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Recruitment and Training (P# 101)

Policy

MEGA Mentor members are a select group of individuals whose mission is to make a positive and measurable difference in the lives of “At-Risk” and “Underrepresented” students in Chesterfield County Public Schools. Members are those who have completed the MEGA Mentors’ Training/Overview session and continue to meet membership criteria.

How to Become a Member

MEGA Mentors may be identified and recruited by a current MEGA Mentor or they may volunteer on their own.

Membership criteria

- **Must be an adult 18 years of age or older.**
- **Must attend required training sessions.**
- **Must participate in one of the following ways:**
 - **Must mentor or tutor at least once every 60 days.**
 - **Must actively serve on or lead a MEGA Mentor committee.**
 - **Provide a sponsorship donation of at least \$XXX. 00 each year.**
- **If you mentor or tutor, you must pass the school screening process or complete an official background check (Refer to background check policy).**
- **Have never been accused, arrested, charged or convicted of a child abuse or molestation.**
- **Must not be a drug user or under treatment for mental disorders.**
- **Must not have falsified information during the course of the screening process.**

Background Check (P# 102)

Policy

All Mentors/Tutors must undergo a background check by completing the “Chesterfield County Public Schools Volunteer Application” or an official background check (If applicable - see below). If you plan to become a one-on-one Mentor or Tutor, then a comprehensive background check is a mandatory requirement for participation. There are two ways to complete this requirement:

1. Long Form – obtain this form and submit it to Communities in Schools
2. Official Background Check – Go to your local Police or Sheriff’s office.

Long Form

The "long form or process" for the comprehensive background check includes:

- Confidential Mentor Application
- Criminal History Record Name Search Request (must be notarized)
- Child Protective Services Release of Information Form (must be notarized)
- Citizen Request for Driving Record Transcript
- Upon receipt of your approval paperwork, please forward it to the Membership/Training Committee (See details below)

Note: CIS of Chesterfield has agreed to pay for the record checks and that applications will be returned to and processed by CIS of Chesterfield.

These forms are available upon request to the Membership/Training Committee or email membership@megamentors.org.

Background Check (cont'd) (# P102)

Official Background Check Procedures

1. Go to your local Police or Sheriff's office and ask for a background check application to work with students in Chesterfield County Public Schools. You will have a short form to complete along with being fingerprinted. Please take your driver's license or proof of identification. The cost for this service is approximately \$25.
2. Upon receipt of your approval paperwork, please forward it to...
MEGA Mentors
13900 Hull Street Road
Midlothian, VA 23112

Attention: Membership/Training Committee

Official Background Check Requirements

- Must never have been accused, arrested, charged or convicted of a child abuse or molestation.
- Must not be a drug user or under treatment for mental disorders.
- Must not have falsified information during the course of the screening process.

Dress Code (P# 103)

Policy

Mentors and Tutors are representatives of the MEGA Mentors Organization. As such, it is preferred that while performing duties for MEGA Mentors, Mentors and Tutors are expected to exercise good judgment and dress in business-casual clothing as appropriate to project a positive and professional business image.

Examples of business-casual clothing that is appropriate:

Men	Women
<ul style="list-style-type: none"> • Suits or Sport Jackets (optional) • Dress or Button-up Shirts • Dress Slacks or Khakis • Golf/Polo Shirts or Sweaters 	<ul style="list-style-type: none"> • Business Suits/Jackets (optional) • Dresses • Dress Slacks/Khakis or Skirts • Blouses or Sweaters

Unacceptable Attire:

- Jeans
- Collarless Shirts (Men)
- Miniskirts, Shorts, Skorts
- Athletic Shoes, Sneakers or Flip Flops
- Low-cut, Sheer, Transparent or Plunging Necklines
- Any clothing with alcohol or tobacco products, obscene or questionable printing

If you feel a Mentor/Tutor is not dressed in an appropriate manner, please contact Vice President of Programming or confidentially confront the Mentor/Tutor.

External Request for Funds and Services (P# 104)

Purpose

We are a nonprofit organization committed to protecting and using our assets for our nonprofit mission.

Risk

We face the risk that our resources (Funds/Members) and will be utilized for activities that are not in line with our values and or mission.

Policy

All resources are used to support the students, activities and related programs under MEGA Mentors' umbrella.

Parental Consent for Student Information (P# 105)

Policy

To comply with the **Federal Educational Rights and Privacy Act (FERPA)**, MEGA has established the following policies/procedures to support its request for student information.

1. Request hard copies only of the student's grades, progress report or other academic information.
2. Do not send any of a student's grades, academic progress or other academic information via e-mail, to prevent any accidental or inadvertent disclosure of the same to an unauthorized third-party.
3. Do not disclose any of the student's grades, progress reports or other academic information to an unauthorized third-party.
4. At the end of the academic year, unless a student's grade, progress reports or other academic information is used to compile a comprehensive data report, such documents will be shredded. Moreover, if such documents are to be used to compile a comprehensive data report, the same will be shredded after the report is compiled.
5. If there are any questions or you are faced with a situation that is not covered above, please contact MEGA Mentors.

Field Trips (P# 106)

Policy

Transportation will be provided in accordance with Chesterfield County Public School's Policy on "Field Trips" Sections A-E.

MEGA Mentors School Liaison Requirements

- ❖ Document (Field Trip Bus Roster Report) the names of Students and Parents, School Coordinators, MEGA Mentors and Emergency Contact Phone Number(s)
- ❖ Provide the following field trip information (Permission Consent Form) to Parents for their signature and approval.
 - ◆ Destination and date
 - ◆ Pick-up and return times at each school
 - ◆ Standards of conduct and appropriate clothing
- ❖ Procedures to follow once students are on the bus before departing.
 - Take attendance count and check off names on the Field Trip Bus Roster Report.
 - Communicate expectations
 - Before departing the bus at the destination, establish a time and meeting place for everyone to return to meet the bus.
- ❖ Before leaving the field trip destination
 - Take attendance and double check against names on the Field Trip Bus Roster Report.
- ❖ Report any disciplinary or behavioral issues to School Coordinators and MEGA Mentors.

Tutoring Program (P# 107)

TBD

Disbursements for Goods and Services (P# 108)

Purpose

We are a nonprofit organization affiliated with the Chesterfield Education Foundation (CEF) committed to protecting and using our assets for our nonprofit mission. Proper financial practices are very important in doing this, since proper practices help to prevent and detect errors and fraud. Good financial practices also assure our donors that we use their gifts (contributions) for the purposes for which they were intended.

Risk

We face the risk that our funds will be spent on unauthorized items, that someone will steal our funds by taking blank checks or by writing checks to payees who are not our vendors, that someone will use organization property for personal purposes or that authorized payments we make will be improperly recorded.

Policy

Administrative Operations Manager at Chesterfield Education Foundation (CEF) records all disbursements for goods and services on behalf of the organization from the organization's funds by check or credit card. This allows proper recording of how our funds are spent, who is spending them and who is authorizing expenditures.

Procedures

All invoices for goods and services will be forwarded immediately to the Treasurer for review and authorization to pay.

- **The Treasurer will review all invoices for mathematical accuracy, agreement with a written invoice, conformity to budget or Leadership Team authorization and compliance with fund requirements.**
- **The Treasurer will ensure that all conditions and specifications of a contract or order have been satisfactorily fulfilled.**
- **By approving an invoice, the Treasurer indicates that he/she has reviewed the invoice.**
- **The Treasurer is responsible for timely follow-up on discrepancies and payment.**

The Treasurer will send invoices and receipts and “Remittance Advice for Payment Form” to CEF’s Administrative Operations Manager for payment.

Reimbursement for Goods and Services (P# 109)

Purpose

We are a nonprofit organization affiliated with the Chesterfield Education Foundation (CEF) committed to protecting and using our assets for our nonprofit mission. Proper financial practices are very important in doing this, since proper practices help to prevent and detect errors and fraud. Good financial practices also assure our donors that we use their gifts (contributions) for the purposes for which they were intended.

Risk

The organization does not have the same level of control over expenses incurred on behalf of the organization by those who pay with personal funds and seek reimbursement as it does for expenses paid directly by CEF on behalf of the organization. The organization is not in as good a position to determine whether the good or service purchased might have been obtained at a lower price elsewhere, whether there is a personal benefit to the person seeking reimbursement and how the expenditure fits in with the rest of the organization's budget.

Policy

In proper circumstances, “Leadership Team Members”, and “Trained Mentors” are entitled to be reimbursed for expenses related to the organization incurred on behalf of the organization. To receive reimbursement, you must meet the following requirements:

- Your expense must have been authorized in advance by the Leadership Team or by the President or later approved by the President or the Treasurer.
- Your expense must have been incurred for goods or services purchased for the organization.

Procedures

To be reimbursed for expenses:

1. **Documentation.** You must provide to the Treasurer reasonable documentation showing the date, amount, and description of the expense. *Credit card receipts and store receipts that do not describe the purchase are not reasonable documentation. Your receipt must describe the purchase.*
2. **Timely Submission.** You must submit your documentation with a request for payment within 60 days from the date the expense was incurred.
3. **Overpayment.** If you are overpaid, return the excess amount within a reasonable time.

The Treasurer will send supporting documentation (receipts) and “Remittance Advice for Expense Reimbursement Form” to CEF’s Administrative Operations Manager for payment.

Mentorship Program Student Participation (P# 110)

Policy

MEGA Mentors mission is to make a positive and measurable difference in the lives of “At-Risk” and other “Underrepresented” students in Chesterfield County Public Schools. Student Participants are those who have complied with MEGA’s Mentorship Program Participation Requirements.

Mentorship Program Participation Requirements

- Students must be enrolled at a school which offers MEGA’s Mentorship Program.
- The School Coordinator and MEGA’s School Liaison select students to participate in MEGA’s Mentorship Program.
- Students that are selected should have diverse backgrounds.
- Twelve (12) is the maximum number of students selected per Grade/Gender.
- Students must submit the following Parental/Guardian signed documents.
 - Parental Consent Form
 - Student-Parent-School Coordinator Contract
- The deadline for Student Participation is December 31st.

Mentorship Program – Performance Reporting Procedures (P# 111)

Policy

MEGA Mentors School Liaison with input from the School Coordinator is responsible for recording, reporting, and maintaining the following **Program Performance Data**.

- **Mentoring Session Attendance for Students** – “Mentorship Program Attendance Form” (refer to next page)
- **Mentoring session Attendance for Mentors** – “Mentorship Program Attendance Form” (refer to next page)
- **Grade Point Average (GPA)** – Source of Data is “School Coordinator (Refer to Policy #105 “Parental Consent for Student Information” for approved procedures in obtaining “Student Evaluation Reports); **Instructions for documenting and submitting data “To Be Determined**
- **Disciplinary Action - Out of School Suspension (OSS)** – Source of Data is School Coordinator (Enter OSS data in the “Comments” Column on the Mentorship Program Sign-in Form) (see below)

School Liaison scan and send (via email) completed Mentorship Program Attendance Forms for previous month’s Mentoring Sessions by the 5th day of each month.

Mentorship Program – Performance Reporting Procedures (P# 111)

Program Attendance Form

School: _____

Date: _____

Boys _____

Girls _____

Grade _____

v	Name	Theme/Topic	Comments

Mentors:

Graduation Award Program (P# 112)

Purpose

MEGA's Graduation Award Program provides financial assistance to **graduating High School Students** who participated in MEGA Mentors Mentorship Programs.

Program Requirements

MEGA Mentors "Graduation Award" amount is given to each High School Mentee (Student) who meets the following criteria.

- Student must be a senior in high school, and a participating Mentee for at least two years.
- Student must have maintained a minimum 2.0 GPA throughout his or her final two years.
- Student should be able to demonstrate a relatively trouble-free behavior. We all make mistakes, but if you're in and out of the principal office, there may be someone more deserving.
- Student should be able to produce, at MEGA's request, completed "MEGA Graduation Award Application" (GAAF 101), and supporting documentation of acceptance to a college, technical vocation school, **or the military**.
- Student must plan to attend the institution or military the semester following his or her high school graduation.

Graduation Award Program (P# 112) (Cont'd)

Procedures

The process steps for receiving this financial award are....

- MEGA's High School Liaison reviews students Mentorship Program performance results to see who qualify based on the following criteria.
 - Participated in MEGA's Mentorship Program for at least two years, including current year.
 - Maintained a minimum 2.0 GPA throughout his or her final two years.
 - Demonstrated relatively trouble-free behavior.
- MEGA's High School Liaison issues "Graduation Award Application Form" (GAAF 101) to qualifying students (see attached).
- Student and Parent/Guardian complete and sign "Graduation Award Application Form" (GAAF 101).
- Student submits "GAAF 101" and "Acceptance Letter" from an Academic Institution or the Military to **MEGA's High School Liaison**.
- **MEGA's High School Liaison reviews student's GAAF 101 and Acceptance Letter, and complete and sign "Graduation Award Validation Form" (GAVF 101).** By signing this form, the Liaison confirms the student has met the Graduation Award Program criteria for payment (see attached).
- **MEGA's High School Liaison submits the following documents to the Treasurer for additional review and support of subsequent payment to the ACCEPTING INSTITUTION.**
 - Student's signed "Graduation Award Application Form" GAAF 101
 - Student's "Acceptance Letter" from an Academic Institution **or the Military**
 - Signed Graduation Award Validation Form GAVF 100
- MEGA informs student, via letter of the payment (Graduation Award Amount) to the **ACCEPTING INSTITUTION for use toward tuition or other related expenses.**

Graduation Award Program (P# 112) (Cont'd)

Graduation Award Validation Form - GAVF 100

I am MEGA's School Liaison for _____ High School.

I have reviewed _____ (Student) academic records, to include but not limited to grades and disciplinary history, and he/she meets MEGA Mentors Graduation Award criteria as follows.

1. A participating Mentee in MEGA's Mentorship Program for at least two years, including current year.
2. Maintained a minimum 2.0 GPA throughout his or her final two years at _____ High School.
3. Demonstrated trouble-free behavior.
4. Completed a MEGA Graduation Award Application (see attached Form GAAF 101).
5. Submitted an Acceptance Letter confirming he/she has been accepted to an Academic Institution or the Military (see attached).
6. Indicated that he/she plans to attend the above-referenced institution or military in paragraph 5, starting date _____ following his/her graduation date.

Signed
MEGA Mentors School Liaison

Date

Graduation Award Program (P# 112) (Cont'd)

Graduation Award Application Form - GAAF 101



MEGA Mentors Graduation Award Application
RESPECT, RESPONSIBILITY, EFFORT, ACHIEVEMENT

* Name: _____ * High School: _____

- After High School I will be ___ attending College/ Community College/ Vocational Training at _____
- After High School I will be ___ entering the Military _____ (Indicate Army, Navy, Marines, Air Force, etc.)

Start Date: ___/___/___

*** Attach a copy of your Acceptance Letter from the Academic Institution or Enlisted Letter from the Military (Required Document).**

<u>Your Mailing Address and Contact Information *</u>	<u>Accepting Institution Address *</u>
Street: _____ City: _____ State: _____ Zip Code: _____ Phone: _____	Name: _____ Street: _____ City: _____ State: _____ Zip Code: _____

* Student Signature: _____ * Parent/Guardian Name: _____

* Parent/Guardian Signature: _____

* I confirm the information given in this form is true, complete and accurate.

* Indicates required information.

Submit this form and Acceptance Letter to your MEGA School Liaison.

Program Expansion (P# 113)

Purpose

To set up policy and procedures for expanding into more schools – vertically and horizontally in Chesterfield County, which allow MEGA Mentors to reach more students and supply positive role models throughout their school careers.

Risk

We face the risk that our resources will be used for activities that are not in line with our values and or mission.

Policy

To expand Mentorship Program services horizontally to include Middle and High Schools not currently served by MEGA Mentors, as well as vertically to engage Elementary School students

1. Each year review and revise Five-year Program Expansion Plan based on
 - A. Superintendents input
 - B. MEGA's input and resources
 - C. Needs of the school
 - D. Select the schools we will expand to in the upcoming year

2. Schools selected for Program Expansion require doing the following
 - A. Recruit businesses and churches that will adopt the schools.
 - B. Review plans with school principals and get their support

Program Expansion (P# 113)

Policy (cont'd)

3. High and Middle Schools Program requirements

A. Schools

- 1. One person and a backup to manage the effort of the school**
- 2. Ensure that all teachers understand the intent of the program. We are there not as teachers but to enhance their teaching efforts.**
- 3. Select the students who will take part in the program.**
- 4. Supply space and time**
- 5. Work with the MEGA coordinator to ensure that the program is running as planned.**

B. MEGA Mentors

- 1. One person and a backup to manage the program.**
- 2. Work with businesses and other organizations to find a suitable partner for the school**
- 3. Make sure that all lesson plans and supplies are available**
- 4. Assigned trained Mentors only**
- 5. Work with all participants to ensure that the program meets all expectations**

C. Community Partner

- 1. Supply a coordinator and a backup to manage scheduling and coordination of people**
- 2. Provide people to meet with 20-60 people for 40 minutes at least twice a month**

4. Elementary School requirements

A. MEGA requirements:

- 1. One person and a backup to manage the overall effort**
- 2. Recruitment of a business, church, or other organization to adopt**
- 3. the school**
- 4. Make sure that supplies, lesson plans and books are available**
- 5. Ensure all mentors are complete training**
- 6. Ensure Program meets all expectation.**

Program Expansion (P# 113)

Policy (cont'd)

B. School requirements:

- 1. One person and a backup to manage the school effort.**
- 2. Ensure that all teachers understand the program**
- 3. Select 16-32 students for the program**
- 4. Allow students to participate during lunch period**
- 5. Obtain signed permission slips from parents for student participation**
 - a) Obtain classroom for sessions to take place.**
 - b) Work with MEGA and school partner to achieve Program Goals**

C. Partner requirements:

- 1. One coordinator and a back to coordinate the scheduling of**
 - a. people and manage the overall effort of the organization**
- 2. Provide 12-16 people who will agree to meet with one to**
 - a. two students for 40 minutes at least 2-4 times per month**
 - b. during their lunch period. (Mentor will choose date and time)**
- 3. Agree to work with MEGA and school to achieve Program Goals**

Program Expansion (P# 113) (cont'd)

Review and Approval Process (PE 100 Form)

Mentorship/Reading Programs School Expansion Plan - Review & Approval Process

School _____

Program _____

Phase	Activity	Comments	Done ✓
1	VP Programs presents School Expansion Proposal to Executive Committee		
	A School meets Risk Criteria (Title 1)		
	B School has Approval of Superintendent		
	C School Principal Review and Approval		
	D Selection of School Liaison		
	E Selection of School Coordinator		
	F Selection of Students		
	G Training / Overview for School Staff		
	H Number of Assigned Mentors		
	I Expansion budget		
	J Start Date		
	K Other		
2	Executive Committee Approves School Expansion Plan		
3	Board of Directors Approve School Expansion Plan		
4	School Liaison Executes Plan		

PE 100 Form

Reading Program Student Participation (P# 114)

Policy

MEGA Mentors mission is to make a positive and measurable difference in the lives of “At-Risk” and other “Underrepresented” students in Chesterfield County Public Schools. Student Participants are those who have complied with MEGA’s Reading Program Participation Requirements.

Reading Program Participation Requirements

- Students must be enrolled at a school which offers MEGA’s Reading Program.
- The School Coordinator and MEGA’s School Liaison select students to participate in MEGA’s Reading Program.
- Students that are selected should have diverse backgrounds.
- Twelve (12) is the maximum number of students selected per Grade/Gender.
- Students must submit the following Parental/Guardian signed documents.
 - Parental Consent Form
 - Student-Parent-School Coordinator Contract
- The deadline for Student Participation is December 31st.

Reading Program – Performance Reporting Procedures (P# 115)

Policy

MEGA Mentors School Liaison with input from the School Coordinator is responsible for recording, reporting, and maintaining the following **Program Performance Data**.

- **Attendance for Students** – “Reading Program Attendance Form” (refer to next page)
- **Attendance for Mentors** – “Reading Program Attendance Form” (refer to next page)
- **Instructions for documenting and submitting program performance data “To Be Determined”**
- **Disciplinary Action - Out of School Suspension (OSS)** – Source of Data is School Coordinator (Enter OSS data in the “Comments” Column on the Mentorship Program Sign-in Form) (see below)

School Liaison scan and send (via email) completed Reading Program Attendance Forms for previous month’s Sessions by the 5th day of each month.

Memorandum of Understanding (MOU) Procedures (P# 116)

To Be Determined

New Member Volunteers Onboarding Process (P# 117)

Purpose

Member volunteers are a select group of individuals whose mission is to make a positive and measurable difference in the lives of underrepresented students in Chesterfield County Public Schools (CCPS).

Risk

MEGA Mentors face the risk that member volunteers will be utilized for activities that are not in line with its values and or mission.

Who is a Member?

- An individual is considered a MEGA member or part of MEGA membership if they have:
 - Filled out online application.
 - Completed New Mentor Orientation.

Who is not a Member?

- An individual becomes a non-member if:
 - They submit a formal request to the Membership Committee be removed from all communication.
 - Their background check comes back unfavorable at any point during their membership.

Active Member

- A member is considered active if they participated in one or more of the following within a three-year period:
 - Classroom mentoring
 - Member of at least one committee/subcommittee (e.g., field trip chaperones are members of the Student Activities Subcommittee.)
 - Active member of the Speakers' Bureau
 - Financial donor

Inactive Member

A person is considered inactive if they do not meet at least one of the Active Member criteria.

New Member Volunteers Onboarding Process (P# 117) (cont'd)

Onboarding Process

- An individual expresses interest in becoming a MEGA member on MEGA's website by completing the "New Member Application." Other than basic contact information, key application data statistics required on the application are:
 - Gender
 - Interest in joining the Speakers' Bureau Program
 - Interest in becoming a classroom mentor and school preferences
 - Interest in joining MEGA committees and preferences
 - Profession (e.g., lawyer, teacher, doctor)

- Upon submitting the completed application, the applicant receives a pop-up message and an identical follow-up email advising them to:
 - Fill out a CCPS volunteer application for a background check.
 - Check MEGA's website for upcoming New Member Orientation and other mentor training sessions.

- The website automatically sends a copy of the application to the Membership Committee's inbox (membership@megamentors.org). A committee member then forwards the application email to the following MEGA team members:
 - **Program Committee Lead:** reviews the individual's application and school assignment(s) preferences. If MEGA's needs differ from the applicant's preferences, the Program Committee Member will contact the applicant to discuss their choices and assignment. The Program Committee Lead then forward the application, school assignment and other pertinent information to the:
 - **School liaison(s)** to contact the applicant.
 - Membership team to update the applicant's membership profile in DonorPerfect.
 - **Committee Leads:** if the applicant expressed interest in joining any MEGA committees, the application is forwarded to the appropriate committee leads to contact the applicant.

New Member Volunteers Onboarding Process (P# 117) (cont'd)

- Upon receiving an applicant's information, the **School Liaison(s)** will contact new member to discuss their application and assignment. The liaison will provide the following information to the new member:
 - Current mentoring schedule
 - Contact information for other school mentors, school coordinator, principal, etc.
 - Website resources (e.g., curriculum, training, forms, other documents)
 - Student-related activities (i.e., field trips, recognition event)

- The **Program Committee Lead** will inform the Membership Team of any changes in a mentor's profile, such as: training courses taken, new or removed school assignment(s), liaison status, updated contact info, etc., so the new member's profile can be updated in DonorPerfect.