



# Mentorship and Reading Programs Handbook





# Mentorship and Reading Programs Handbook

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## **Section 1**

# **Vision, Mission and Goals**



### Our Vision

To make a positive, measurable difference in the lives of underrepresented students in the Chesterfield County Public School System.

### Our Mission Statement

To teach life skills, provide meaningful learning experiences and build leadership skills in African American and other underrepresented Chesterfield County Public School students through mentoring, tutoring, experiential field trips and recognition.

### Our Goals

- Provide group mentoring
- Increase awareness of higher education and career opportunities for students and parents
- Teach the values of **RESPECT, RESPONSIBILITY, EFFORT and ACHIEVEMENT** to:
  - Instill hope, goal orientation, self-confidence, and leadership skills
  - Increase personal and scholastic achievement
  - Decrease disciplinary incidents
  - Improve the graduation rate
  - Engage parents to meet program goals



## **Section 2**

# **Roles and Responsibilities**



## **Title: MEGA School Liaison**

**Role:** Build a productive and positive partnership at the assigned school between school personnel and MEGA Mentors which will allow students to build hope, self efficacy and self-initiation attributes. All the above factors lead to increase in student success.

### **Responsibilities:**

- 1) Manage communications, logistics and planning between school and MEGA Mentors
  - a. Ensure the school is properly staffed with mentors
  - b. Schedule and communicate all mentoring sessions with administrators and mentors
  - c. Communicate to mentoring team the curriculum and schedule to be taught
  - d. Ensure all materials needed to conduct class are available
- 2) Build and maintain a positive relationship between the School Principal, Mentoring Program Coordinator, Administration, Counselors, Teachers and Students so that MEGA Mentors can assist the school toward their goal of improving student success
- 3) Partner with school administration to obtain a full complement of students for group sessions
- 4) Communicate with the mentor team. Coach and provide necessary information to create a high performance team
- 5) Recommend to MEGA Mentor Program Chair suggestions for lesson plan improvements
- 6) Ensure attendance for students and mentors is recorded and reported
- 7) Collaborate with the School Principal to meet and exceed program goals

### **Experience:**

At least one year of mentoring with MEGA Mentors.



### **Title: MEGA School Principal**

**Role:** Lead the MEGA initiative for their school. Build a productive and positive partnership at the assigned school between school personnel and MEGA Mentors which will allow students to build hope, self efficacy and self-initiation attributes. All the above factors lead to increase in student success. Coordinate interactions between MEGA Mentors and the school.

#### **Responsibilities:**

- 1) Work with MEGA liaison in establishing priorities and needs
- 2) Assure personnel and resources are available
- 3) Provide a diverse group of students for the program
- 4) Implement best practices to qualify for the recognition program
- 5) Assist in recruiting mentors/volunteers
- 6) Communicate student behavior and performance with mentor team to assure student improvement
- 7) Recommend suggestions for lesson plan improvements





## **Title: MEGA School Coordinator**

**Role:** Build a productive and positive partnership at the assigned school between school personnel and MEGA Mentors which will allow students to build hope, self efficacy and self-initiation attributes. All the above factors lead to increase in student success. Coordinate interactions between MEGA Mentors and the school.

### **Responsibilities:**

- 1) Manage communications, logistics and planning between school and MEGA Mentors
  - a. Ensure the school is properly staffed with mentors
  - b. Schedule and communicate all mentoring sessions with administrators
  - c. Assure that classrooms, virtual schedules, etc are available for use
  - d. Ensure all materials needed to conduct class are available
  - e. Provide access to student data/information
- 2) Build and maintain a positive relationship between the School Principal, Mentoring Program Coordinator, Administration, Counselors, Teachers and Students so that MEGA Mentors can assist the school toward their goal of improving student success
- 3) Partner with MEGA Mentors to obtain a full complement of students for group sessions
- 4) Communicate student behavior or performance with the mentor team to assure student improvement
- 5) Recommend suggestions for lesson plan improvements
- 6) Collaborate with the School Principal to meet and exceed program goals





**Title: Mentor**

**Role:** Support MEGA's mission of teaching life skills, leadership and building hope, self-initiation and self-efficacy through experiences, building trust and being positive role models.

**Responsibilities:**

- 1) Promote MEGA's Program goals, aims and core values
- 2) Continue to improve personal skills
- 3) Adequately prepare for presentation of Program Topics/Themes
- 4) Build productive relationships with the School Principal, School Coordinator, Counselors, Teachers and Students
- 5) Conduct program mentoring sessions
- 6) Document student attendance, participation and effort for year end recognition purposes
- 7) Take part in program activities/events
- 8) Share best practices with fellow Mentors
- 9) Recommend program improvements
- 10) Participate on MEGA Mentor Committees (Communication, FABS, etc)

MEGA Mentors  
Mentorship and Reading Programs - Contact Information  
2021-2022

Schools	MEGA Mentors Liaisons		School Principals		School Coordinators	
Elementary School	Name	Email	Name	Email	Name	Email
Curtis	Delores Banks	<a href="mailto:spice7dtb@aol.com">spice7dtb@aol.com</a>	Susan Pereria	<a href="mailto:Susan_Pereria@ccpsnet.net">Susan_Pereria@ccpsnet.net</a>	Sara Miller	<a href="mailto:sara_miller@ccpsnet.net">sara_miller@ccpsnet.net</a>
		<a href="mailto:denareams@gmail.com">denareams@gmail.com</a>	Alison Beatty	<a href="mailto:alison_Beatty@ccpsnet.net">alison_Beatty@ccpsnet.net</a>		
Ecoff	Dr. Bobbie Anderson	<a href="mailto:bla4usc@comcast.net">bla4usc@comcast.net</a>	Kristin Tait	<a href="mailto:Kristin_Tait@ccpsnet.net">Kristin_Tait@ccpsnet.net</a>	Lauren Gooden	<a href="mailto:Lauren_Watts@ccpsnet.net">Lauren_Watts@ccpsnet.net</a>
			Channing Wagner	<a href="mailto:Channing_Wagner@ccpsnet.net">Channing_Wagner@ccpsnet.net</a>		
Harrowgate	Dr. Laura Taylor	<a href="mailto:lutaylor67@gmail.com">lutaylor67@gmail.com</a>	Christina Serola	<a href="mailto:Christina_Serola@ccpsnet.net">Christina_Serola@ccpsnet.net</a>	Sharon Webb	<a href="mailto:sharon_webb@ccpsnet.net">sharon_webb@ccpsnet.net</a>
			Sara Fletcher	<a href="mailto:Sara_Fletcher@ccpsnet.net">Sara_Fletcher@ccpsnet.net</a>		
Reams	Daniel Robertson	<a href="mailto:dr3@thebalmingilead.org">dr3@thebalmingilead.org</a>	Jodi Seitz	<a href="mailto:jodi_seitz@ccpsnet.net">jodi_seitz@ccpsnet.net</a>	Kristin Saady	<a href="mailto:kristin_saady@ccpsnet.net">kristin_saady@ccpsnet.net</a>
			Cynthia Patey	<a href="mailto:cynthia_patey@ccpsnet.net">cynthia_patey@ccpsnet.net</a>	Lisa St. Pierre	<a href="mailto:lisa_stpierre@ccpsnet.net">lisa_stpierre@ccpsnet.net</a>
Middle School	Name	Email	Name	Email	Name	Email
Carver	Donald Bently	<a href="mailto:dgbent@yahoo.com">dgbent@yahoo.com</a>	Dr. Anthony McLaurin	<a href="mailto:anthony_mclaurin@ccpsnet.net">anthony_mclaurin@ccpsnet.net</a>		
	Anderson Edlow	<a href="mailto:edlow4u@aol.com">edlow4u@aol.com</a>	Mary Alyse Klement	<a href="mailto:maryalyse_klement@ccpsnet.net">maryalyse_klement@ccpsnet.net</a>	Cathy Whitaker	<a href="mailto:cathy_whitaker@ccpsnet.net">cathy_whitaker@ccpsnet.net</a>
	Dr. Laura Taylor	<a href="mailto:lutaylor67@gmail.com">lutaylor67@gmail.com</a>				
Falling Creek	Dalesa Mack-Grisby	<a href="mailto:c.mackgrisby@gmail.com">c.mackgrisby@gmail.com</a>	Sheryl Doswell	<a href="mailto:sheryl_doswell@ccpsnet.net">sheryl_doswell@ccpsnet.net</a>	Kelsi Wilkins	<a href="mailto:kelsi_wilkins@ccpsnet.net">kelsi_wilkins@ccpsnet.net</a>
	LaQuan Daniel	<a href="mailto:laquandaniel@gmail.com">laquandaniel@gmail.com</a>	LaQuan Daniel			
	Delores Taylor	<a href="mailto:deloresttaylor@gmail.com">deloresttaylor@gmail.com</a>	Delores Taylor			
	Derrick Thomas	<a href="mailto:litigatrrr@aol.com">litigatrrr@aol.com</a>	Ensley LaRuth	<a href="mailto:laruth_ensley@ccpsnet.net">laruth_ensley@ccpsnet.net</a>		
Manchester	Greg Hillman	<a href="mailto:hillmang78@gmail.com">hillmang78@gmail.com</a>	David Altizer	<a href="mailto:David_Altizer@ccpsnet.net">David_Altizer@ccpsnet.net</a>	Scott Fortune	<a href="mailto:scott_fortune@ccpsnet.net">scott_fortune@ccpsnet.net</a>
	Deborah Hillman	<a href="mailto:deborahhillman85@gmail.com">deborahhillman85@gmail.com</a>	Scott Fortune	<a href="mailto:scott_fortune@ccpsnet.net">scott_fortune@ccpsnet.net</a>		
			Todd Romer	<a href="mailto:Todd_Romer@ccpsnet.net">Todd_Romer@ccpsnet.net</a>		
Providence	Mack Moore	<a href="mailto:mack1549@gmail.com">mack1549@gmail.com</a>	Michael-Jon Rodney	<a href="mailto:michael-jon_rodney@ccpsnet.net">michael-jon_rodney@ccpsnet.net</a>	Sandra Judge-Harden	<a href="mailto:sandra_judge-harden@ccpsnet.net">sandra_judge-harden@ccpsnet.net</a>
	Gwen Epps	<a href="mailto:gwenepps1957@gmail.com">gwenepps1957@gmail.com</a>	Sandra Judge-Harden	<a href="mailto:sandra_judge-harden@ccpsnet.net">sandra_judge-harden@ccpsnet.net</a>		
Salem Church	Rueben Turner	<a href="mailto:rwt37@verizon.net">rwt37@verizon.net</a>	Nicholas Olson	<a href="mailto:nicholas_olson@ccpsnet.net">nicholas_olson@ccpsnet.net</a>	Chloe Carter	<a href="mailto:chloe_carter@ccpsnet.net">chloe_carter@ccpsnet.net</a>
	Patrice Turner	<a href="mailto:patrice.turner6@gmail.com">patrice.turner6@gmail.com</a>	Dr. Brittany Lopes	<a href="mailto:Brittany_Lopes@ccpsnet.net">Brittany_Lopes@ccpsnet.net</a>		
			H. Frank Sampson	<a href="mailto:Harold_Sampson@ccpsnet.net">Harold_Sampson@ccpsnet.net</a>		
High School	Name	Email	Name	Email	Name	Email
Carver Academy	Howard Corey	<a href="mailto:hcorey1@aol.com">hcorey1@aol.com</a>	Dr. Stephen Hackett	<a href="mailto:stephen_hackett@ccpsnet.net">stephen_hackett@ccpsnet.net</a>	Dr. Stephen Hackett	<a href="mailto:stephen_hackett@ccpsnet.net">stephen_hackett@ccpsnet.net</a>
			Ms. Michelle Wilder	<a href="mailto:michelle_wilder@ccpsnet.net">michelle_wilder@ccpsnet.net</a>		
Meadowbrook	Danny Conner	<a href="mailto:user193613@aol.com">user193613@aol.com</a>	Dr. Marcie Rice	<a href="mailto:Marcie_Terry@ccpsnet.net">Marcie_Terry@ccpsnet.net</a>	Dr. Marcie R. Terry	<a href="mailto:Marcie_Terry@ccpsnet.net">Marcie_Terry@ccpsnet.net</a>
			Christina Frias	<a href="mailto:Christina_Frias@ccpsnet.net">Christina_Frias@ccpsnet.net</a>		
Thomas Dale	Brenda White	<a href="mailto:brenda.white@dom.com">brenda.white@dom.com</a>	Dr. Christopher M. Jones	<a href="mailto:christopherm_jones@ccpsnet.net">christopherm_jones@ccpsnet.net</a>	Karen Lee	<a href="mailto:karen_lee@ccpsnet.net">karen_lee@ccpsnet.net</a>
	Clementine Fleming	<a href="mailto:lemontine@aol.com">lemontine@aol.com</a>	Karen Lee	<a href="mailto:karen_lee@ccpsnet.net">karen_lee@ccpsnet.net</a>	Clinton Patterson	<a href="mailto:clinton_patterson@ccpsnet.net">clinton_patterson@ccpsnet.net</a>
Matoaca	Tony Helm	<a href="mailto:ashevsu86@aol.com">ashevsu86@aol.com</a>	Dr. Elizabeth Baber	<a href="mailto:Elizabeth_baber@ccpsnet.net">Elizabeth_baber@ccpsnet.net</a>	Ben Shindler	<a href="mailto:benjamin_shindler@ccpsnet.net">benjamin_shindler@ccpsnet.net</a>
	Tonya Cooke	<a href="mailto:tanya.r.cook@pmusa.com">tanya.r.cook@pmusa.com</a>	Dr. Scott Birmingham	<a href="mailto:scott_birmingham@ccpsnet.net">scott_birmingham@ccpsnet.net</a>		
			Stephanie LaSmith	<a href="mailto:stephanie_lasmith@ccpsnet.net">stephanie_lasmith@ccpsnet.net</a>		

# Organizational Chart

## 2019-2021

### Program and Business Director

### Board of Directors

#### Executive Officers:

President: Edward Baine  
Vice President of Administration: Verna Bradby  
Vice President of Programming: Greg Cummings  
Treasurer: Mack Moore  
Secretary: Misha King  
Legal Advisor: **Open**  
Member At-Large: Dalesa Mack-Grisby

#### Members:

Deborah Hillman, Jean Cauble, Tanya Ross,  
Tabitha Spurlock, Laura Taylor, Misha King,  
Shirl Leverett, Thomas Mandley, Rodney Mullins,  
Charles Owens, Amanda Voelker

The Board of Directors comprises a team of executive officers and trustee members. The Board has oversight responsibility of all activities within the organization, which are planned and executed by various committees.

Each committee comprises an Executive Officer In Charge (EOIC) and various committee functional heads, who are not required to be Board members.

### Committees

#### Communication & Events

EOIC: Verna Bradby  
Communication: Misha King  
Technology: Rodney Mullins  
Events: TBD

#### Functions:

1. Membership and external communication
2. Event planning and facilitation
3. Marketing and planning
4. Website maintenance
5. Social Media
6. Technology support

#### Finance

EOIC: Mack Moore  
Treasurer: Mack Moore  
F&D: Greg Hillman

#### Functions:

1. Financial management
2. Fundraising and Development
3. Donor management and communication

#### Membership & Metrics

EOIC: Mack Moore  
Membership: Misha King  
M&R: TBD

#### Functions:

1. Membership in-processing and database maintenance
2. Membership activity and status tracking
3. Metrics and Reporting
4. Survey development and administration

#### Programs & Curriculum

EOIC: Greg Cummings  
Programs: Greg Cummings  
Curriculum: Shirl Leverett

#### Functions:

1. Curriculum and resource development
2. School assignments and mentor management

#### Recruiting & Retention

EOIC: Howard Corey  
Recruiting: Howard Corey  
Retention: TBD

#### Functions:

1. New member recruiting
2. Member retention
3. Community engagement
4. Expansion planning

#### Training

EOIC: Dalesa Mack-Grisby  
Training: TBD

#### Functions:

1. Training development
2. Scheduling and facilitation

#### Events Subcommittees

FABS: Greg Cummings  
Annual Membership Meeting: Dalesa Mack-Grisby  
Recognition Event: Kevin Nicholson and Darlene Kiah  
Ad Hoc Events: TBD (e.g., Wine Tasting Fundraiser)  
Student Activities: TBD



## **Section 3**

# **Policy and Procedures**

## **Mentorship and Reading Programs 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 and Reading Programs Participation Requirements.

### **Mentorship and Reading Programs Participation Requirements**

- Students must be enrolled at a school which offers MEGA Mentorship and Reading Programs.
- The School Coordinator and MEGA’s School Liaison select students to participate in MEGA’s Mentorship and Reading Programs.
- Students that are selected should have diverse backgrounds.
- For Elementary Schools Reading Programs four (4) is the optimum number of students selected per Grade/Gender.
- For Middle and High Schools twelve (12) is the optimum number of students selected per Grade/Gender.
- Parent/Guardian has two (2) options for enrolling students in MEGA’s Mentorship and Reading Programs.
  1. Online Enrollment – Go to MEGA Mentors website “Home Page,” [www.megamentors.org](http://www.megamentors.org)
    - a. Select the “Resources” Tab
    - b. Select and click on “Parent Resources”
    - c. Select either the English or Spanish version of the “2021-2022 School Year Parent Permission/Consent and Student Enrollment Form”, and
    - d. Complete and submit the selected form (Example of this form is in “Section 5”)
  2. Manual Enrollment – Parent/Guardian should contact the School Coordinator for a copy of the following forms in English or Spanish to complete, sign and return (Examples of these forms are in “Section 5”)
    - a. Permission Consent Form
    - b. Student-Parent-School Coordinator Contract
- The deadline for Student Participation in MEGA’s Mentorship and Reading Programs is December 31<sup>st</sup>.

## Mentorship and Reading Programs – 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**.

### Procedures

- **TBD** - Online submission of each Mentorship and Reading Programs Session on Attendance for Students
- **TBD** - Online submission of each Mentorship and Reading Programs Session on Attendance for Mentors
- **TBD** – Online submission of Academic Results (GPA) data from the “School Coordinator for **each student enrolled in MEGA’s Mentorship Program**.  
*Note, refer to Policy #105 “Parental Consent for Student Information” for approved procedures in obtaining “Student Evaluation Reports*
- **TBD** – Online submission of Disciplinary Action - Out of School Suspension (OSS) data from the School Coordinator for **each student enrolled in MEGA’s Mentorship Program**.

School Liaison must submit above “Online Program Performance data for previous month’s Mentorship and Reading Programs Sessions by the 5<sup>th</sup> day of each month.



## **Section 4**

# **Program Information**



## How to access website information for Mentorship and Reading Program Curriculum:

**1 Click on “Curriculum Database Box**

The screenshot shows the MEGA Mentors website in a web browser. The browser's address bar displays "megamentors.org". The website's header includes the MEGA Mentors logo, navigation links for "About", "Our Programs", "News/Events", "Resources", and "Participate", a red "Donate" button, and a search icon. Below the header, there is a section for "Chester Family YMCA" and a link to "View All Sponsors". The main content area features a "Mentor Portal" section with the text "A home for mentors to access program curriculums, training documents, videos and more." Below this text are three red rectangular buttons: "Curriculum Database", "Mentor Resources", and "Speakers Bureau". A blue arrow points from the "Curriculum Database" button to the text "1 Click on “Curriculum Database Box”" in the instruction box above. The footer of the website includes the MEGA Mentors logo, address (13900 Hull Street Road, Midlothian, VA 23112), phone number (804) 639-8774, email (info@megamentors.org), and social media icons for Facebook, Twitter, and Instagram. The bottom of the image shows a Windows taskbar with various application icons and a system tray displaying the date and time as Sunday, 8/22/2021, 10:25 AM.

## 2 Select the “Grade” Level and Click

The screenshot shows a web browser window with the URL [megamentors.org/curriculum-database/](https://megamentors.org/curriculum-database/). The page features a navigation bar with links for 'About', 'Our Programs', 'News/Events', 'Resources', 'Participate', and a red 'Donate' button. The main heading is 'Curriculum Database'. Below it, a message states: 'You are viewing the 2021-2022 school year curriculum. If you would like to view the 2021 Summer Curriculum, [please click here.](#) Please select a grade level. You may also search, filter and sort through all curriculum below the grade selection grid.' A grid of eight red buttons represents grade levels: '3rd-5th', '6th', '7th', '8th', '9th', '10th', '11th', and '12th'. A blue arrow originates from the instruction box and points to the '6th' button. The Windows taskbar at the bottom shows the date as Sunday, 8/22/2021, and the time as 10:27 AM.

Curriculum Database

You are viewing the 2021-2022 school year curriculum. If you would like to view the 2021 Summer Curriculum, [please click here.](#)  
Please select a grade level. You may also search, filter and sort through all curriculum below the grade selection grid.

3rd-5th 6th 7th 8th

9th 10th 11th 12th

**3 Curriculum for the “Grade” Level appears. Select a “Topic”, Click on the red link in the “Resource” Column related to the “Topic” selected, “Download” the file.**

Curriculum Database - 6th - MEG x +

megamentors.org/curriculum-database-6th/

MEGA Mentors

About Our Programs News/Events Resources Participate Donate

## 6th Grade Curriculum

View curriculum on this page or click "Download Curriculum" to download PDF version.

### Class 1

Session	Topics	Theme	Resources	Measure of Success	Suggested Speakers	Instructions
1	1. Program Rules & Expectations 2. Overview of Core Values		<a href="#">The Inside Scoop "Get to Know Me" Icebreaker Worksheet</a> <a href="#">PowerPoint: L-05 MEGA Mentors Rules &amp; Expectations</a> <a href="#">PowerPoint: PY01-A Introduction to MEGA Mentors</a> <a href="#">Video: Online Class Rules (RT 2:13 min)</a>	100% of students and mentors will introduce themselves.	None identified	Send mentees 'Inside Scoop' worksheet and YouTube link ahead of session.  Mentor and mentee to state why they are involved/participating and what they hope to gain.
2	Administer Year Begin Student (Hope) Survey		<a href="#">PDF: L-13 Teaching Values – What's Important to me? Assessment</a>	All complete and understand purpose of survey.	None identified	Icebreaker Question: Tell us something unique about yourself that most people do not know.  Hope Survey: liaisons will receive link to survey prior to session.

Windows taskbar: Type here to search, Desktop, Creative C..., OneDrive, McKinley ..., This PC, Libraries, Network, 80°F, 10:30 AM Sunday 8/22/2021

## How to access website information for Mentor Resources:

**1 Click on “Mentor Resources Box**

The screenshot displays the MEGA Mentors website in a web browser. The address bar shows 'megamentors.org'. The navigation menu includes 'About', 'Our Programs', 'News/Events', 'Resources', 'Participate', and a 'Donate' button. A 'Chester Family YMCA' banner is visible. Below the banner, there is a 'View All Sponsors >' link. The main content area features a 'Mentor Portal' section with the text 'A home for mentors to access program curriculums, training documents, videos and more.' Below this text are three red boxes: 'Curriculum Database', 'Mentor Resources', and 'Speakers Bureau'. A blue arrow points from the '1 Click on “Mentor Resources Box”' instruction to the 'Mentor Resources' box. The footer contains contact information, social media icons, and a 'Contact' button. The Windows taskbar is visible at the bottom.

Home - MEGA Mentors x +

megamentors.org

MEGA Mentors

About Our Programs News/Events Resources Participate Donate

Chester Family YMCA

View All Sponsors >

**Mentor Portal**  
A home for mentors to access program curriculums, training documents, videos and more.

Curriculum Database Mentor Resources Speakers Bureau

13900 Hull Street Road  
Midlothian, VA 23112  
(804) 639-8774  
info@megamentors.org

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Contact Donate

10:32 AM Sunday 8/22/2021


2 Select a "Resource" Category, and Click

Resources - MEGA Mentors

megamentors.org/resources/#mentor-resources

MEGA Mentors

About Our Programs News/Events Resources Participate Donate



## Resources

Please select the category for the resources you would like to view.

- Mentor Resources >
- Student Resources >
- Parent Resources >
- Training >
- Video Resource Library >
- Forms & Documents >
- Policies & Procedures >
- Other >

Windows taskbar: Type here to search, Desktop, Creative C..., OneDrive, McKinley ..., This PC, Libraries, Network, 81°F, 10:33 AM Sunday 8/22/2021

## How to access website information for the Speaker's Bureau:

**1 Click on “Speaker Bureau” Box**

The screenshot shows the MEGA Mentors website in a web browser. The address bar displays [megamentors.org/resources/#mentor-resources](https://megamentors.org/resources/#mentor-resources). The navigation menu includes links for About, Our Programs, News/Events, Resources (which is underlined), Participate, and a red Donate button. The main content area has a dark background. On the left, there is a circular logo for 'GUIDESTAR GOLD TRANSPARENCY 2021', the MEGA Mentors logo, and contact information: 13900 Hull Street Road, Midlothian, VA 23112, (804) 639-8774, and [info@megamentors.org](mailto:info@megamentors.org). Social media icons for Facebook, Twitter, and Instagram are also present. In the center, the 'Mentor Portal' is described as 'A home for mentors to access program curriculums, training documents, videos and more.' Below this, there are three red rectangular buttons: 'Curriculum Database', 'Mentor Resources', and 'Speakers Bureau'. A blue arrow points from the '1 Click on “Speaker Bureau” Box' instruction to the 'Speakers Bureau' button. At the bottom of the page, there is a footer with copyright information: © 2021 - MEGA Mentors. All Rights Reserved. [Privacy Policy](#) | [Contact Webmaster](#), and another set of 'Contact' and 'Donate' buttons. The Windows taskbar at the very bottom shows the date and time as Sunday, 8/22/2021, 10:36 AM, and the temperature as 81°F.

2 Select either “Become a Speaker” (if you choose to be a speaker) or “Request a Speaker”

Speakers Bureau - MEGA Mentor x +

megamentors.org/speakers-bureau/

MEGA Mentors

About Our Programs News/Events Resources Participate Donate

## Speakers Bureau

MEGA has accumulated a list of volunteers who are excited to share their stories with our students. As part of our MEGA curriculum program, classroom mentors are encouraged to invite speakers from various walks of life to their mentoring sessions and discuss their life experiences and careers with the students. The goal is to show students that regardless of their upbringing or environmental circumstances, success is possible through hard work, dedication and applying the MEGA core values of: Respect, Responsibility, Effort and Achievement.


If you'd like to share your knowledge and life experience with our students, we'd love to have you on our team! Please fill out the “Become a Speaker” application so we can add you to our pool.

[Become a Speaker](#)

## Existing Program Members

If you are a classroom mentor and would like to request a speaker for one of your sessions, please submit an application **AT LEAST TWO WEEKS PRIOR** to your session. If you have any questions, please contact the Speakers' Bureau program manager at: [speakers@megamentors.org](mailto:speakers@megamentors.org).

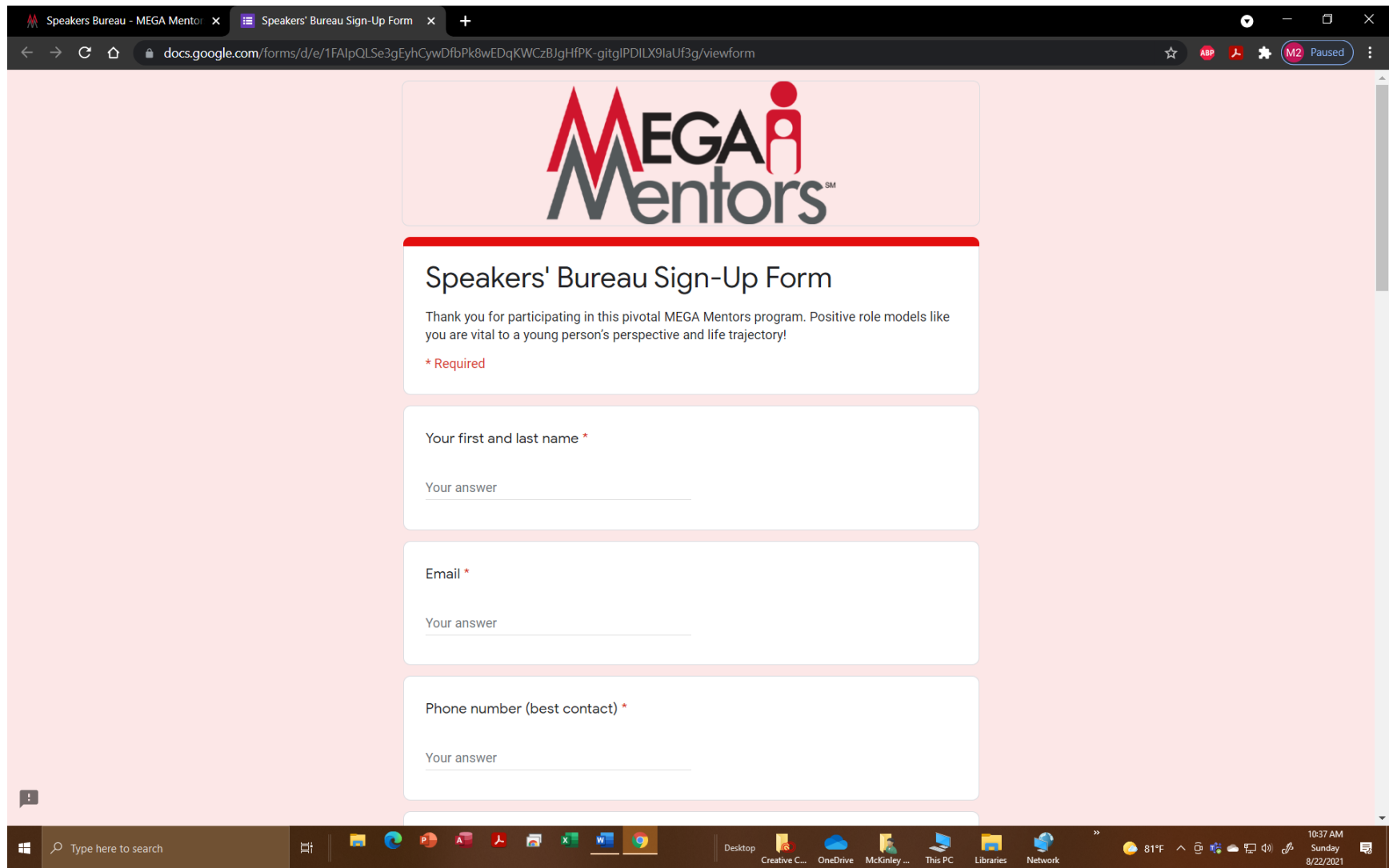
[Request a Speaker](#)



10:37 AM Sunday 8/22/2021



**3 If you chose to be a “Speaker”, a “Speaker’s Bureau Sign-Up Form” appear for you to complete and submit.**



The screenshot shows a web browser window with two tabs: "Speakers Bureau - MEGA Mentors" and "Speakers' Bureau Sign-Up Form". The address bar shows the URL: [docs.google.com/forms/d/e/1FAIpQLSe3gEyhCywDfbPk8wEDqKWCzBjgHfPK-gitglPDILX9laUf3g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe3gEyhCywDfbPk8wEDqKWCzBjgHfPK-gitglPDILX9laUf3g/viewform). The form itself has a light pink background. At the top is the MEGA Mentors logo, which consists of the word "MEGA" in black and "Mentors" in a grey script font, with a red stylized figure of a person. Below the logo is the title "Speakers' Bureau Sign-Up Form" in a bold, dark font. A thank-you message follows: "Thank you for participating in this pivotal MEGA Mentors program. Positive role models like you are vital to a young person's perspective and life trajectory!". Below this is a red asterisk and the word "Required". The form contains three text input fields, each with a red asterisk indicating it is required. The first field is labeled "Your first and last name", the second is labeled "Email", and the third is labeled "Phone number (best contact)". Each field has a placeholder text "Your answer". The browser's taskbar at the bottom shows various icons including the Start button, search bar, and several open applications like Creative Cloud, OneDrive, and Microsoft Word. The system clock in the bottom right corner shows the time as 10:37 AM on Sunday, 8/22/2021, with a temperature of 81°F.

Speakers Bureau - MEGA Mentors x Speakers' Bureau Sign-Up Form x +

docs.google.com/forms/d/e/1FAIpQLSe3gEyhCywDfbPk8wEDqKWCzBjgHfPK-gitglPDILX9laUf3g/viewform

**MEGA Mentors**

### Speakers' Bureau Sign-Up Form

Thank you for participating in this pivotal MEGA Mentors program. Positive role models like you are vital to a young person's perspective and life trajectory!

\* Required

Your first and last name \*

Your answer

Email \*

Your answer

Phone number (best contact) \*

Your answer

10:37 AM Sunday 8/22/2021

**4 If you choose to “Request a Speaker”, a “Request a Speaker Form” appear for you to complete and submit.**

The screenshot shows a web browser window with the URL `megamentors.org/request-a-speaker/`. The page features the MEGA Mentors logo and a navigation menu with links to About, Our Programs, News/Events, Resources, Participate, and a red Donate button. The main heading is "Request a Speaker", followed by the instruction "Please fill out the form to request a speaker."

The form includes the following fields and sections:

- Name \***: Two input fields labeled "First" and "Last".
- Email \***: A single input field.
- Phone \***: A single input field.
- Type of Speaker Needed**: A section with two columns of checkboxes for various professional categories.

The checkboxes under "Type of Speaker Needed" are:

- Administration
- Corporate
- Engineering
- Finance
- Government
- Law (attorney, enforcement officer, etc.)
- Manufacturing
- Military
- Sales
- Science (biochemist, astronomer, geologist, etc.)
- Trade (plumber, construction, etc.)
- Communication/Marketing
- Education
- Entertainment (singer, performer, musician, etc.)
- Food Service
- Information Technology
- Logistics/Supply
- Medical (doctor, nurse, lab tech, etc.)
- Religion
- Self-Employed/Entrepreneurship
- Sports (athlete, coach, trainer, etc.)
- Other

The Windows taskbar at the bottom shows the time as 10:38 AM on Sunday, 8/22/2021, with a temperature of 81°F.

# Process for Setting up Virtual Mentoring Session

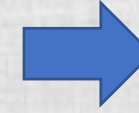
MEGA Mentors  
liaisons form teams  
with mentors to  
schedule mentoring  
sessions



MEGA liaisons  
confirm schedule  
between mentors  
and school  
coordinator



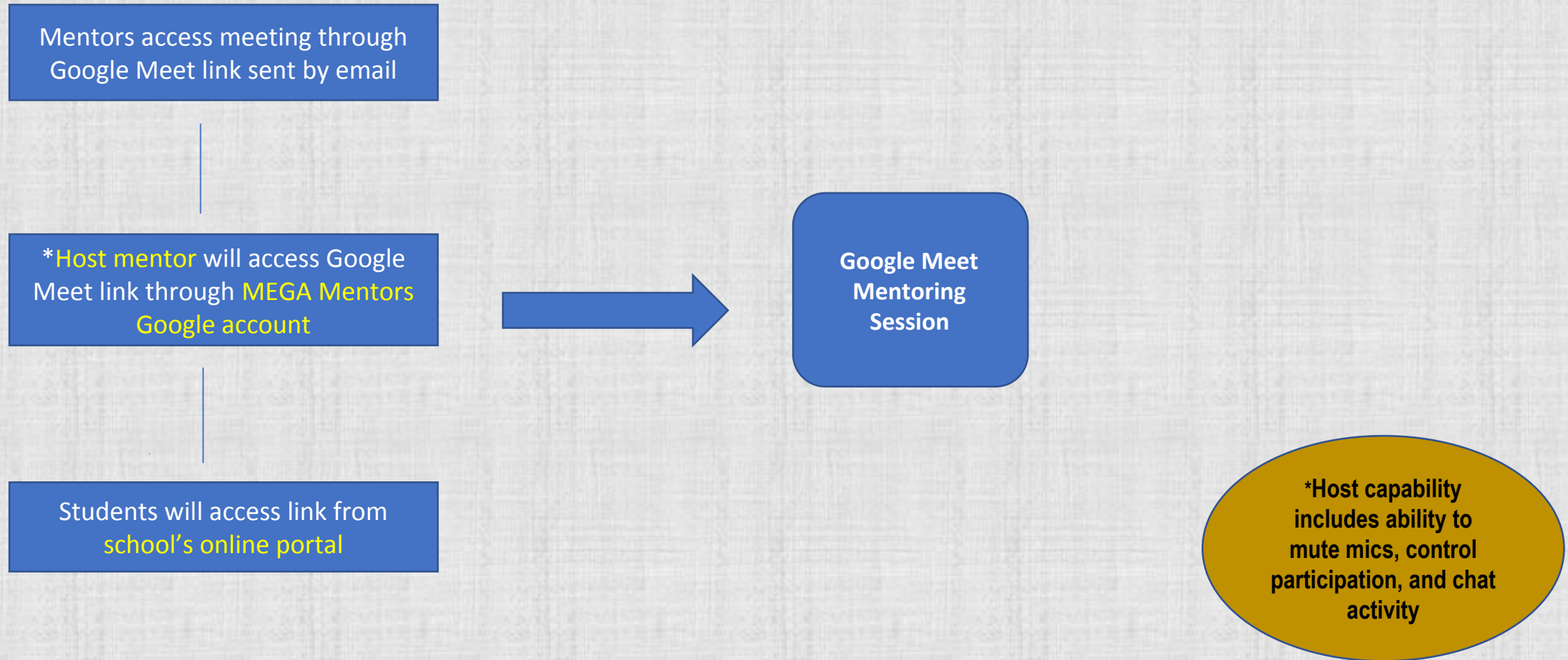
Liaisons schedule and send  
**Google Meet invite** to  
mentors, parents and CCPS  
coordinator from **MEGA**  
**Google account**



School coordinators  
to place Google  
Meet link on  
**student's online**  
**portal**

**\*MEGA liaison to  
schedule recurring  
meetings for the  
school year**

# Process for Facilitating Virtual Mentoring Session



# HOW TO USE GOOGLE MEET

## Training Manual

- Also available on  
MEGA website, under  
the "Resources" tab

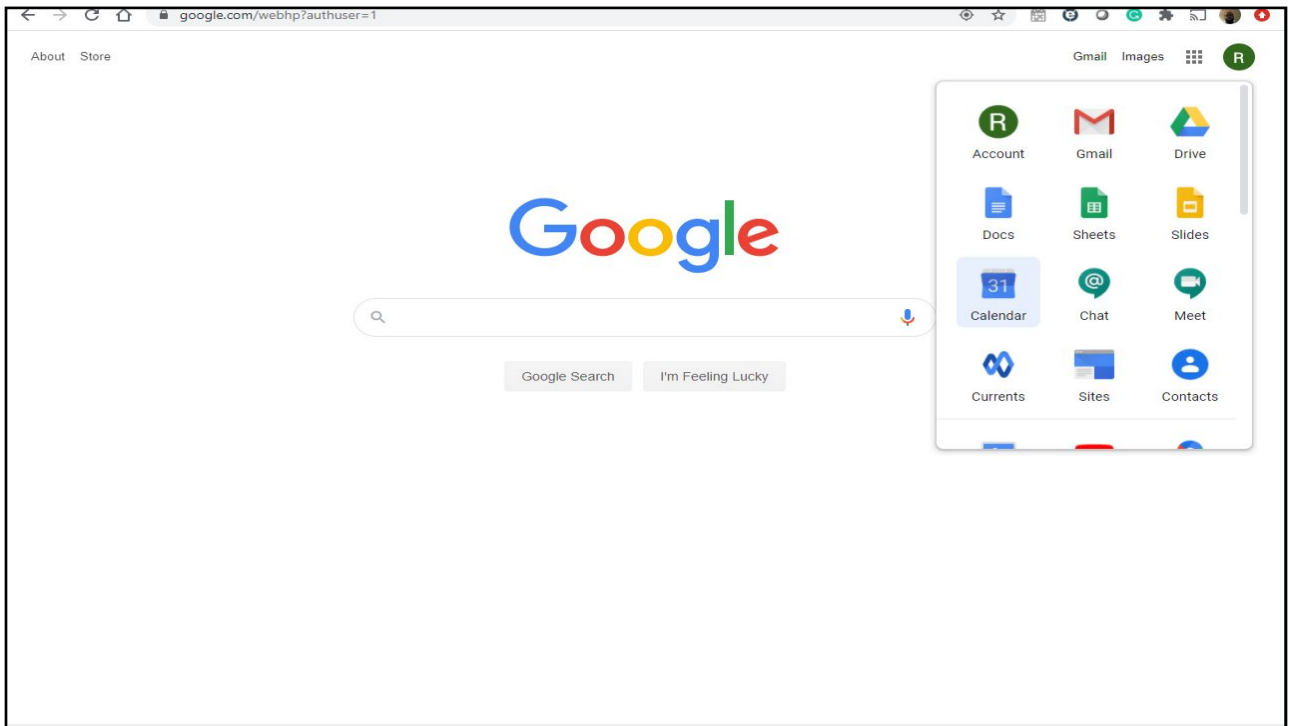
### How-To: Use Google Meet for Video Conferencing with Students

Google Meet is an online meeting tool for video conferences that uses the camera and microphone on your computer or mobile device to connect you to a virtual conversation.

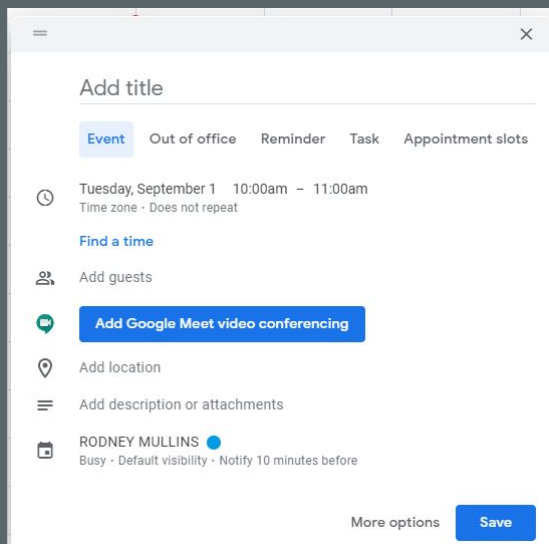
#### Schedule a Google Meet

The best way to set up a Google Meet is to schedule one using your Google calendar. Do the following:

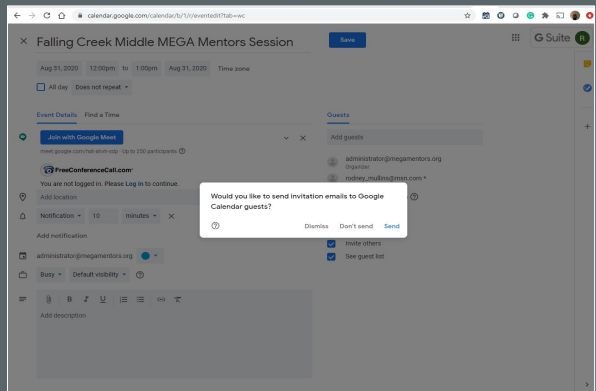
- Make sure you are logged into your Google account. You need to be signed into your Google@megamentors account.
- Open your [Google calendar](#).
- Click on the day you would like to schedule the meeting. Click in the time slot when you want to schedule a meeting, or click the "Create" button to create a new event.
- Add a title in the space provided and click More Options.



- Under the Event Details, click the Add Google Meet video conferencing button. A View Details link will appear to the right with info about the meeting, including a direct link.
- Use the Add guests section to type in the email addresses of your students to invite them to the meeting.
- Click Save to save the calendar event and meeting.



- Once you click Save, a pop up window will appear asking if you want to send an invitation to your guests. Click Send.



- If you have invited someone from outside of Mega Mentors, you will be asked to confirm their invite. Click Invite External Guests to confirm.

#### Guests from outside your organization

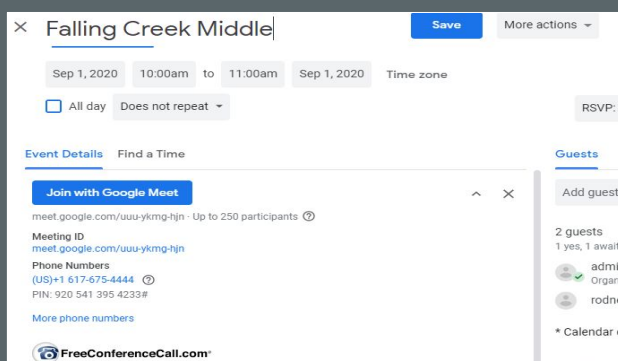
The following guests are from outside your organization: rodney\_mullins@msn.com. Are you sure you would like to invite them?

[Continue editing](#) [Invite external guests](#)

## Start a Meeting

Because you selected the Google Meet option for the calendar event, a link is provided to the Google Meet that you scheduled.

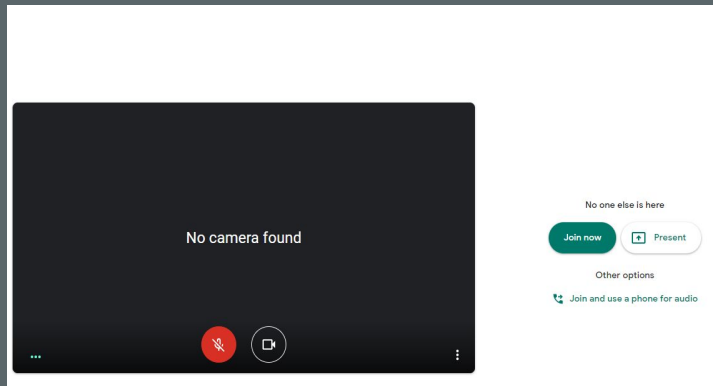
- From your Google calendar, click the meeting that you set up.
- Next, click the Join with Google Meet button. You also have the option to copy the Google Meet link into a browser.



Google Meet: Be aware that different versions of Meet will vary in appearance and functionality.



- Click the Join Now button.



- Guests joining into a Google Meet will arrive at a splash screen where they can set their audio and video options before joining the call.
  - Cameras and audio settings will automatically be turned on.
  - Notify your guests of this ahead of time and establish protocols for meeting etiquette.
  - It is recommended that users at least mute their microphones before joining a meeting and to keep them muted unless they are speaking.
  - You will not be able to organize breakout sessions using Google Meet.



**Mic/Video:** Enables you to mute/unmute your microphone and camera, respectively.

**Leave call:** Enables you to leave a meeting, or, as the host, to end the meeting for all.

**Captions:** Enables real-time automatically generated captions.

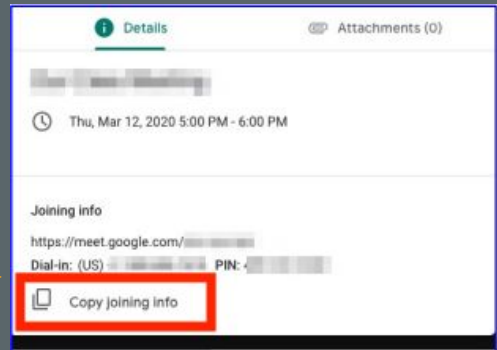
**Screen sharing:** “Present Now” enables you to share a screen or window with participants.

**More options:** Allows you to change the layout of the Meet windows, switch to full screen mode, turn on the Live Captions feature, or click settings where you can flip to a different microphone or camera.

### To share the meeting URL with your participants:

Click Meeting Details drop down arrow.

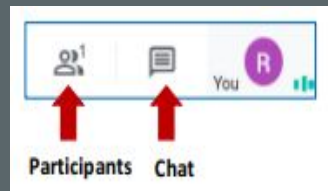
Select Copy joining info and paste the meeting details into an email.



### At the top of the screen, the following tools are also available:

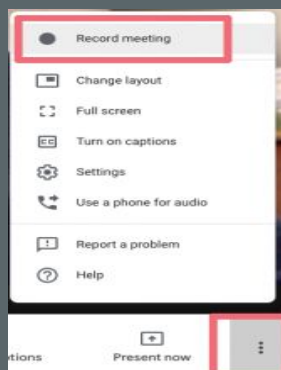
**Chat:** Enables participants to type and view quick notes to others.

**Participants:** Allows participants to see who is in the meeting (and the host may mute one or more of the participants mics/cameras, here).



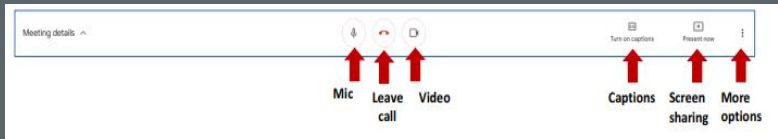
## Recording your meeting

After you join your meeting, you may begin recording it by clicking the three-dot menu in the bottom right and selecting "Record meeting." You can stop recording on the same menu. The recording of your meeting will appear in a folder called "Meet Recordings" at the top level of your Google Drive.



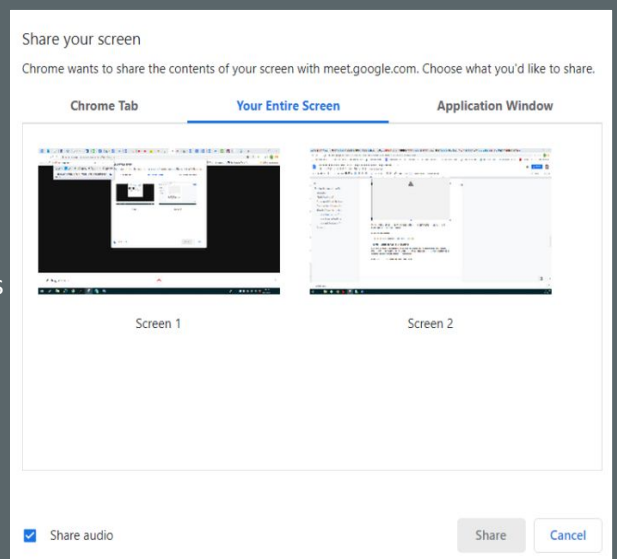
## Present during a video call (Screen Sharing)

You can present your entire screen or a specific window in a meeting. While you present, you can share information such as documents, presentations, spreadsheets, and more. This assumes you have joined a Google Meet session.



- In the bottom-right corner, select Present now.
- Select Your entire screen, A window, or Chrome tab.
  - If you present a Chrome tab, it shares that tab's audio by default.
  - To present a different tab, at the bottom of your screen, select Change source.

- Select the content you'd like to share.
- Select Share.
- If someone is presenting, confirm that you want to present instead.
- Once you've completed presenting your material, you can just click the option which says "Stop Presenting".



### How to Mute Someone in Google Meet

When video conferencing, people may occasionally experience feedback or background noise during the call. Other times, students are purposefully disruptive. In both cases, you may want to mute participants' microphones.

Doing so is simple: next to the individual's name, you can hover over their volume icon and click "Mute."



In order to mute or unmute yourself, you can click "Mute" at the bottom of the video window.

### Remove a participant from Google Meet

1. Press the 'people's icon'.
2. Now, select the person's name that you want to remove from the meeting.
3. Then, hit 'remove icon'.
4. Tap 'remove from meeting' to confirm.



Only the meeting moderator can remove participants during a video meeting in the meetings organized through a personal Google account.

## Tips

- Do a test! Have a practice meeting before a session to make sure that everything is working correctly. Check your webcam, mic, and connectivity.
- Use a **wired** internet connection if at all possible (not WiFi or Cell).
- Close tabs or applications you don't need during the Google Meet; this can significantly improve video performance, especially on older computers.
- Don't sit in front of a bright window with the camera facing you (ideally all light sources are placed behind the camera).
- Use an external microphone. Built-in laptop mics are very poor quality. A USB mic is more suitable for conversations such as <https://www.bluemic.com/en-us/products/yeti/>
- Position the mic and webcam (if using) so that you can be seen and heard easily.
- When using Meet during class, repeat/rephrase students' questions to ensure remote participants can hear them.
- Remote participants that are causing distracting noise can be muted. To mute a participant, click the People button to the top-right, select their name from the list, and click the microphone icon.
- If microphone or other audio problems occur, the text chat feature can be used to communicate.
- Host arrives 10 minutes early
- Share meeting agenda and call's purpose in advance
- Limit background noise
- Limit distractions and provide undivided attention to the meeting participants
- Encourage all attendees to mute their phones when they aren't speaking
- Keep points clear and concise
- Outline follow-up actions prior to the call's conclusion
- Engage all attendees and encourage questions, as appropriate
- Always PROJECT the best of MEGA!!!!

### Google support articles:

- [Google Meet training and help](#)
- [Google Meet cheat sheet](#)
- [Google Meet Troubleshooting](#)

### Additional Resources on etiquette and remote meetings

- [The Ultimate Guide to Remote Meeting](#)
- [The seven secrets of successful virtual meetings](#)



## **Mentorship Program Annual Recognition Criteria**

### **Student(s) of the Year**

Each School will award two (2) students (Boy and Girl) per grade level.

The **School Coordinator**, teachers, administrators and **MEGA Liaison** will select the students from each grade who demonstrated **Respect, Responsibility, Effort and Achievement**. Examples should include leadership, performance (GPA), participation, responsible actions, role model, and most improved.

The Program Committee will obtain personalized awards to be presented as the **MEGA Mentors Student of the Year**.



## **Graduation Award Program**

### **Purpose**

MEGA's Graduation Award Program provides financial assistance to **graduating high school students** who participated in MEGA Mentors Mentorship Programs.

### **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 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, the completed "MEGA Graduation Award Application" (GAAF 101), and **supporting documentation of acceptance to a college, technical vocational 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**

### **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 completes and signs "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 the student, via letter of the payment (Graduation Award Amount) to the **ACCEPTING INSTITUTION for use toward tuition or other related expenses.**



### **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 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).

### Your Mailing Address and Contact Information \*

Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Accepting Institution Address \*

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.



Service Through Empowerment

## Tech and Soft Skills

### 9 Week Program

Our technology programs and activities are developed using an interactive learning approach; that includes working in teams and peer-to-peer interaction. Many of the activities include hands-on learning, visits to venues designed to spark creative thought processes and a life skills component. Our program also consists of technology projects, critical thinking, soft/personable skills, and public speaking. Our assessment measures will be conducted throughout the program to monitor and analyze program outcomes at the end of each session.

With the current technology landscape and job readiness has drastically changed. The Moore Legacy Foundation through inhouse talent, MEGA Mentors and Social/Technology partnerships prepare young adults for life and workforce. Our Tech to Soft Skills programs focus on bringing out the best and worst of an individual to meet in the middle to create the desired result of SUCCESS. Here is what our 9-week program looks like:

Week 1	Week 2	Week 3
Technology Now	Prep Work Build Your Own Computer	Flash Back Week 2
Career Options in Technology	Tear Down: Hats Under the Hood	Rebuild and Test: Can you get IT Started
Do You Want This?	How can you make a career of this?	Why is this so Hard? Why are you BUILT for this?
Can You Handle IT?	Homework	Homework
Week 4	Week 5	Week 6
Flash Back Week 3	Flash Back Week 4	Flash Back Week 5
The Operating System: What am I doing?	How do I get to YOUTUBE?	Software of Installs
Conflicts and Issues. ROOT CAUSE	Seek and You Shall: Fact vs. Fiction	How do I know what to put on?
Homework	Homework	Homework
Week 7	Week 8	Week 9
Flash Back Week 6	Flash Back Week 7	Flash Back Week 8
Cyber Security or Just Security!	Is the Computer I built Good?	Recap
How Safe is It Out There?	How do I Know? How Can I Be Sure	Know why you ARE THE CHOSEN?
Homework	Homework	Closeout

# Tech Skills and Projects

## Computer Building & Concepts

Build Your Own Computer (BYOC) – The Cyber Security Edition

From computer hardware to system software and security, BYOC is that hands-on experience where participants learn the full range of IT fundamentals from building a computer to securing a network from cyber-attack. Participants will



- Break down and rebuild a computer system
- Learn how a single computer system interacts and functions as part of a multi-system computer network
- Design the cyber security to protect computer networks from hackers and attack
- Receive industry level instruction and training
- Develop soft skills, communication skills, and personal and business financial literacy through engaging workshops in language arts, etiquette, and wealth management
- Includes Networking Wired and Wireless course
- Includes Raspberry PI course

## CYBER SECURITY 101

This learning session is an introduction to cyber-security and is designed to give students a birds-eye view into the vast world of cyber-security. Students will gain an understanding of security and how to recognize the threats that could harm them while online. Students will be introduced to the different types of malware, viruses, Trojans, and building systems and appliances to scan and eliminate security threats.

### Intro Cyber Security

- Understand the cyber security Framework Core and its five concurrent and continuous Functions—Identify, Protect, Detect, Respond, Recover.
- Understand the potential computer violations that may occur and the attackers.
- Understand the methods used in doing reconnaissance against a computer system or network.
- Understand how to prepare and defend against cyber-crimes and information theft.
- Understand the appropriate measures to be taken should a cyber-crime occur.
- Understand the effects of poor security in an organization.



Identify vulnerabilities and lock down systems (network, server and/or workstation) according to the organization's security policy. Configure systems according to the organization's security policy.



## Networking Wired & Wireless

Computers communicate the same way that people communicate. In this course, students will learn how computers communicate., will learn the inter-working of how computers communicate. Students will work on a series of projects that will allow them to connect computers into work groups and domains. Students will also work on building smart rooms and leveraging wireless technology.

## Soft Skills Training

**CONNECTION SESSIONS:** TMLF conducts leadership development training in conjunction with Mega Mentors. We focus on teaching young men and women how to drown out all the negative elements of life and focus on the best life has to offer. We work on body language and posture, mental health awareness, verbal communication skills and conflict resolution.



**S2EM (FORMULA):** TMLF provide life mapping and goal setting comprehensive curriculum delivered in phases that are education level appropriate. For each individual selected or enrolled into the program, a consultation will facilitate the collection of thoughts ideas and vision for the creation of a life map. In order to make steps toward actualization the program will use the patented **The Formula** to strategize, stabilize, enhance and maintain (S2EM) ultimately formalizing a plan for SUCCESS.



## **Section 5**

# **Program Forms**

# 2021-2022 School Year Parent Permission/Consent and Student Online Enrollment Form

Please fill out one form per child/student (3rd-12 grade).

---

\* Required

**MEGA will not share the data collected on this form. It will only be used for the purposes of this program.**

## Virtual Mentoring

In an effort to continuously serve the MEGA Mentors Mentees, during this time of COVID-19 when schools are closed and/or have modified in-person gatherings, MEGA Mentors is going to provide virtual mentoring and reading programs, which may include video and web-based programs.

This consent form covers all forms of virtual mentoring programs. I understand that I am registering my child for a virtual course and that my child's image may be transmitted during video portions of the virtual mentoring and reading programs.

Additionally, I understand that the information provided may include but not limited to: student's age, address, telephone number, age, school name, student grade in school, student's email address, student progress and course grades. In order for your child to participate in the virtual mentoring or reading program, you agree to provide the following: a computer, phone, or tablet and internet access that will be used to access the virtual mentoring or reading programs.

MEGA Mentors will use software, tools and applications provided by third parties that members, parents/guardians and/or CCPS staff will access via the internet and use for purposes of communication and programming. These platforms include Google Meets and Zoom.

MEGA Mentors is committed to providing a safe and secure environment for our Mentees and that commitment is extended to our virtual mentoring and reading programs. Therefore, MEGA Mentors will make every effort to protect Mentee information, by monitoring and maintaining control of, and access to the data collected; prohibiting re-disclosure of Mentee information; limiting the purposes for which the online platforms may use Mentee information; ensuring there is no advertisement and that no Mentee's information is collected for commercial purposes. Furthermore, all virtual mentoring activities (e.g., Google Meets and ZOOM sessions [including breakout rooms]) will be conducted by a minimum of two adult Mentors.

Further, MEGA Mentors virtual mentoring and reading programs will comply with CCPS policies and procedures. If there are any issues, challenges or concerns that arise during the virtual mentoring or reading programs, please contact the MEGA Mentor Liaison for prompt resolution.



## In Person Mentoring

Only applies if CCPS allows in-person gatherings with appropriate social distancing guidelines. The MEGA Mentors Mentorship Program is designed to support, reinforce, and reflect the academic and social values of Chesterfield County Public Schools with the goal of ensuring the student's academic and social success. Participants will meet as a group, during the School's enrichment period or class time, approximately two times a month, which may result in your student missing some instructional time; or four times a month for the elementary school reading program.

I understand that there may be video or photographs taken of my child during the mentoring sessions, field trips, forums and outside events to document the activities, and I further understand that in signing the Permission Form, I am allowing MEGA Mentors to use the videos or photographs of my son/daughter for MEGA Mentors related promotional materials.

Additionally, I, give my son/daughter permission to attend and participate in MEGA Mentors sponsored field trips, forums and events outside of his/her school during the 2020-2021 academic school year and to have the video or photographs of my child used for MEGA Mentors related promotional materials.

### 1. Please initial: \*

Enter your two or three letter initials to consent to the above paragraph.

---

Additionally, I understand that in order for MEGA Mentors to effectively assist my son/daughter in his/her academic pursuits and to effectively mentor the student, I grant permission to the School to release the student's grades, progress reports and other academic and discipline related information to MEGA Mentors. Such waiver however will not extend to MEGA Mentors sharing the student's grades, progress reports and other academic and discipline related information with a third party.

### 2. Please initial: \*

Enter your two or three letter initials to consent to the above paragraph.

---

MEGA Mentors has taken steps to be in compliance with federal legislation for child protection, including The Family Educational Rights and Privacy Act FERPA -<http://www.ed.gov/offices/OM/ferpa.html>); and the Children's Online Privacy Protection Act (COPPA <http://www.ftc.gov/os/1999/9910/64fr59888.htm>).

### 3. Child/student's last name: \*

---

4. Child/student's first name: \*

---

5. Child/student's gender: \*

*Mark only one oval.*

☐ Female

☐ Male

☐ Other

6. In which grade is your child/student? \*

*Mark only one oval.*

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

7. Which school does your child/student attend? \*

*Mark only one oval.*

- ☐ Ecoff ES
- ☐ Crestwood ES (expansion school)
- ☐ Curtis ES
- ☐ Harrowgate ES
- ☐ Providence ES (expansion school)
- ☐ Reams ES
- ☐ Salem Church ES (expansion school)
- ☐ Carver MS
- ☐ Falling Creek MS
- ☐ Manchester MS
- ☐ Providence MS
- ☐ Salem Church MS
- ☐ Carver Academy (HS)
- ☐ L.C. Bird HS (expansion school)
- ☐ Matoaca HS
- ☐ Meadowbrook HS
- ☐ Monacan HS (expansion school)
- ☐ Thomas Dale HS

8. Parent/Guardian's first and last name: \*

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9. Parent/Guardian's home address: \*

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10. Parent/Guardian email: \*

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11. Parent/Guardian's cell phone: \*

Enter N/A if not applicable.

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12. Parent/Guardian's home phone: \*

Enter N/A if not applicable.

---

13. Parent/Guardian's work phone: \*

Enter N/A if not applicable.

---

Checking the box below indicates I have read this agreement and accept the rules of the MEGA Mentors mentoring and reading program.

14. I understand the terms of this permission form and give my consent. \*

*Check all that apply.*

☐ Yes

## School Coordinator/Student/Parent Contract

Each student should be helped to reach his/her highest potential for leadership, intellectual, emotional, and physical growth. To achieve these goals, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process.

### Coordinator Responsibilities

Your MEGA Mentor School Coordinator will be responsible for:

Coordinating the efforts between the student, parent or guardian, my school and MEGA Mentors so that each student may reach his/her highest potential for intellectual, emotional, and physical growth.

### Student Responsibilities

As a student, I will be responsible for:

1. Demonstrating the core MEGA Mentors values of RESPECT, RESPONSIBILITY, EFFORT AND ACHIEVEMENT.
2. Attending MEGA Mentors bi-monthly Mentoring Sessions.
3. Demonstrating respect and cooperation always.
4. Setting goals and demonstrating progress toward achieving the goals.
5. Reading all assignments and completing them to the best of my ability and submitting them by the due date.
6. Respecting the rights of my fellow classmates to learn without disruption.
7. Avoiding all disciplinary actions by controlling my attitude and behavior.
8. Showing respect for people and property.
9. Practicing the rules in the Code of Student Conduct.
10. Taking time at home for daily studying or reading.

15. Today's date. \*

---

*Example: January 7, 2019*

16. Student Acknowledgement \*

After having your student read the above paragraph, please enter their full name to acknowledge they have read and understand their responsibilities as a student in the MEGA Mentors program.

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## Parent/Guardian Responsibilities

As a parent or guardian, I will be responsible for:

1. Signing Permission Consent Forms for my child's Mentoring Program participation.
2. Keeping track of my child's attendance in MEGA Mentors bi-monthly Mentoring Sessions.
3. Seeking information available for additional educational opportunities.
4. Providing a caring environment, including adequate food and rest, so my child is ready to learn.
5. Providing a time and place for quiet study and reading at home.
6. Helping my child in any way possible to meet this/her responsibilities.
7. Granting MEGA Mentors Permission to view my child's grades, attendance and disciplinary records with the student and school administration to assure that they are meeting all academic and behavioral goals.

17. Today's date. \*

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*Example: January 7, 2019*

18. Parent/Guardian Acknowledgement \*

After the parent/guardian has read the above paragraph, please enter their full name to acknowledge they have read and understand their responsibilities in the MEGA Mentors program.

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Google Forms



## **2021-2022 PERMISSION CONSENT FORM**

### ***Manual Enrollment***

#### **Virtual Mentoring**

In an effort to continuously serve the MEGA Mentors Mentees, during this time of COVID-19 when schools are closed and/or have modified in-person gatherings, MEGA Mentors is going to provide virtual mentoring and reading programs, which may include video and web-based programs.

This consent form covers all forms of virtual mentoring programs. I understand that I am registering my child for a virtual course and that my child's image may be transmitted during video portions of the virtual mentoring and reading programs.

Additionally, I understand that the information provided may include but not limited to: student's age, address, telephone number, age, school name, student grade in school, student's email address, student progress and course grades. In order for your child to participate in the virtual mentoring or reading program, you agree to provide the following: a computer, phone, or tablet and internet access that will be used to access the virtual mentoring or reading programs.

MEGA Mentors will use software, tools and applications provided by third parties that members, parents/guardians and/or CCPS staff will access via the internet and use for purposes of communication and programming. These platforms include Google Meet and Zoom.

MEGA Mentors is committed to providing a safe and secure environment for our Mentees and that commitment is extended to our virtual mentoring and reading programs. Therefore, MEGA Mentors will make every effort to protect Mentee information, by monitoring and maintaining control of, and access to the data collected; prohibiting re-disclosure of Mentee information; limiting the purposes for which the online platforms may use Mentee information; ensuring there is no advertisement and that no Mentee's information is collected for commercial purposes. Furthermore, all virtual mentoring activities (e.g., Google Meets and ZOOM sessions [including breakout rooms]) will be conducted by a minimum of two adult Mentors.

Further, MEGA Mentors virtual mentoring and reading programs will comply with CCPS policies and procedures. If there are any issues, challenges or concerns that arise during the virtual mentoring or reading programs, please contact the MEGA Mentor Liaison for prompt resolution.

#### **In Person Mentoring**

Only applies if CCPS allows in-person gatherings with appropriate social distancing guidelines. The MEGA Mentors Mentorship Program is designed to support, reinforce, and reflect the academic and social values of Chesterfield County Public Schools with the goal of ensuring the student's academic and social success. Participants will meet as a group, during the School's enrichment period or class time, approximately two times a month, which may result in your student missing some instructional time; or four times a month for the elementary school reading program.

I understand that there may be video or photographs taken of my child during the mentoring sessions, field trips, forums and outside events to document the activities, and I further understand that in signing the Permission Form, I am allowing MEGA Mentors to use the videos or photographs of my son/daughter for MEGA Mentors related promotional materials.



### **2021-2022 PERMISSION CONSENT FORM**

Additionally, I, give my son/daughter permission to attend and participate in MEGA Mentors sponsored field trips, forums and events outside of his/her school during the 2021-2022 academic school year and to have the video or photographs of my child used for MEGA Mentors related promotional materials.

**Please initial:** \_\_\_\_\_

Additionally, I understand that in order for MEGA Mentors to effectively assist my son/daughter in his/her academic pursuits and to effectively mentor the student, I grant permission to the School to release the student's grades, progress reports and other academic and discipline related information to MEGA Mentors. Such waiver however will not extend to MEGA Mentors sharing the student's grades, progress reports and other academic and discipline related information with a third party. **Please initial:** \_\_\_\_\_

**MEGA Mentors has taken steps to be in compliance with federal legislation for child protection, including The Family Educational Rights and Privacy Act FERPA - <http://www.ed.gov/offices/OM/ferpa.html>; and the Children's Online Privacy Protection Act (COPPA <http://www.ftc.gov/os/1999/9910/64fr59888.htm>).**

**Attending School Name 2021 – 2022:** \_\_\_\_\_

Child/Student's Name (print): \_\_\_\_\_

Parent/Guardian's Name (print): \_\_\_\_\_

Parent/Guardian's Address (print): \_\_\_\_\_

Parent/Guardian's Cell Phone Number: \_\_\_\_\_

Parent/Guardian's Home Phone and Work Numbers: \_\_\_\_\_

Parent/Guardian email address: \_\_\_\_\_

I have read this agreement and my signature indicates acceptance of the rules of the MEGA Mentors mentoring and reading program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Guardian

**(Middle or High School Students only) Student Signature:** \_\_\_\_\_/Date: \_\_\_\_\_

**Please return signed form to your School Coordinator**





## **2021-2022 FORMULARIO DE PERMISO**

### **Mentoría Virtual**

Para continuar sirviendo a los aprendices de MEGA Mentors, durante esta época de COVID-19 cuando las escuelas están cerradas y/o han modificado las reuniones en persona, MEGA Mentors proporcionará programas virtuales de tutoría y lectura, que pueden incluir programas de video y basados en la red.

Este formulario de consentimiento cubre todas las formas de programas de tutoría virtual. Entiendo que estoy inscribiendo a mi hijo(a) en un curso virtual y que la imagen de mi hijo puede transmitirse durante las partes de video de los programas virtuales de tutoría y lectura.

Además, entiendo que la información proporcionada puede incluir, entre otros: edad del estudiante, dirección, número de teléfono, edad, nombre de la escuela, grado del estudiante en la escuela, dirección de correo electrónico del estudiante, progreso del estudiante y calificaciones del curso. Para que su hijo(a) participe en el programa virtual de tutoría o lectura, usted acepta proporcionar lo siguiente: una computadora, teléfono o tableta y acceso a Internet que se utilizará para acceder a los programas virtuales de tutoría o lectura.

MEGA Mentors utilizará software, herramientas y aplicaciones proporcionadas por un tercero que miembros, padres/tutores y/o personal de CCPS accederán a través de Internet y utilizarán con fines de comunicación y programación. Estas plataformas incluyen Google Meet y Zoom.

MEGA Mentors se compromete a proporcionar un entorno seguro para nuestros aprendices y ese compromiso se extiende a nuestros programas virtuales de tutoría y lectura. Por lo tanto, MEGA Mentors hará todo lo posible para proteger la información de los aprendices, monitoreando y manteniendo el control y el acceso a los datos recopilados; prohibir la re-divulgación de la información del aprendiz; limitar los propósitos para que las plataformas en línea pueden utilizar la información del aprendiz; garantizar que no haya publicidad y que no se recopile información del aprendiz con fines comerciales. Además, todas las actividades de tutoría virtual (por ejemplo, sesiones de Google Meet y ZOOM [incluidas las salas de descanso]) serán realizadas por un mínimo de dos mentores adultos.

Además, los programas virtuales de tutoría y lectura de MEGA Mentors cumplirán con las políticas y procedimientos de CCPS. Si hay algún problema, desafío o inquietud que surja durante los programas virtuales de tutoría o lectura, comuníquese con el Enlace de Mentores de MEGA para una resolución inmediata.

### **Tutoría en persona**

Solo se aplica si CCPS permite reuniones en persona con pautas de distanciamiento social apropiadas. El Programa de Mentoría Mega Mentors está diseñado para apoyar, reforzar y reflejar los valores académicos y sociales de las Escuelas Públicas del Condado de Chesterfield con el objetivo de garantizar el éxito académico y social del estudiante. Los participantes se reunirán como grupo, durante el período de enriquecimiento de la escuela o de clase, aproximadamente dos veces al mes, lo que puede resultar en que su estudiante pierda algo de tiempo de instrucción; o cuatro veces al mes para el programa de lectura de la escuela primaria.

Entiendo que puede haber videos o fotografías tomadas de mi hijo(a) durante las sesiones de tutoría, excursiones, foros y eventos externos para documentar las actividades, y entiendo además que al firmar el Formulario de permiso, estoy permitiendo que Mega Mentores usen los videos o fotografías de mi hijo(a) para materiales promocionales relacionados con MEGA Mentors.



### 2021-2022 FORMULARIO DE PERMISO

Además, le doy permiso a mi hijo(a) para asistir y participar en excursiones, foros y eventos patrocinados por MEGA Mentors fuera de la escuela durante el año escolar académico 2021-2022 y para que el video o las fotografías de mi hijo(a) se utilicen para materiales promocionales relacionados con MEGA Mentors. **Por favor, firme con las iniciales:** \_\_\_\_\_

Además, entiendo que para que los Mentores de MEGA ayuden efectivamente a mi hijo(a) en sus actividades académicas y para guiar efectivamente al estudiante, doy permiso a la Escuela para publicar las calificaciones del estudiante, los informes de progreso y otra información académica y relacionada con la disciplina a Mega Mentores. Sin embargo, dicha exención no se extenderá a los mentores de MEGA que compartan las calificaciones del estudiante, los informes de progreso y otra información académica y relacionada con la disciplina con un tercero. **Por favor, firme con las iniciales:** \_\_\_\_\_

**MEGA Mentors ha tomado medidas para cumplir con la legislación federal para la protección de la infancia, incluye la Ley de Derechos Educativos y Privacidad de la Familia FERPA - <http://www.ed.gov/offices/OM/ferpa.html>; y la Ley de Protección de la Privacidad en Línea de los Niños (COPPA <http://www.ftc.gov/os/1999/9910/64fr59888.htm>).**

**Nombre de la escuela que asiste 2021 – 2022:** \_\_\_\_\_

Nombre del niño(a)/estudiante (imprimir): \_\_\_\_\_

Nombre del padre/tutor (imprimir): \_\_\_\_\_

Dirección del padre/tutor (imprimir): \_\_\_\_\_

Número de teléfono celular del padre/tutor: \_\_\_\_\_

Números de teléfono de casa y trabajo de la casa de los padres/tutores: \_\_\_\_\_

Dirección de correo electrónico del padre/tutor: \_\_\_\_\_

He leído este acuerdo y mi firma indica la aceptación de las reglas del programa de mentoría y lectura de MEGA Mentors.

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Nombre del padre/tutor

**(Solo estudiantes de secundaria o preparatoria) Firma:** \_\_\_\_\_/Fecha: \_\_\_\_\_

**Por favor, devuelva el formulario firmado a su "Coordinador(a) de la escuela. "**



## **Student-Parent-School Coordinator Contract**

### **Manual Enrollment**

**Each student should be helped to reach his/her highest potential for leadership, intellectual, emotional, and physical growth. To achieve these goals, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process.**

#### **As a student, I will be responsible for:**

1. Demonstrating the core **MEGA Mentors values of RESPECT, RESPONSIBILITY, EFFORT AND ACHIEVEMENT.**
2. Attending MEGA Mentors bi-monthly **Virtual Mentoring Sessions.**
3. Demonstrating respect and cooperation always.
4. Setting goals and demonstrating progress toward achieving the goals.
5. Reading all assignments and completing them to the best of my ability and submitting them by the due date.
6. Respecting the rights of my fellow classmates to learn without disruption.
7. Avoiding all disciplinary actions by controlling my attitude and behavior.
8. Showing respect for people and property.
9. Practicing the rules in the Code of Student Conduct.
10. Taking time at home for daily studying or reading.

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_



## **Student-Parent-School Coordinator Contract**

**As a parent or guardian, I will be responsible for:**

1. Signing Permission Consent Forms for my child's Mentoring Program participation.
2. Keeping track of my child's attendance in MEGA Mentors bi-monthly **Virtual Mentoring Sessions**.
3. Seeking information available for additional educational opportunities.
4. Providing a caring environment, including adequate food and rest, so my child is ready to learn.
5. Providing a time and place for quiet study and reading at home.
6. Helping my child in any way possible to meet this/her responsibilities.
7. Granting MEGA Mentors Permission to view my child's grades, attendance and disciplinary records with the student and school administration to assure that they are meeting all academic and behavioral goals.

**Date:** \_\_\_\_\_

**Parent or Guardian Signature:**

\_\_\_\_\_

**As a MEGA Mentor School Coordinator, I will be responsible for:**

Coordinating the efforts between the student, parent or guardian, my school and MEGA Mentors so that each student may reach his/her highest potential for intellectual, emotional and physical growth.

**Date:** \_\_\_\_\_

**MEGA Mentors School Coordinator:** \_\_\_\_\_



## **Contrato de Estudiante-Padre-Coordinador Escolar**

**Se debe ayudar a cada estudiante a alcanzar su máximo potencial de liderazgo, crecimiento intelectual, emocional y físico. Para lograr estos objetivos, el hogar y la escuela deben trabajar juntos reconociendo y acordando las responsabilidades de cada parte en el proceso de aprendizaje.**

**Como estudiante, seré responsable de:**

- 1. Demostrar los valores centrales de MEGA Mentors de RESPETO, RESPONSABILIDAD, ESFUERZO Y LOGRO.**
2. Asistir a las sesiones bimensuales de mentoría virtual de **MEGA Mentors**.
3. Demostrando respeto y cooperación siempre.
4. Establecer metas y demostrar el progreso hacia el logro de las metas.
5. Leer todas las tareas y completarlas lo mejor que pueda y enviarlas antes de la fecha de entrega.
6. Respetando los derechos de mis compañeros de clase a aprender sin interrupciones.
7. Evitar todas las acciones disciplinarias controlando mi actitud y comportamiento.
8. Tener respeto por las personas y la propiedad.
9. Practicar las reglas del Código de Conducta Estudiantil.
10. Tomarse un tiempo en casa para estudiar o leer diariamente.

**Fecha:** \_\_\_\_\_

**Firma del estudiante:** \_\_\_\_\_



## **Contrato de Estudiante-Padre-Coordinador Escolar**

### **Como padre o tutor, seré responsable de:**

1. Formularios de consentimiento de permiso para la participación de mi hijo en el Programa de Mentoría.
2. Hacer un seguimiento de la asistencia de mi hijo a las sesiones bimensuales de mentoría virtual de **MEGA Mentors**.
3. Buscar información disponible para oportunidades educativas adicionales.
4. Proporcionar un ambiente afectuoso, que incluya alimentación y descanso adecuados, para que mi hijo(a) esté listo(a) para aprender.
5. Proporcionar un tiempo y un lugar para el estudio tranquilo y la lectura en casa.
6. Ayudar a mi hijo(a) de cualquier manera posible a cumplir con estas responsabilidades.
7. Dar permiso a **Mega Mentors** para ver las calificaciones, la asistencia y los registros disciplinarios de mi hijo(a) y la administración de la escuela para asegurarse de que está cumpliendo con todas las metas académicas y de comportamiento.

**Fecha:** \_\_\_\_\_

**Firma del padre o tutor:** \_\_\_\_\_

### **Como Coordinador de la Escuela MEGA Mentor, seré responsable de:**

Coordinar los esfuerzos entre el estudiante, padre o tutor, mi escuela y **MEGA Mentors** para que cada estudiante pueda alcanzar su mayor potencial de crecimiento intelectual, emocional y físico.

**Fecha:** \_\_\_\_\_

**Coordinador de la Escuela MEGA Mentors:**

\_\_\_\_\_