

# '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.

**Don't spend money on activities.** There are plenty of fun activities that you can do for FREE. If you choose, you may spend money on occasion but do not make it a regular thing. This can become a problem in the relationship if you are constantly spending money; however, occasional small activities that cost money can be helpful to motivate your mentee to achieve goals. Ex: If you get an B+ on your next test instead of a B- we will go out for ice cream. (Make sure that you start out small, set goals that they are capable of achieving, and eventually work your way up).

**Get to know your mentees family.** You should also inform the parents about your activities each week; date, time, where you will be going, for how long, when you will be back, a number to reach you at, etc. Also, we encourage your first few meetings or activities to be held at your mentees home, this allows the parents to become comfortable with you. It can be scary letting your child spend time with a stranger so make an effort to get to know your mentees' parents before you do activities outside the home.

**Never be alone with your mentee.** Each activity you plan should be held at a public place such as parks, museums, movie theaters, libraries, etc. But if you decide to spend time at your mentees home or yours make sure that at least one other adult is present.

**Attend Monthly FNO and M&M Activities.** M&M or Mentor & Mentee activities are planned especially for the mentors and their mentees. We always plan fun things to do every month, so please make it a priority to attend. FNO or Family Night Out activities are for the mentees' family, at these events we serve dinner and plan activities designed to strengthen family relationships. These activities are great for mentors too; they give you a chance to get to know your mentees' family better. Sometimes your mentees' family may not be able to attend so we encourage you to pick up your mentee and come together.

**Report Activities.** Once you have a mentee and start to meet regularly you will need to report each activity, either on the online site (that will be explained by your site coordinator) or via email to your site coordinator with a few details about your meeting; the date, what you did for your activity, and how long you spent together. This doesn't take more than 2 minutes to do, and it's really important that you report. We encourage you to report as soon as you get home from your activity so it's out of the way and you don't forget to do it later.

<https://utah4h.usu.edu/yfp/>

**Plan a Variety of Activities.** Try not to do the same activity over and over since there are so many fun things to do. Most of our kids haven't been exposed to many recreational, educational, and cultural activities. Surprisingly, many of our mentoring kids have not even been to the public libraries, the BYU museums, and the state capitol. These places can be fun and educational. Games and movies are fun on occasion, but make an effort to plan a variety of activities. Exercise is also great! Go on walks, bike rides, hike trails, and play sports games. Also, use your '*100 Great Mentoring Activities*' sheet to find fun things to do. Also please make sure your activities are not 'high-risk.' Use good judgment on which activities may not be safe for your mentee to participate in. If you are unsure if a certain activity qualifies as 'high-risk' please contact your site coordinator.

**Build a Healthy Relationship.** The relationship you develop with your mentee can either be helpful or detrimental. Make sure you are keeping confidentiality and that you can be trusted with things your mentee tells you (unless of course its abuse which you are obligated to report). Your role is to be a support, a friend, and a positive influence in their life. Encourage them to do good things, develop good habits, and be a good person. 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. So please take your relationship seriously.

**Mentor Council.** The Mentor Council is a group made up of our most dedicated mentors who are seeking leadership opportunities. The Mentor Council is made up of a President, V.P and secretary along with other council members. The Mentor Council has various responsibilities all associated with one primary goal, to improve the program. The Mentor Council meets twice a month to go over upcoming activities, updates for each committee, and exchange ideas on future events. The Mentor Council is great for resumes and graduate school applications; it may even lead to a job opportunity. Ask your site coordinator how you can get involved.

**Mentor Trainings** Each month we have some form of mentor training. Three times a year we hold face-to-face trainings that focus on the basics of the mentoring program and how to be a better mentor. The other 9 months out of the year we send out a 'Mentor Memo.' This is a newsletter type training sent via email from your site coordinator each month. Please try and attend the face-to-face trainings and read through the 'Mentor Memos' as these trainings will help you become a better mentor.

**Concerns or Questions.** If you have any concerns about specific situations, problems or questions, please don't hesitate to contact your site coordinator or the program director. We are here to help!

For upcoming events go to our 4H Mentoring facebook

<http://www.facebook.com/pages/Utah-County-4H-Mentoring/113243865419240>

or visit our website

<http://utahcounty4-h.org>

Thanks for being a mentor!

Sincerely,

The 4-H Mentoring Staff



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