ACI YOUTH MENTORSHIP PROGRAM

Program Guidelines

MENTORS

Program Commitment:

The Program will run for seven months, from **October 1, 2011** to **April 30, 2012**.

Mentors are required:

1. To have been working in their field professionally for a minimum of five years. Organizations acting as Mentors must have been in operation for a minimum of five years.
2. To fill out the application form and provide two industry contacts as references

Mentors are asked to provide:

1. A minimum of ten hours per month of contact time with their Youth Participant.
    - This is broken down into five hours of direct contact time (One-on-One sessions) and five hours of Volunteer Work Experience. Some of the Volunteer Work Experience time can also be spent away from the Mentor, but in the same discipline that the pair is working on together in the Program.
    - More time can be spent, as agreed on between the Mentor and Youth, and approved by the Program Coordinator.
2. A work experience opportunity, thus allowing the Youth Participant a means of fulfilling this requirement of the program.
3. Networking opportunities within their industry where the Youth Participant can interact with other industry professionals.
4. Information on Professional Development workshops, conferences or seminars as they come up during the program and encouragement for the Youth Participant to attend.
5. Support and guidance to their Youth in projects of the Youth's choosing that facilitate the Youth's growth in his/her field. Mentor's projects are to include the youth only as part of the Volunteer Work Experience, not as part of the five hours of One-on-One time. Youth should only act as a Mentor's assistant during their hours of Volunteer Work Experience.

Mentors are asked to commit to:

1. Attending an orientation session with Youth Participants on an evening in early October 2011.
2. Developing a 'Learning Contract' for their Youth Participant, to be reviewed, completed and signed at the orientation session. The template is provided by ACI.
3. Attending a closing event with their Youth Participant in late April, 2012.
4. Meeting with the Program Coordinator at their work site prior to the program's commencement.
5. Meeting with the coordinator in January, to insure an ongoing successful experience for both parties.
6. Communicating with the coordinator to evaluate their youth's progress once during each of the non-visit months of the program.
7. Attending a reception/networking opportunity arranged by ACI, half way through the program.
8. Filling out an evaluation form at the end of the program.

Mentors can expect:

1. Ongoing support from the coordinator and ACI throughout the program.
2. An honorarium of $2000.00 to be paid in three installments:

    $500.00 at the start of the program, $500.00 in January and $1000.00 in May, **upon completion of the hourly commitment of the program and receipt of the final evaluation form**.

The Minimum time requirement for the program is 70 hours:

35 hours in 'One-on-One' sessions 35 hours in Volunteer Work Experience