

# ACE Mentor San Francisco Bay Area Policies and Procedures Check List

**FAILURE TO COMPLY WITH REQUIRED POLICIES MAY RESULT IN SUSPENSION OF INDIVIDUAL OR TEAM**

REQUIRED POLICIES	
	<b>MENTORS AND VOLUNTEERS</b> (includes mentors, guest speakers, school champions, board members, committee volunteers)
1	REGISTER ONLINE
2	RETURNING VOLUNTEERS (includes those from other affiliates) – -register in database as “RETURNING MENTOR” <u>every year you participate</u>  USE YOUR SAME USERNAME AND PASSWORD. DO NOT CREATE NEW ACCOUNT IF YOU FORGOT YOUR LOGIN INFO. CONTACT YOUR AFFILIATE FOR HELP.  If you are an ACE alum (student returning to mentor), please check "Alumni" box.
3	ONLINE MENTOR TRAINING – complete during registration or application will not be complete.
4	BACKGROUND CHECK <b>MUST BE APPROVED BEFORE ANY INTERACTION WITH STUDENTS. NO EXCEPTIONS.</b> - Returning mentors require new background check every third year. - Teachers may be allowed to skip IF proof of approved background check through school can be provided.
5	MENTOR ORIENTATION/COMPLIANCE TRAINING - New mentors must attend at least one training before participating in student sessions. - RCLs and Team Leaders encouraged to attend each year to review updated policies
6	DATABASE ACCESS - Limit access to database and students’ personal information to RCLs and Team Leaders
7	ATTENDANCE - Take <b>attendance</b> every week based on approved roster of mentors and students provided by Compliance Officer - Provide attendance record to Compliance Officer when requested (will be requested approximately 3 times throughout the sessions for updating database) - Log in to ACE website and see Team Leader Guide for using online attendance record. (To access, log in as mentor, click on "Mentor Resources" in left column, then click "Team Leader & Database Guides")
8	ONE-ON-ONE NOT ALLOWED - Mentors shall never meet one-on-one with a student. - If only one student shows up to a meeting, cancel the meeting.
9	TRANSPORTATION - Do not drive students anywhere. - Do not arrange for transportation of students to meeting locations, field trips, etc. This includes private vehicles, school buses, and rental vehicles, even if being "donated". - If team is hosted by a school and the school arranges for transportation, that could be an acceptable exception. Please check with Affiliate. - Encourage students to arrange for carpools amongst themselves as an alternative.
10	PARENT CONSENT FORMS - Have hard copies or ready access to Parent Consent Forms at every session for emergency contact information.
11	FIELD TRIP PERMISSION SLIPS - Obtain signed permissions slips from every student, including any special permission slips required by field trip host.

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	12	<p>TEAM SCHEDULES</p> <ul style="list-style-type: none"> <li>- Provide Compliance Officer with Team Schedule by deadline (roughly early December) to receive approved mentor/student roster</li> </ul>
		<b>STUDENTS</b>
	1	NEW students – register in database
	2	<p>RETURNING students – register in database.</p> <p>USE YOUR SAME USERNAME AND PASSWORD. DO NOT CREATE NEW ACCOUNT IF YOU FORGOT YOUR LOGIN INFO. CONTACT YOUR AFFILIATE FOR HELP.</p>
	3	<p>PARENT CONSENT FORM</p> <ul style="list-style-type: none"> <li>- REQUIRED before allowed to participate in any sessions</li> <li>- A hard copy handed in to Team Leaders at first session may be an acceptable alternative.</li> </ul>
	4	<p>ATTENDANCE</p> <ul style="list-style-type: none"> <li>- Cannot miss more than THREE sessions.</li> <li>- Must inform Team Leaders if you will be absent.</li> <li>- After three consecutive absences with no explanation, you will be considered INACTIVE.</li> </ul>
	5	<p>TRANSPORTATION</p> <ul style="list-style-type: none"> <li>- Must arrange for their own transportation to and from all ACE sessions, field trips, and events. Carpooling with ACE-mates is encouraged.</li> </ul>
<b>SUGGESTED BEST PRACTICES</b>		
	1	<p>Check database for new applicants regularly.</p> <p>Provide timely communication to applicants so they know they have not fallen through the cracks.</p>
	2	MENTOR TOOLS – reference tools/templates provided in tab on SF Bay Area webpage
	3	<p>MENTOR RESOURCES from ACE National - reference lots of useful info.</p> <p>To access, log in as mentor, click on "Mentor Resources" in left column, then browse the various categories)</p>
	4	CC parents in all emails when their contact info provided.
	5	Confirm meeting date(s), location by at least two weeks before first session, or send draft schedule if details still in progress.
	6	Remind students of requirement that they can miss NO MORE THAN 3 SESSIONS to be considered Active.
	7	Ensure responsible Team Leader has access to Parent Consent Forms in case of emergency during session.
	8	To avoid confusion, try to minimize moving meeting locations too often.
	9	Make use of \$250/year stipend allowed for each team.
	10	End of year – present students and mentors with certificates of completion (templates available)
	11	Encourage seniors to apply for ACE scholarship if intending to pursue ACE related major.

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	12	Provide students with Student Evaluation at last session.
	13	Prepare students to attend end of year event in May.
	14	Keep Regional Council Leaders updated of team progress and activities so they can accurately report back to the Board.
	15	Identify candidates for scholarship program and encourage/assist them to complete application on time.
	16	Designate someone to be <b>Social Media Rep</b> to take photos during sessions and be in charge of social media posting. Post on Instagram and Twitter. Contact the Communications Chair for usernames and passwords.
	17	Encourage a no homework policy, or minimize what students have to do outside of sessions to not make ACE an additional burden to already heavy workloads.
	18	<p>To increase mentor engagement and retention:</p> <ul style="list-style-type: none"> <li>- Encourage mentors to sit with students once session begins, including participating in warm up exercises, ice breakers, and activities. It may be out of mentor's comfort zones to do so, but this is also a learning experience for us, too!</li> <li>- We recommend assigning a team captain for each breakout team to hold the mentor accountable for the team progress.</li> <li>- Send out your agenda for the week to mentors beforehand, so they're aware of what's taking place that day and can assist with setting up activities and encouraging student participation.</li> <li>- Conduct weekly team touch base/huddle to make sure everyone feels involved and knows what is next</li> </ul>
	19	<p>STEM Premier</p> <ul style="list-style-type: none"> <li>- Encourage students to go to ACE website, register for and use STEM Premier. Incorporate into a session about resume building, portfolios, networking, etc.</li> </ul>

## Other Resources:

1. Team Leader Check List (provided here)
2. Access to Mentor Resources –
  - a. [www.acementor.com/sanfran](http://www.acementor.com/sanfran) - see Mentor Tools tab
  - b. See Mentor Resources section upon logging in as mentor - including Best Practices Manual
3. ACE Mentor SF Bay Area email: [sanfranciscoca@acementor.org](mailto:sanfranciscoca@acementor.org)

*Last updated 08/06/2018*

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