

**BEYOND YOUTH
MENTORING PROGRAM HANDBOOK**



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General Description

Beyond Youth Mentoring Program is a mentorship program designed to help 9th grade through college students improve their skills in:

- ✓ Moral Values, Dialogue, & Diversity
- ✓ Social Capital Building
- ✓ Academic Success
- ✓ Leadership
- ✓ Team work

We believe that each student within a collaborative and cooperative environment will excel at academics while reaching their full intellectual, mental, physical, and emotional potential.

Beyond Youth Mentoring program aims to raise our next generation, prioritize common good rather than self-interest, and facilitate programs for youth in order for them to apprehend social responsibility.

Beyond Youth Mentoring Program is a committed long term interactive mentor-mentee relationship, which will help the students succeed by improving their academic and social skills, and enhance students' chances of getting accepted into colleges and universities in the Nation as well as around the world.

Mission Statement

- ✓ To achieve mutual understanding and common commitments for enriching the social good.
- ✓ To serve the community and build stronger bonds.
- ✓ To promote mutual understanding, respect, and collaboration between diverse groups.
- ✓ To encourage self-development and academic success.
- ✓ To practice and gain skills related to living together as part of the community.
- ✓ To foster efforts at education and communication.
- ✓ To cultivate tomorrow's leaders by providing opportunities for students to display their passions.

Vision

Beyond Youth envisions a community in which people from all walks of life interact with each other and cooperate to serve their communities, thus promoting the development of human values. It seeks to do this by providing youth with mentorship and leadership opportunities.

Beyond Youth Mentoring Program

Beyond Youth Mentoring Program is an organization, where one mentor is assigned to each group of students. Main goal of the mentoring program is threefold.

- ✓ First of all, mentees are expected to grab universal moral values within the Beyond Youth Mentoring Program. These moral values will be both instructed and practiced by the mentor to the mentees.
- ✓ Secondly, Social Capital Building is one of the most important goals of the program. Prioritizing the needs of the community and others instead of person itself have more importance. Beyond Youth Mentoring Program will address the needs of community and orient the mentees to think about and propose solutions to the social problems of local and global community.
- ✓ Finally, Academic Success is another crucial goal of the Beyond Youth Mentoring Program.

The mentees will be in a close age group and school grade and mentors will be young adults who will be a good role model to the mentees.

Desired Student Exit Behaviors: Learner Outcomes

A. Moral Values

- ✓ Being able to think freely and being respectful of freedom of thought
- ✓ Show empathy for others
- ✓ Exhibit humanitarian values and fundamental human rights
- ✓ Revising one's perspective towards humanity and life
- ✓ Raise love for one's family and social environment
- ✓ Being a good role model in society
- ✓ Embrace collective consciousness with consultative and collective decision-making
- ✓ Learn to assess and criticize one's own actions.

B. Social Capital Building

- ✓ Exhibit knowledge and awareness of diversity around identities, cultures, and society.
- ✓ Enhance awareness and commitment towards effective citizenship and social responsibility.
- ✓ Develop a commitment to public service.
- ✓ Develop awareness of community needs.
- ✓ Develop the ability to interrelate and establish meaningful relationships with others.
- ✓ Assume a sense of social and civic responsibility through involvement in the community.

C. Academic Success

- ✓ Increase their success and engage with the knowledge and skills developed in academic courses.
- ✓ Encourage themselves as college bound students
- ✓ Instill oneself in the belief that college is accessible for everyone
- ✓ Build a strong foundation for oneself in and outside of the classroom by getting help from their mentors to choose a college preparatory course schedule in high school and encourage

extracurricular involvement.

- ✓ Have a plan on working with their mentors for standardized testing.
- ✓ Receive help to assess their career interests and aspirations; begin researching colleges to pursue those goals through LDC Mentoring Program.

D. Leadership

- ✓ Develop critical and reflective thinking abilities
- ✓ Develop a range of leadership skills and abilities such as responsible decision-making, resolving conflict, motivating others, and personal accountability
- ✓ Cultivate a sense of self-awareness through identifying a leadership vision, style, and values.
- ✓ Understand how to lead with integrity.
- ✓ Recognize that leadership is a lifelong learning process
- ✓ Understand the importance of taking responsibility for one's actions.
- ✓ Apply new knowledge and skills to future service and service leadership
- ✓ Model the program mission well when serving as a representative
- ✓ Implement creative programming that represents the diverse needs of students
- ✓ Build confidence and improve life skills

E. Teambuilding

- ✓ Exhibit the ability to work effectively within a team environment
- ✓ Demonstrate an understanding of group dynamics and effective teamwork
- ✓ Develop the ability to perform and lead service in group settings
- ✓ Demonstrate effective process skills including problem-solving, communicating, decision making, and group process skills
- ✓ Appreciate creative expression
- ✓ Learn to execute work in a team environment through consultancy.

Location Details

In the Beyond Youth Mentoring Program, mentors and mentees meet in a safe, convenient and accessible place for both the mentors and mentees. This place can be a cultural center, a library, or a house of volunteers which are approved by Beyond Youth staff.

Student Eligibility and Guideline

Student Eligibility:

- ✓ Clean Disciplinary Records. (Beyond Youth Board will decide on students who have disciplinary issues)
- ✓ All new students will be interviewed by the Director.
- ✓ Mentees must accept their responsibilities and act upon them.

- ✓ Mentees with criminal records or bad habits (drugs, alcohol, and smoking) will not be able to participate in the program.
- ✓ Mentees must sign the Mentoring Program Agreement.

Mentee Responsibilities:

- ✓ Have a clear understanding of why you want to be mentored.
- ✓ Inform your mentor of crucial health information immediately (dietary restrictions, allergies, etc.).
- ✓ Do not slow down or discourage the program schedule.
- ✓ Set reasonable and measurable goals with the mentor.
- ✓ Must be committed to carrying out planned goals; follow through.
- ✓ Be receptive to suggestions and feedback.
- ✓ Keep mentor informed of your own progress.
- ✓ Be consistent with your arranged schedule.
- ✓ Full time attendance (unless due to an emergency) to mentoring program activities include:
 - Monthly gatherings with mentor
 - Trips, workshops, clubs, volunteer activities, dialogue activities
 - All other programs associated with mentoring program
- ✓ Contact mentor if unable to attend scheduled meetings in a timely manner.
- ✓ Work cooperatively with the mentor and team members.
- ✓ Listen to mentor's advice and exhibit best behavior.
- ✓ Fulfill the assigned duties during the program by your mentor.
- ✓ If you are elected to any executive position you must carry out all your executive position duties.
- ✓ Contribute ideas and self-criticisms to improve mentorship program.
- ✓ Ensure that meeting places for the program are clean and organized both before and after meetings.
- ✓ Be aware that you and your family may be responsible for fines (i.e. damage of property).
- ✓ Personal belongings are your responsibility.
- ✓ Uphold a standard of high morals, respect the opinions and beliefs of others, and abstain from any rude or aggressive behavior (bullying will not be tolerated).
- ✓ Beyond Youth Mentoring Program is 100% Drug Free. There will be no toleration for any kind of drug use. In case of any drug possession, parents will immediately be notified and the student will be removed from the program.

Cases result in removal from the program

Consistency and regularity are important values within the program, thus there will be consequences for absences and disrespectful behaviors:

Regarding the absences;

- ✓ Students who are unexcused absent for more than half of the semester will be suspended from the program.

Regarding the behaviors;

- ✓ Students who consistently disturb the program and display bad behavior will face consequences.
 - 1st offense: Verbal warning
 - 2nd offense: Meeting with the Director
 - 3rd offense: Suspension from the Program

Continuing behaviors of such, will result in expulsion from the program.

- ✓ Beyond Youth Mentoring Program is 100% Drug Free. There will be no toleration for any kind of drug use. In case of any drug possession, the student immediately will be removed from the program.

* All decisions regarding removal from the program is decided by the Board of Directors.

Mentor Duties and Responsibilities

- ✓ Have a clear understanding of why you want to be a mentor.
- ✓ Should be fluent in English and have attended either high-school or college in the United States.
- ✓ Attend scheduled meetings with the Director.
- ✓ Abide by all rules and policies set forth by the Beyond Youth Mentoring Program, and enforce program rules and policies fairly and consistently.
- ✓ Set program goals with the mentees by recognizing your mentee's strengths and weaknesses.
- ✓ Meet with the mentees regularly and keep track of monthly and yearly plans.
- ✓ Obey all consulted decisions made in meetings.
- ✓ Serve as a positive role model by exhibiting universal moral values—e.g. patience, tolerance.
- ✓ Act as a positive role model and resource for mentees, encouraging and supporting mentees' academic, cultural and spiritual interests.
- ✓ Be comfortable and able to establish appropriate boundaries with the mentee and his or her family.
- ✓ Help the mentee to develop intellectually.
- ✓ Attend trainings associated with the program.
- ✓ Adapt your program according to your mentees' learning style.
- ✓ Submit monthly progress report to Director.

CONGRESSIONAL AWARD

Beyond Youth Mentoring Program seeks to provide guidance for our mentees to fulfill the Congressional Award.

The Congressional Award Program is about challenge. The Award offers young people the opportunity to set a personal goal and achieve it. Along the way, you will learn about yourself and about qualities like responsibility, trust and the ability to plan and organize. There are six levels of Award — Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level is cumulative — this means time spent on one award is carried with you to the next level. The minimum age to register is 13 1/2 and you must accomplish your goals by your 24th birthday.

Certificate Levels

Minimum Hours by Program Area	Bronze	Silver	Gold
Voluntary Service	30	60	90
Personal Development	15	30	45
Physical Fitness	15	30	45
Expedition or Exploration	1 Day	2 Days	3 days
Total Minimum Months of Activity Needed* (for each of the main three program areas)	N/A	N/A	6 Months

Medal Levels

Minimum Hours by Program Area	Bronze	Silver	Gold
Voluntary Service	100	200	400
Personal Development	50	100	200
Physical Fitness	50	100	200
Expedition or Exploration	1 Night/ 2 Days	2 Nights/ 3 Days	4 Nights / 5 Days
Total Minimum Months of Activity Needed* (for each of the main three program areas)	7 Months	12 Months	24 Months

Months of Activity

Along with the hour requirement, the higher levels of the Award require that your activities be spread out over a minimum amount of months.

Please note the following:

1. **The minimum month requirements apply to Voluntary Public Service, Personal Development, and Physical Fitness.** You must accumulate the necessary hours over a certain amount of months. For example, the Bronze Medal requires a minimum of seven months of activity in Voluntary Public Service, seven months of activity in Personal Development, and seven months

of activity in Physical Fitness.

2. **Months do not need to be consecutive.** For instance, if you register with the Award in January and work on Personal Development in January, February and March and then do not work on any Personal Development until October, November and December that would count as six months of activity.
3. **Months are cumulative.** For example, the seven months of activity you complete at the Bronze Medal level will be carried over to the next level, leaving a minimum of five more months of activity needed in order to qualify for the Silver Medal.
4. **Months may only be counted once in the same activity area.** For instance, if you play soccer and softball during the same six months period for your Physical Fitness activity, you will only get credit for six months of activity, not 12 months of activity. If different goals overlap in the same month, the month may only be counted once for the respective program area.

Executive Board

All executive board members will be selected in a fair environment by their peers through a voting system.

Each student is welcome to apply for any position.

The elections for executive board positions will be held yearly (at the beginning of each new year).

Positions:

President: The role of the president is to be a delegate for all other members of Beyond Youth, and to improve communications and cooperation among students and Board of Directors, for the mutual benefit of both. Key responsibilities will be to:

- ✓ promote and provide leadership to the Executive Board
- ✓ to chair every Beyond Youth executive board meeting and set agenda for all future meetings in advance, in consultation with Executive Board members and Director of Board members
- ✓ be in regular contact with the Board of Directors
- ✓ speak at events when needed or required
- ✓ call executive meetings, as needed
- ✓ send regular email updates to Beyond Youth members

Vice President: The role of the vice president is to be the right hand assisting the president.

Key responsibilities will be to:

- ✓ to fulfill the duties of the president when the president is absent
- ✓ assist the president in preparing meeting agendas
- ✓ to perform duties assigned by the president

Secretary: The role of the secretary is much more comprehensive than just taking minutes.

The secretary will need to attend every meeting to get all executive board meetings information, or arrange another member of the executive committee or an approved substitute. Key responsibilities will be to:

- ✓ prepare and distribute the agenda for meetings
- ✓ take roll of the attendees at the meeting
- ✓ take minutes of the proceedings of all executive board meetings

- ✓ receive all main motions and amendments proposed during a meeting to be included in the minutes
- ✓ prepare and distribute minutes in a timely manner
- ✓ maintain file of original agendas and minutes
- ✓ maintain files of the executive board
- ✓ maintain contact information of people with which the executive board regularly works.
- ✓ send thank you notes, cards, or correspondence to whomever needed

Treasurer: The role of the treasurer is to keep accurate records of all financial transactions and periodically report a summary of the monetary transactions to the executive board and at meetings. The treasurer predicts how money will be used in the future and makes concrete suggestions for saving money and increasing efficiency. Key responsibilities will be to:

- ✓ keep track of all expenditures and add the appropriate transactions to the books.
- ✓ work closely with the president and vice president in preparing a workable year long calendar and budget.
- ✓ oversee council expenses and revenues
- ✓ maintain an accurate and detailed financial record
- ✓ give monetary advice to the executive board
- ✓ give status report at board meetings
- ✓ authorize expenditures
- ✓ help direct fundraising activities
- ✓ collects/deposits fundraising money earned

Event Coordinator: The role of the event coordinator to make arrangements for all Beyond Youth activities and provide leadership and direction to staff and committee members and volunteers. Key responsibilities will be to:

- ✓ regularly attend board meetings to keep board members informed of planned events.
- ✓ come up with individual budgets for each event scheduled throughout the year
- ✓ come up with ideas to help Beyond Youth raise funds
- ✓ works with key directors or executive members to finalize the event's activities.
- ✓ makes all the food and beverage arrangements
- ✓ finds volunteers to help with organizations
- ✓ oversees or handles advertising, brochures, and fliers for these events.

Social Media Coordinator: The role of the social media coordinator is plan, implement and monitor Beyond Youth's social media strategy in order to raise awareness for events and activities. Key responsibilities will be to:

- ✓ manage Beyond Youth's social media accounts
- ✓ take pictures and videos during events and activities.
- ✓ regularly update the social media accounts
- ✓ suggest ideas to promote events

[Mentoring Program Average Activity Cost Chart](#)

Financial Principles

- ✓ Financial aspect of the programs (fees, costs, etc.) will be discussed with the parents. (Not mentees only.)
- ✓ Membership fee for the program will be charged per semester. The fee asked will cover food/snacks provided in events, rental fees, items needed for club/workshop activities, and transportation.
- ✓ Donations from the parents are welcome and encouraged.
- ✓ All admission fees to fun activities will be totally charged to parents. Payments needed to be completed before the program.
- ✓ Costs of the out-of-town programs (camps, trips) will be charged to parents.
- ✓ Camp and trip payment should be cleared at least one week prior to the program.
- ✓ Trips to Local Museums, Local Universities and Fun Activities. Admission fees and transportation cost will be charged to students.

AUDIO/PHOTO/VIDEO MEDIA RELEASE FORM

I grant permission to Beyond Youth Group (Beyond Youth) and its agents or employees to use photographs and/or video and audio taken of me. These images may be used in educational and documentary materials such as Public Service Announcements, Grant Applications, Video Documentaries and both printed and online newsletters. Furthermore, I authorize the use of my image, likeness, and voice for all program promotion, materials, and any other purposes in connection with the program deemed appropriate and necessary by Beyond Youth.

I hereby agree to release, defend, and hold harmless Beyond Youth and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on web-sites, from any claim, damages, or liability arising from or related to the use of the photographs/video, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction, or production of the finished product, its publication, or distribution.

Finally, I understand I am the Family Representative and by signing this waiver, I am signing for all mentioned parties. I will communicate the above-mentioned standards to all group members and take responsibility for each group member's compliance with these standards.

Printed Name of Parent:

Signature:

Printed Name(s) of the Child/Children:

Signature:

Date:



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