



Tutor Corps Mentor Handbook

Welcome

Thank you for choosing to make a difference in the life of one of our students. There are all kinds of statistics to show what a huge difference a mentor can make in a student's life. It is now your opportunity to make a difference that will last a lifetime.

Your lives will be forever changed by this experience. Thank you for joining us in breaking the cycle of poverty.

About Tutor Corps

Guadalupe Center is committed to helping its Tutor Corps members successfully graduate from high school and college. In turn, students must demonstrate leadership skills and take initiative over their own college-readiness experience as a Tutor Corps member. Since 2007, Tutor Corps has graduated 100% of our high school students and more than 90% of our college students. We are very proud of these statistics. This could not be accomplished without the guidance of our mentors.

Tutor Corps is a two-component program, college preparedness and employment as tutors in one of the Guadalupe Center's educational programs. The college preparedness program is designed to help students better themselves in a number of different ways and increase their chances of getting into the college of their choice. Sessions include ACT/SAT prep, public speaking, FAFSA workshops, writing and many other related classes and workshops. There may be opportunities to attend college tours, summer experiences on college campuses and informational sessions with staff from a local college. We hold many different meetings and attendance at these sessions is mandatory. In addition, for every year a tutor is in our program they can accrue up to \$4,000 in scholarship money.

The second component is employment at one of the Guadalupe Center's after-school sites. Here Tutor Corps students work approximately 15 hours each week assisting our K, 1st and 2nd grade students in our after-school program. The income earned by the tutors is often given to their families to help with household bills, food or used to offset the cost of school expenses.

Who are our tutors?

Our tutors are high achieving Immokalee High School students. These students are aspiring to graduate from college. They are willing to put forth the effort, hard work and determination to achieve a higher education.

How are students accepted into the Tutor Corps program?

Students apply to the Tutor Corps program in the spring prior to their freshman, sophomore, junior or senior year of high school. When applying, they must submit an application, two letters of recommendation, a copy of their grades which must display a 3.0 GPA or higher, along with supporting documentation. Selected students then go through an interview process. After being interviewed by Guadalupe staff, the appropriate numbers of tutors are hired and begin their participation in the Tutor Corps program.

Through their time in the program, tutors are required to maintain a minimum 3.0 GPA and participate in all Tutor Corps workshops. Tutors and their Parents/Guardians are required to sign a participation contract, which outlines all expectations and obligations throughout the duration of a tutor's time in our program.

Why be a mentor?

Friendship is a powerful thing. It is fun, most anyone can be a friend and it is important. Experiencing fun activities together and forming a trusting bond with a tutor can have a powerful and positive impact on the tutor.

A mentor is also a role model. Good role models bring out the best in people and are sources of guidance. They are reliable, patient, nonjudgmental, caring, enthusiastic and committed. It is important for the intellectual and character growth of your mentee that they see these traits demonstrated in everyday life.

What a mentor is not

- *A parent
- *Financial support
- *Peer
- *Therapist

What will you do?

Mentoring is not a classroom program, and it is not tutoring. Mentoring is one-on-one relationship built on camaraderie. Of course, some students talk with their mentors about class, homework, read together, but it is really about friendship and guidance.

Every year we host a dinner in Immokalee in November, for early returning mentors or in January, for late returning mentors, where mentors meet their assigned student and family. Additionally, we host picnics for mentors and tutors. There is a beach picnic for juniors and seniors and another one for freshman and sophomores. For some of the students, this will be the first outing to a beach. Picnics will be in February or March.

Each year we also participate in a cultural event. This event varies from year to year. Generally, it is held on a Sunday in February or March.

Top Priority – Student Safety

The safety and security of our students and mentors is of the utmost concern to the Guadalupe Center. We require all mentors to be fingerprinted in order to participate in the Tutor Corps Program. Once you are fingerprinted, you will not have to be fingerprinted again for 5 years.

There is a fee associated with each individual being screened. The Director of School Age Programs and Mentors will walk new mentors through the background screening process and the current mentors through the rescreening process when the time arises.

If you ever have a situation where your mentee talks to you about abuse or violence you should contact a Guadalupe Center staff member immediately. Our response to the disclosure by a tutor can prevent negative outcomes for the tutor and their family.

How to create a Partnership with your Tutor's Parent or Guardian

Parents have entrusted their child to you. Parents remain the leaders in their family and our role is to support them whenever it is appropriate. The parent's support is critical to the success of the match. It may take a while to establish your role with the parents. Listed below are some ways you can work with the parent/guardian.

- *Communicate with them before and after an activity. Describe what you plan to do and what you have done together.
- *Make sure they are aware of activity plans and ask if the activity is okay (do not rely on the tutor to tell the parent/guardian about plans.)
- *Let them know about changes in the plans.
- *Respect the privacy and confidentiality of your tutor's family.
- *Talk to the Director of School Age Programs and Mentors about any concerns you have about your tutor's family or your tutor's well-being.

Tutor Corps Support - How Tutor Corps works with you and your tutor

Tutor Corps works hard to support the relationship you have with your tutor. Sometimes they will call, text, meet you in person or email you to make contact. This allows us to provide support, give your ideas for activities, etc. You can think of the Director of School Age Programs and Mentors as the main link between you, your tutor, your tutor's school and our organization.

Feel free to contact the Director of School Age Programs and Mentors at any time. Here are some good reasons for communicating with the Director of School Age Programs and Mentors:

- *To get feedback from the tutor and organization about how the match is going.
- *Share fun stories about your match.
- *Discuss concerns you are having with your match or the safety of your tutor.
- *Ask for activity ideas.
- *Report any emergencies.

You can make a difference in the life of a Tutor

By building a trusting relationship with a tutor, you can make a powerful impact in his/her life. This is what it is all about.

Here are some thoughts on making a difference:

- *Consistently sharing activities together (having lunch, just talking) is the biggest factor in forming a positive relationship with them.
- *Deciding together what activities to do fosters a stronger relationship.
- *You are making a difference just by being there.
- *If you are concerned about not making a difference, talk it over with the Director of School Age Programs and Mentors.

The most important thing to remember is that you will need to be patient and persistent throughout the relationship. Your relationship may take time to develop, but if you are able to manage your expectations, be open to surprises and accepting of your tutor as an individual, you are in for a fantastic ride! The Guadalupe Center is available to help you through any of the above situations.

Things you need to do to complete the process

1. Complete and return Mentor Interest Form via email to soxx@guadalupecenter.org. or
Guadalupe Center
Attention: Sheila Oxx
509 Hope Circle
Immokalee, FL 34142

2. Fingerprinting- The safety and security of our students and mentors is of the utmost concern to the Guadalupe Center. We require that all mentors be fingerprinted once every 5 years in order to participate in the Tutor Corps Mentoring Program. We appreciate your understanding the necessity of this screening process. We ask that each mentor be fingerprinted. You will need to provide the ORI (Originating Agency Identifying Number) to the organization conducting your screening. **The ORI number for the Guadalupe Center is: V11040048. We are only accepting livescan fingerprinting at this time, we are no longer allowing copies of fingerprints or processing traditional ink and paper fingerprints.**

3. Once fingerprinted, please contact Sheila Oxx – Director of School Age Programs and Mentors

509 Hope Circle
Immokalee, FL 34142
239-657-7133 (office)
239-438-6224 (cell)
soxx@guadalupecenter.org

Local Fingerprinting Agencies

1.) Marco Island Police Department

Fingerprints are taken on the 2nd floor of the Marco Island Police Department (51 Bald Eagle Drive) on Tuesdays from 9:00 am to 11:00 am & Thursdays from 1:00 pm to 3:00 pm.

Fees: \$10.00 per set for any island residents

239-389-5050

2.) Naples Police Department

355 Riverside Circle

Naples, FL 34102

(239) 213-4890 or (239) 213-4844

Monday 1:00 PM - 4:00 PM and Friday 9:00 AM - 12:00 PM

\$15.00 Processing Fee For City Residents \$20.00 Processing Fee For Non-City Residents

****Cash or check only*****

Proof Of City Residency Required-- A) Property Tax Bill B) City Utility Bill C) Photo I.D.

3.) Lee County- 6 Mile Cypress between

Metro Parkway and US 41 North

14750 6 Mile Cypress

Ft. Myers, FL 33912

239-477-1840

Hours for fingerprinting are: Monday thru Friday 8am – 3:30pm.

You do not need an appointment. Fees: \$5.00

Once prospective mentors have completed their livescan fingerprinting session, you should receive a copy of your fingerprint submission and an instruction form on how to complete the fingerprinting process.

The form should include this link - <https://caps.fdle.state.fl.us/caps> and a highlighted number that typically looks like 70LX000000000. This is your TCR #.

After being fingerprinted and sending a copy of your fingerprints to Sheila Oxx, please log in to the FDLE website using the link mentioned previously. You will be guided through paying the \$28.75 fee for your fingerprint processing and then you will be done! Your fingerprint clearances will be automatically sent to the Guadalupe Center within one week.

If you have any questions regarding your tutor or the program, please feel free to reach out to Sheila Oxx.

Thank you!

As your match begins, and throughout the entire life of your match, we want to THANK YOU! You are stepping forward on a journey where you do not know exactly what will happen. However, you are doing this because you care for others and you know there is a great reward in life and in the relationships you develop.

We wish you all the best in your match with your tutor. Have great fun! Take pride in your contribution to the happiness of your tutor. We will be with you, supporting you, throughout your journey.



Tutor Corps Program – Mentor Interest Form

Name: _____
(First) (MI) (Last)

Address: _____

Telephone: _____

Email: _____

About You:

Hobbies / Interests: _____

Describe your personality: _____

What college/university did you attend and area(s) of study/degrees obtained:

Please share your career experience(s): _____

Companies / Organizations / Colleges you are currently affiliated with: _____

Please briefly describe your relationship with the Guadalupe Center (i.e., Board Member, Committee Member, Donor, Staff):

Form B



Florida Department of Law Enforcement
Criminal Justice Information Services Division/User Services Bureau

VECHS WAIVER AGREEMENT AND STATEMENT
Volunteer & Employee Criminal History System (VECHS)
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (enter Name of Qualified Entity) Guadalupe Center to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity) (Year of Request)

I ___have OR ___have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I ___do OR ___do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee [] Volunteer [X] Contractor/Vendor []

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: Guadalupe Center

Address: 509 Hope Circle, Immokalee, FL 34142

Telephone: 239-657-7133 Fax: 239-657-7133

FDLE Assigned Qualified Entity Number: V11040048

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY