mentors, mentees, and parents/guardians