



Teens Rise
FOUNDATION



Teens Rise Mentorship Program

Program Handbook

Guidance for Mentees and Mentors to build a strong foundation
for a successful and meaningful mentoring relationship.

Cohort 1 - 2022





Letter from the Executive Director

Teens Rise Mentorship Program – Program Handbook

Oct 6, 2021

Dear Mentees and Mentors,

Welcome to the Teens Rise Foundation Mentorship Program! We are committed to empowering communities and young adults to experience positive growth when entering college and the workforce. The Mentorship Program pairs college students with Mentors who will guide them through their college experience, provide career guidance, and support their professional development.

Access to a mentorship program enables Mentors to directly impact the lives of our students and provides Mentees a pathway of learning that will lend exposure to a specific industry, business world, and role model.

For those who will be serving in the role of a Mentor, we thank you for your commitment of time, expertise, resources, and energy. For those who will be serving in the role of a Mentee, we look forward to providing you the needed resources and support for a successful future.

We look forward to serving you.

Sincerely,

Gaby Millan
Executive Director
Teens Rise Foundation



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Mentorship Program Introduction

The Teens Rise Mentorship Program supports youth as they make critical academic and career decisions during their transition to adulthood. Mentors, both former mentees and executive-level corporate volunteers, encourage the personal and professional development of Mentees through the sharing of skills, experiences, connections, and insights.

Handbook Purpose

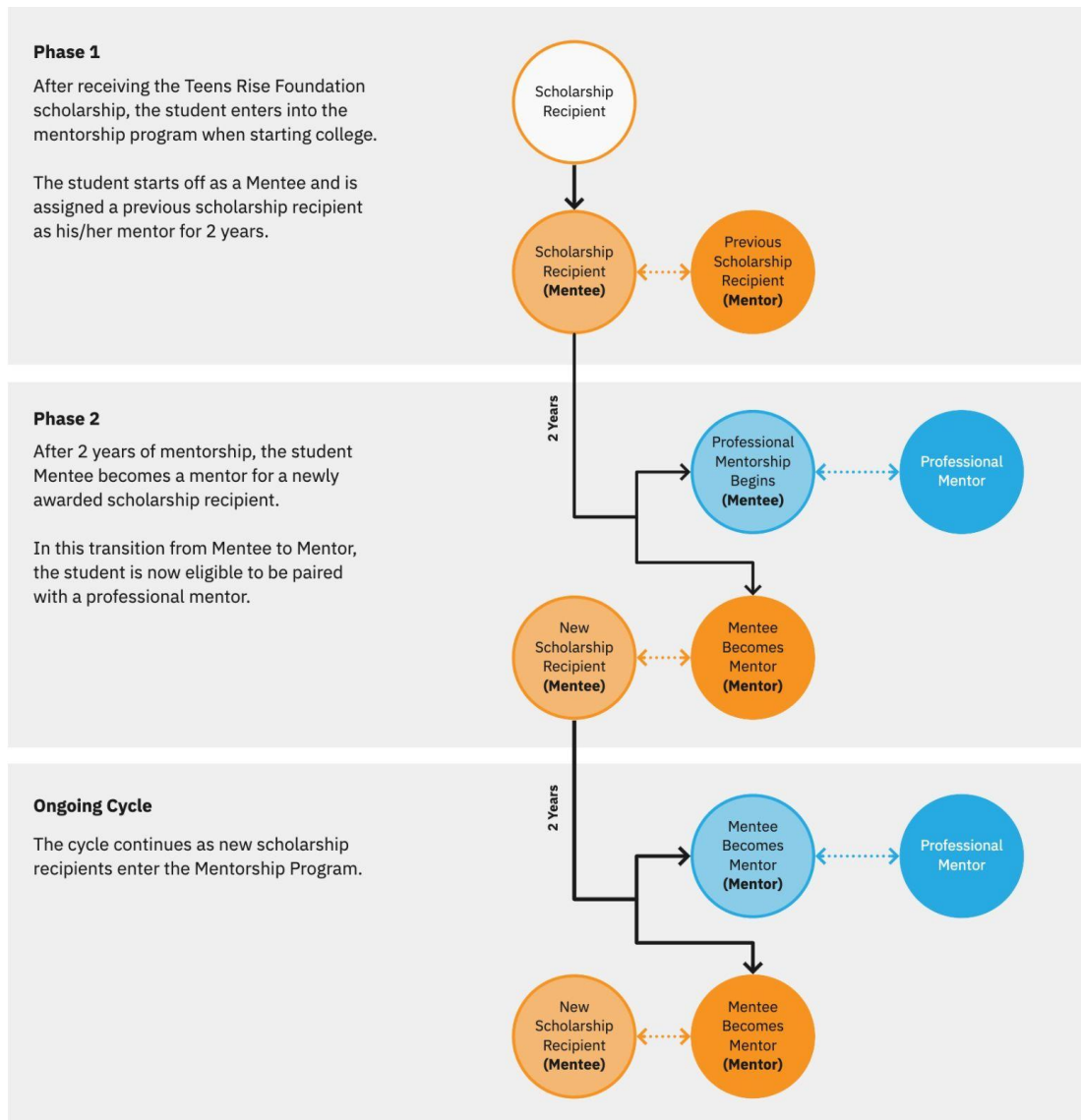
This handbook provides guidance for both the Mentee and the Mentor to build a strong foundation and relationship through the program, suggesting activities, tips, meeting frequency, and topics for discussion for a successful and meaningful mentoring relationship. It is important to highlight that the manner in which the Mentee/Mentor relationship develops is entirely up to both parties and is unscripted, typically with the Mentee owning the experience and initiating communication and meeting frequency. Availability, commitment, and genuineness are key drivers for success.

How It Works

Mentees for the Teens Rise Mentorship Program are graduating high school seniors who are Teens Rise Foundation scholarship recipients. As recipients of the Teens Rise Foundation college scholarship, these students may enter the mentorship program to enhance their personal and professional growth. Mentees are responsible for taking ownership of the experience and driving the mentorship relationship.

Mentors for the Teens Rise Mentorship Program donate their time to impact and influence the future of Teens Rise Foundation scholarship recipients. The primary responsibility of Mentors is to provide guidance and advice for Teens Rise Mentorship Program Mentees.

Incoming college students who are invited to participate in the Teens Rise Mentorship Program are paired with an experienced college student and past scholarship recipient as their first Mentor. After two years of mentorship, students are then given the opportunity to be both a Mentee of a consummate professional in their field of interest and a Mentor for a new incoming college student.



Commitment for Mentees and Mentors

- Commit to the duration of Mentee’s college career
- Fulfill the role to the best of their ability
- Attend events as available
- Address celebrations and concerns regarding the program
- Plan to meet once a month
- Submit bio and resume if applicable
- Attend pre-match orientation
- Complete pre- and post-assessments
- Submit end of year assignment



Program Support and Evaluation

To increase effectiveness of the Teens Rise Mentorship Program, Mentees and Mentors are provided a guided process coupled with a personalized approach. The goal is to increase readiness, build a sense of self-efficacy, and provide ongoing resources and training.

Check-ins occur in every stage of the mentorship program: pre, during, and post. This frequent communication provides a holistic approach to ensure the Teens Rise Mentorship Program is supporting participants' short-term and long-term goals.

- The *pre* check-in provides an opportunity to learn and ask questions prior to starting the program.
- The *during* check-ins provide opportunities to discuss current successes and challenges that could inform what additional support, guidance, and resources are needed.
- The *post* check-in provides an opportunity to give back and assess metrics of success.

The chart below outlines significant milestones during which a scheduled check in and program evaluation will take place. As the Mentee and Mentor initially engage in a mentoring relationship, Teens Rise supports the mentoring relationship and works towards its flourishing beyond its program years.

1 Month Check In	3 Month Check In	6 Month Check In	1 Year Check In	Ongoing support
Goals				
Provide necessary resources to support initial engagement and learn how the first meeting went to understand additional support needs.	Identify and provide potential challenges and progress during the first three months to improve outcomes.	Conduct mid-year evaluation of 6 month progress. This check-in will inform gaps to consider improving the program and identify what is going well.	Illustrate accomplishments to showcase benefits of the program. Conduct year end evaluation to support the Teens Rise Mentorship Program's case for support.	Prioritize retention of mentorship program for Mentees to become Mentors and Mentors to recruit other Mentors. Also collect short and long term outcomes to ensure maximum success.
Tasks				



Support planning a meaningful first meeting.	Check on participants' commitment and engagement.	If guidance was provided during the 3-month check in, check progress.	Perform year-end evaluation.	Depending on mentorship relationship status, provide ongoing support to elevate the experience.
Check in after the completion of the first meeting.	Determine what is working, what is not?	Celebrate successful outcomes.	Recognize successes.	Transition and support Mentees to become a Mentor

Information for Matching

The Teens Rise Mentorship Program’s matching process is designed to collect information from participants to create effective and thoughtful matches. Information will be gathered by Teens Rise through a personal interview and provided bio.

Information considered and collected from participants by the Teens Rise Mentorship Program includes the following: locations, schedules, personalities and hobbies, skills, interests, and goals. Practical information, such as contact information in case of an emergency, will also be requested to facilitate a safe environment.

How are Mentors Identified

With an extensive professional network across the country - from non profits, community based organizations, education, corporations, technology, and many more - the Teens Rise Mentorship Program identifies and recruits Mentors who are experienced and seasoned in their industry and/or who provide a valuable outlook from their lived experiences and personal networks.

Meeting Frequency

Mentees and Mentors should plan to meet once a month. Meeting frequency and duration and method of meeting such as combining in-person meetings with online communications or telephone calls should be agreed to by Mentor and Mentee. All communication is valuable, even if facilitated virtually. The goal for the Mentee and Mentor is to establish a routine with meaningful meeting goals.



Tips for Creating a Successful Mentoring Relationship

Tips

1. Have a goal for meeting.
2. Reflect on the meeting.
3. Allow reflection to inform the next meeting.

Sample Questions

Questions to Ask Mentee

1. Tell me about yourself.
2. How is school going? What classes are you taking?
3. What have you done to build meaningful relationships with your professors?
4. What programs are offered at your university that you hope to take advantage of?
5. What work or volunteer experiences do you hope to pursue?
6. Have you thought about next summer and what you'd like to do with that time?
7. What resource centers are available on your campus?
8. How are things with your roommate and living situation?
9. What do you miss about home? How are you building a "home away from home" on campus?
10. What do you want to do after you graduate?
11. Where do you see yourself in a year/ five years from now?

Questions to Ask Mentor

1. When did you know this career was for you? What led you to your current career?
2. Can you share something about your high school experience?
3. What was something you had to overcome in high school?
4. What are your interests/hobbies?
5. What was your journey like to get where you are?
6. How did you navigate your time in college?
7. How can I improve my public speaking skills?
8. Why are you in this job/position/company? How did you get there?
9. What advice do you have for deciding on a career?
10. What would you do if you were in my situation?
11. Did you have a Mentor? What was your experience like?
12. What would you tell your young self? What is one thing you would have done differently?
13. Are there any organizations I should be part of?
14. In what ways did your education prepare you for your career?
15. Did you, or do you, have a Mentor? How does it help you?
16. What do you like most about your work? Least?



Meeting Topics

- Relationship Building and Self-Exploration
- Shared stories of triumph and overcoming barriers
- Decision Making/Time Management
- Work/Life Balance
- Conflict Resolution/Management
- Public Speaking/Presentation
- Career Guidance
- Employee Development
- Engagement and Motivation
- Long- and Short-Term Goal Setting
- Financial Literacy
- Importance of Vulnerability and Accepting Feedback
- Using Your Voice
- Professionalism

Activity/Meeting Recommendations

- Meet at a coffee shop.
- If an in-person meeting is not possible, meet virtually to allow a valuable interaction.
- Determine a location that's a middle point that is convenient for both parties.
- Find a common space/ground that relates to a hobby or interest of both parties.
- Encourage a job shadow experience or attend a conference, seminar, or social event together.
- Practice/review skills (school presentation, etc.).
- Write and review resumes and cover letters.
- Volunteer together.

Measurable Program Outcomes

The Mentorship Program is designed to inform the Teens Rise Foundation on how to improve its support for teens to succeed in college and beyond. These outcomes focus more on the Mentees as the primary receivers of services. To deliver on this foundational pillar, measurable outcomes of the program will include the following:

- Mentees' interest in program
- Mentees' enrollment in program
- Mentees' engagement in activities
- Mentees' completion of the program
- Mentees' communication skills
- Mentees' motivation and self-esteem
- Mentees' higher level of engagement
- Mentees' increase in network
- Mentees' better understanding of personal development
- Mentees' competence and understanding of career goals
- Mentees' established employment/career



Program Specific Outcome	Indicators	Data Collection Strategy	Outcome Stage/Notes
Interest in Program	# who show interest	Internal	Ongoing
Enrollment in Program	# enrolled in program over 12 month period	Internal	Middle
Engagement in Activities	# of activities	Survey	Ongoing
Completion of the Program	# who complete program annually	Internal	Annually/End
Communication Skills	# and % who feel more confident in communicating in a personal and professional setting	Survey	Pre/Post
Motivation and self-esteem	% who felt that the mentoring they received from the program helped them feel good about themselves as of 12 months since entering the program	Survey	Intermediate/End
Higher level of engagement	# of engaged activities	Survey	End
Increase in network	# of new networks	Survey	End
Better understanding of personal development	% who learn specific skills and knowledge relevant to personal goals	Survey	Intermediate/End
Competence and understanding of career goals	% who gain a sharper focus on steps needed to grow professionally	Survey	Intermediate/End
Established employment/career	# who established themselves in full time employment or career	Survey	End



Recognition Program

The Teens Rise Mentorship Program values both the Mentees' and Mentors' contributions to the program. We understand that it takes personal time and commitment from our participants to ensure a successful mentoring relationship. We want to provide opportunities to hear success stories and recognize mentoring relationships.

Annual recognition opportunities will be available for participants. Participants will also have an opportunity to nominate a Mentee or Mentor by answering the following questions:

1. How valuable have you found your relationship with your Mentee or Mentor to be?
2. Provide examples how your Mentee/Mentor provided ongoing support for your personal and professional development.

Ways to be Recognized

- Mentee/Mentor of the year
- Luncheons
- Recognition presented at Mentors' work place
- Social Media posts
- Awards

FAQ

1. Who and how can I apply to the Teens Rise Mentorship Program?
2. Is there a fee associated with being part of this program?
3. What is the time commitment to this program?
4. What if I don't like my Mentor?
5. What if my Mentee or Mentor stopped correspondence?



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