



MENTOR HANDBOOK

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MISSION STATEMENT

“College is Real” is a program that provides education, motivation, resources and support to the students who participate in, or have participated in, the Richmond High School boys and girls soccer program. CIR also includes select students, based upon referrals, who have not been involved in the soccer program. The CIR program focuses on motivating the students to believe they can attend college, improving their academic performance, understanding of college opportunities and ultimately helping them qualify for and attend college.

PROGRAM GOALS

The goal of the program is to identify, motivate, educate and mentor the “college-potential” students in the program in order to have as many students as possible apply to, and attend, two and four-year colleges. Almost all of the students will be the first in their families to attend college, and in most cases graduate from high school. We want to change the lives of the students in the program so they can ultimately improve the lives of their families and change their communities.

A few of the key objectives of the program are as follows:

- Program Average GPA:
 - 2006/7 at least 2.50 Achieved 3.2
 - 2007/8 at least 2.75 Achieved 3.3
 - 2008/9 better than 3.00 Achieved 3.3 for 1st semester
- Members with a GPA of 3.0 or higher: 50% or more <Achieved 75% for 2007/8>
- Program participants taking PSAT, SAT, or ACT: at least 50% by 2007/8 and in the future years <Achieved 100%>
- Seniors applying to four-year college:
 - 2007/8 -- at least 20% Achieved 100%
 - 2008/9 -- at least 33% Achieved 100%
 - 2009/10 -- at least 50% Achieved 100%

Students Attending Four-year Colleges

2007/2008 graduates	Goal 50%	Achieved 75%
2008/2009 graduates	Goal 60%	TBD

- Attend Junior College:
 - At least 50% of those not attending a four-year college go to junior college.

QUALIFICATIONS TO PARTICIPATE

Students must demonstrate academic commitment and potential as evidenced by class attendance, commitment to completing homework assignments and achieving at least a 2.75 grade point average initially and a 3.0 g.p.a. within two semesters of joining the program. CIR “recruits” freshman and sophomore boys and girls to participate in the program, typically after the completion of the first semester in late January or early

February when CIR can check the students' grades and attendance for the first semester. Interested students are asked to submit an application to the Program Director, attend an orientation meeting and obtain their parents' permission. Students must demonstrate a positive attitude toward school, aspire to go to college, be viewed positively by their soccer coach and/or teachers, and regularly participate in all CIR activities.

MENTORS

As a mentor, you are in a unique position to make a difference in the lives of the CIR students. You can make a positive impact that will ultimately motivate the students to strive for a college education. In this handbook, you will find ways to communicate with your students. Rather than "policing" the students we hope that you could build a positive relationship with the students and serve as a role model for them to look up to. The reality is that there are not many positive role models in the student's lives so you are in a unique position to make a huge difference in their lives. The biggest difference you can make in your student's life is to provide encouragement and show them that you believe in them.

Every student participating in the CIR Program will be assigned a mentor to follow their progress, provide motivation and direction, and assist in any difficulties that may arise. The mentors are people who believe in the CIR program and want to help young people succeed. They are business people, college students, graduate students, former Richmond High alumni and community members. Mentor responsibilities include, but are not limited to:

- Contacting students via email or text message once a week.
- Contacting students via phone once every two weeks.
- Meeting with students once a month.
- Encouraging and motivating the students to want to attend college.
- Assisting students with academic work, if appropriate, and monitoring the college preparation and application process.
- Attending a mentor meeting with CIR Director and other mentors twice per year.
- Fill out student evaluation sheet once a quarter. (A total of 4 evaluations in the course of one school year.

Students are expected to maintain a good rapport with their mentors by communicating with them in a timely fashion, promptly returning phone calls and emails, arriving to any meeting or activities with mentors on time, and talking with them about any difficulties with academic work, college preparation, sports or any other issues or challenges that may arise to find help and an appropriate solution.

MENTOR SUGGESTIONS FOR CONTACTING STUDENTS

Suggested Ways of Communication (In Order of Most Effective)

1. In-person
2. Phone Call
3. Text Message
4. Email

Please be aware that some students don't have computers or internet connections at home. Students do have access to computers at school, but don't regularly check their email. Most students have cell phones. Most students don't have ready access to a car so transportation is difficult for them.

If by any chance you find it difficult to communicate with the student(s) please contact the program director at (510) 918-4593 or dponce03@yahoo.com.

Suggestions for Personal Meeting Places and activities w/ Student(s)

1. Starbucks for coffee
2. At RHS during tutoring hours (typically either Mon/Weds or Tues/Thurs depending upon the time of the year, from 3:30-5:00 p.m.)
3. At RHS during events or meetings
4. Lunch or Dinner on the weekend
5. Watching a movie
6. Bowling
7. For college students who are mentors, taking student with you to study or school
8. Sporting event
9. School event
10. Outings to interesting places in the Bay Area (like SF)
11. Pairing up with another mentor and taking students out as a group.
12. And any other place you may choose.

When Talking to the Students

1. Talk to them about your college experience and how it has affected you.
2. Talk about your job and hobbies.
3. Talk about your family and children.
4. Talk about life in your community.
5. Most love to talk about soccer.
6. They are typical teenagers so talk about what teenagers like.
7. Talk about what RHS is like, the teachers, the other students, etc.
8. Ask them how they feel about attending college.
9. How is their current situation at RHS coming along?
10. Is there anything that is bothering the student and keeping him/her from going forward?
11. How are their study habits? How often do they study?

12. Have they been keeping up to date with CIR meetings, events and activities?
13. How is their family situation?
14. Are they satisfied with their grades? If not, what can they do to improve them?
15. If there is a serious problem with student please notify program director ASAP.

Keep in mind that as a mentor your job is not to “police” the students but rather serve as a resource to them when it comes to motivating them in school and helping them prepare for college. Students tend to open up more to their mentors when the mentors show a genuine interest in the student and his/her well-being. Keeping in regular contact with your student, being consistent and meeting with them in person whenever possible, is the key to building a relationship. Once a relationship of friendship and trust has been established, the student will become more receptive to the message you will be trying to convey.

THANK YOU. WE HOPE THAT YOUR PARTICIPATION IN THE CIR PROGRAM WILL ULTIMATELY ASSIST THE STUDENTS AND PROVIDE THEM WITH THE NECESSARY MOTIVATION, RESOURCES AND SKILLS TO ATTEND A FOUR-YEAR UNIVERSITY, BE A SUCCESSFUL COLLEGE STUDENT AND HELP CHANGE THEIR LIVES AND THOSE OF THEIR FAMILIES.