



MENTOR/VOLUNTEER APPLICATION PACKET CHECKLIST

Included in this packet:

- Mentor Screening and Matching Process diagram
- FORGE Youth Mentoring Application Packet (electronic form can be found on our website)
 - ☐ FORGE Mission, Values, Mentor Specifics
 - ☐ Mentor Application
 - ☐ Mentor Life & Interest Survey
 - ☐ Background Information & Check form
 - ☐ 4 Reference Letters
 - ☐ Photo/Media Release Form
- Please add/email the following when you submit your Mentor Application:
 - ☐ Copy of Driver's License
 - ☐ Copy of Proof of Auto Insurance

Mentor Screening and Matching Process:



Application in fillable online format can be found at: <https://forgeyouthmentoring.org/mentors/>

If you have any questions, please call the FORGE Office at 509 438-1918

Forms may be mailed to:

FORGE Youth Mentoring
3530A Keahi Pl.,
Kihei, HI 96753

Or emailed to: info@forgeyouthmentoring.org



MISSION

**Connecting generations to restore hope in our communities
and help young people find their God-given potential.**

VALUES

- Christ-Centered: Following the Savior and modeling the Word of God in all we do
- Church-Driven: Partnering to mobilize and equip believers for mutual growth and keep match cost minimal
- Community Building: teaming churches and mentors with kids in their neighborhoods for greater impact
- Love & Grace: Everyone is imperfect – empathy inspires mentors and mentees to join and experience joy
- Growth & Transformation: Through equipping mentors, kids and adults will experience lasting positive change
- Safety & Transparency: Serving all participants and partners with clear guidelines and communication

MENTOR REQUIREMENTS:

- Are a minimum of 21 years of age
- Have a personal relationship with Jesus Christ and be affiliated with a church
- Participate in a *Mentor & Volunteer Orientation*
- Fulfill Application Process (application, references, background check)
- Attend *Mentor EQUIP* Training Course
- Meet with your mentee once a week for a minimum of 1 hour
- Commit to this friendship for a minimum of one year

MENTOR DISQUALIFICATIONS INCLUDE:

- Have been cited for driving under the Influence (DUI) in the last 2 years.
- Have been involved in a crime against a vulnerable person (child, disabled adult).
- Cannot complete their mentoring commitment (Matches ending prematurely actually harm the mentee).

MENTOR OBJECTIVES

The keys to a successful and empowering mentor match is found in a few key principals:

- Be Genuine & Share Your Life
- Be Accepting & Empathetic
- Be a Good Listener
- Be Consistent & Faithful
- See potential and help youth pursue it
- Have Fun!



MENTOR JOB DESCRIPTION

FORGE seeks to build stronger communities as we empower young people and their families to become healthy and productive members of our community through the influence of the mentors. Mentors build a trusting relationship with the young person, helping youth develop and reach positive personal, spiritual, academic, and career goals.

MENTOR'S ROLE

- Take the lead in supporting a young person through an ongoing, one-to-one trusting relationship
- Serve as a positive role model and adult friend
- Build the relationship by planning and participating in activities together (fun, life skills, new experiences)
- Strive for mutual respect
- Build self-esteem and motivation
- Help set goals and work toward accomplishing them

MENTOR OBJECTIVES

- Be Genuine and Share your Life
- Be Accepting and Empathetic
- Be a Good Listener
- Be Consistent and Faithful
- See and Pursue Mentee's Potential
- Have Fun!

TIME COMMITMENT

- Commit to this mentor match for at least 12 months
- Spend a minimum of one hour per week with your mentee
- Attend Mentor EQUIP training (3 hours) and two Mentor CONNECT Workshops (3 hours) annually
- Optional: Participate in Forge group activities with your mentee

MENTOR REQUIREMENTS:

- Are a minimum of 19 years of age
- Have a personal relationship with Jesus Christ and be connected to a local church
- Show a desire to serve a young person and make a positive impact
- Be dependable and consistent in meeting the time commitments
- Willingness to adhere to Forge program standards, processes, and procedures
- Communicate regularly with mentoring coach, reporting in on mentor match health and activities
- Have access to an automobile, auto insurance, and a good driving record
- Complete and pass Criminal History Background check
- Not use illicit drugs

DESIREABLE QUALITIES

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences



VOLUNTEER POSITIONS & Job Descriptions

CHURCH LIAISON

Keep your church connected to Forge and help promote our ministry to leaders and the congregation.

- Promote Forge to leadership, congregation, and one-to-one
- Keep church leadership informed of FORGE progress and needs
- Recruit mentors and help Forge staff in supporting your church's screener(s) and match support coach(es)

Skills include: Empathy, consistency, listening, discernment, interpersonal skills

Commitment: 3-6 hrs. per month

Answers to: Match Specialist Staff

INTAKE SCREENER

Effectively Screen mentors and mentees, determine if qualified, and assist in making quality mentor matches.

- Examine mentor applications and youth intake forms to determine qualification
- Interview potential program participants
- Check references
- Assist in making quality matches by partnering adult and young person most effectively
- Pray for health and success of mentor matches

Skills include: Personable, organized, discerning

Commitment: 3-5 hrs. per month

Answers to: Match Specialist Staff

MATCH SUPPORT COACH

Supervise matches to ensure health and growth through regular contact of mentors, mentees, and parent/guardian.

- Contact mentor, mentee, parent/guardian monthly (2x mo./first 3 mo.)
- Encourage mentor and offer insights/tools
- Problem solve and crisis intervention
- Gather comments from calls for promotional & educational use
- Pray for the mentor matches

Skills include: empathy, consistency, listening, discernment, interpersonal skills

Commitment: 3-6 hrs. per month

Answers to: Match Specialist Staff



Mentor/Volunteer Application

Application Date: _____

Personal Information

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

DOB: ____/____/____ Marital Status: ____ Name of Spouse: _____

Name and ages of children: _____

Do you plan to live locally for at least one year? _____

Church attending: _____

Church Activities involved in currently or in the past: _____

Describe your faith journey: _____

I'm interested in becoming a: ☐ Mentor ☐ Screener ☐ Support Coach ☐ Church Liaison ☐ Trainer ☐ Other: _____

Why do you wish to become a mentor/volunteer? Are there skills/experiences/interests you hope to use in your role?

Any restrictions affecting your availability to meet with your mentee (ie; car, license, schedule, health/physical challenges) or carry out volunteer roles?

Contact Information

Primary Phone: _____ ☐ Home ☐ Mobile ☐ Work

Alt Phone: _____ ☐ Home ☐ Mobile ☐ Work

Email: _____

Other: _____

Employment Information

Current Employer: _____

City: _____ State: _____

Length of employment: _____

Position/Title: _____

Industry/Type of Business: _____

Would you be willing to be a liaison between FYM and your company in helping us building a partnership? ☐ Yes ☐ No

How did you hear about FORGE Youth Mentoring? (check all that apply)

☐ Website ☐ Facebook ☐ Church ☐ Flyer ☐ Presentation: (location) _____

☐ Referral: (name of referral) _____

☐ Other: (please specify) _____

References

Relative or Spouse

Name: _____ Relationship: _____

Email: _____ Phone: _____

Employer (if retired, have a friend or past employer complete)

Name: _____ Position: _____

Email: _____ Phone: _____

Church (ie; pastor, small group leader, teacher)

Name: _____ Position: _____

Email: _____ Phone: _____

Friend

Name: _____ How you know them: _____

Email: _____ Phone: _____

Additional comments, questions, notes, etc.:

Mentor Life and Interest Survey

Please complete the following information. (This survey is used to match you with a student(s) in our program.)

Do you speak any language other than English? If so, which language(s)? _____

Why did you choose your current occupation? _____

Your Favorites

Food: _____

Music: _____

Movies: _____

Books: _____

Hobbies: _____

School Subjects: _____

Arts/Music you participate in: _____

Sports you play(ed): _____

Sports you like to watch: _____

Check any of the words below that you think described your personality in junior high/high school.

- | | | | | |
|--------------------------------------|--------------------------------------|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Honest | <input type="checkbox"/> Hardworking | <input type="checkbox"/> Caring | <input type="checkbox"/> Funny | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Spiritual | <input type="checkbox"/> Nervous | <input type="checkbox"/> Adventuresome | <input type="checkbox"/> Sensitive | <input type="checkbox"/> Moody |
| <input type="checkbox"/> Happy | <input type="checkbox"/> Confident | <input type="checkbox"/> Talkative | <input type="checkbox"/> Withdrawn | <input type="checkbox"/> Outgoing |
| <input type="checkbox"/> Sad | <input type="checkbox"/> Angry | <input type="checkbox"/> Forgiving | <input type="checkbox"/> Friendly | <input type="checkbox"/> Insecure |
| <input type="checkbox"/> Inquisitive | <input type="checkbox"/> Brave | <input type="checkbox"/> Shy | <input type="checkbox"/> Rebellious | <input type="checkbox"/> Silly |

Check any of the words below that you think describe your personality now.

- | | | | | |
|--------------------------------------|--------------------------------------|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Honest | <input type="checkbox"/> Hardworking | <input type="checkbox"/> Caring | <input type="checkbox"/> Funny | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Spiritual | <input type="checkbox"/> Nervous | <input type="checkbox"/> Adventuresome | <input type="checkbox"/> Sensitive | <input type="checkbox"/> Moody |
| <input type="checkbox"/> Happy | <input type="checkbox"/> Confident | <input type="checkbox"/> Talkative | <input type="checkbox"/> Withdrawn | <input type="checkbox"/> Outgoing |
| <input type="checkbox"/> Sad | <input type="checkbox"/> Angry | <input type="checkbox"/> Forgiving | <input type="checkbox"/> Friendly | <input type="checkbox"/> Insecure |
| <input type="checkbox"/> Inquisitive | <input type="checkbox"/> Brave | <input type="checkbox"/> Shy | <input type="checkbox"/> Rebellious | <input type="checkbox"/> Silly |

Check all the activities that interest you.

- | | | | | | | |
|-------------------------------------|---------------------------------------|-----------------------------------|--|---------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Football | <input type="checkbox"/> Swimming | <input type="checkbox"/> Boating | <input type="checkbox"/> Skiing | <input type="checkbox"/> Sculpting | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Martial Arts | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Ice skating | <input type="checkbox"/> Crafts | <input type="checkbox"/> Dancing | <input type="checkbox"/> Eating |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Running | <input type="checkbox"/> Kayaking | <input type="checkbox"/> Snowboarding | <input type="checkbox"/> Scrapbooking | <input type="checkbox"/> Music | <input type="checkbox"/> Yard Sales |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Working out | <input type="checkbox"/> Fishing | <input type="checkbox"/> Hiking | <input type="checkbox"/> Reading | <input type="checkbox"/> Theatre | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Hockey | <input type="checkbox"/> Skateboard | <input type="checkbox"/> Hunting | <input type="checkbox"/> Rock Climbing | <input type="checkbox"/> Writing | <input type="checkbox"/> Singing | <input type="checkbox"/> Knitting |
| <input type="checkbox"/> Tennis | <input type="checkbox"/> Roller Skate | <input type="checkbox"/> Camping | <input type="checkbox"/> Parks/Walks | <input type="checkbox"/> Painting | <input type="checkbox"/> Movies | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Motorcycles | <input type="checkbox"/> Cars | <input type="checkbox"/> Board Games | <input type="checkbox"/> Video Games | <input type="checkbox"/> Bowling | <input type="checkbox"/> Blogging |

List any other skills, talents, hobbies, interests, etc.: _____



OUR STATEMENT OF FAITH

FORGE Youth Mentoring values faith in Jesus Christ, believing that it continually shapes us and makes us better people. We hope that each mentor experiences a personal walk with the Lord and even more, enjoys participation in a local church to provide encouragement, experience grace, receive guidance, gain understanding for implementing the Word of God, and find a community of support and inspiration.

Here are FORGE's core beliefs that we ask mentors to be of like mind:

- *We believe the Bible to be the inspired, the only infallible, authoritative Word of God.*
- *We believe that there is one God, the Creator, eternally existent in three persons: Father, Son and Holy Spirit.*
- *We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.*
- *We believe that for the salvation of lost and sinful people, that all who by faith receive the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.*
- *That the Holy Spirit indwells and gives spiritual life to all believers, enables them to understand biblical truth, empowers them for godly living, and equips them for service and witness.*
- *In the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.*
- *We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender, and class differences*

I, _____, understand and agree with FORGE's values.

Mentor's Signature

CONSENT OF PUBLICATIONS

I, the undersigned, hereby consent to the use of any tapes, photographs, slides, recording, or any other visual or audio reproduction in which I may appear for FYM to be used, distributed or shown as they see fit. I understand that the photographs, or voice may be used by FYM as part of a program to recruit volunteers and to provide information to the community about FYM, and I release FYM from any liability connected with the use of the pictures, or voice recording as part of any such recruitment program.

Mentor's Signature: _____

Mentor's Name Printed: _____ Date: _____

Reviewed By: _____

FYM Staff Member

Background Information and Check Form

The following are my responses to questions about my criminal record and personal history (if any) with descriptions to any question with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) Yes ☐ No ☐ If Yes, please explain:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense? Yes ☐ No ☐ If Yes, please explain: _____
3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense? Yes ☐ No ☐ If Yes, please explain: _____
4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? Yes ☐ No ☐ If Yes, please explain: _____
5. As of the date of this authorization, do you have any pending criminal charges against you? Yes ☐ No ☐ If Yes, please explain: _____

6. Have you ever served in the US Military? Yes ☐ No ☐
7. If you answered YES to the above question, did you receive a DD214? Yes ☐ No ☐ If Yes, can you present the document?: Yes ☐ No ☐
8. If you answered YES to the above question 6, did you receive an honorable discharge? Yes ☐ No ☐ If No, please explain: _____
9. Have you ever been investigated for sexually abusing or molesting a minor? Yes ☐ No ☐ If Yes, please explain:

10. Have you ever received treatment for alcohol and/or substance abuse? Yes ☐ No ☐ If Yes, please explain:

11. Have you ever been hospitalized for a mental illness/disorder? Yes ☐ No ☐ If Yes, please explain:

12. Have you ever received counseling or treatment for any issues related to pornography? Yes ☐ No ☐ If Yes, please explain:

My signature below indicates 1) that the statements I provided within this document are true and accurate to the best of my knowledge and ability, and 2) that I agree to allow FYM to use my information to conduct a Criminal History Background Check conducted by Pinnacle Investigations. I also agree to live by the understanding that, as a person in authority, it is my responsibility to avoid sexual or inappropriate contact with children/youth in my care, even if one attempts to initiate the contact.

Signature

Date

Please list the Counties and States that you have lived in over the past 7 years: _____



PINNACLE INVESTIGATIONS Background Check

Safety of the children – and adults – is top priority. Therefore, one requirement to become a mentor is to complete the national criminal background check.

Here are two ways that you can complete this:

EMAIL LINK/ONLINE COMPLETION

- FORGE/Amigo Tutor staff will have email link sent to you from *Pinnacle Investigations*. The link will take you directly to the application website, where you will fill in the needed information. Here are a few helpful hints to complete:
 - Select “Employee tab”
 - Select “\$ 0-19,999”
 - Complete **ALL PINK** sections (other tabs are optional)
 - DOB in this format xx/xx/xxxx
 - If you are uncomfortable inserting your Social Security #, please enter: 555-55-5555

- OR -

PHYSICAL COPY COMPLETION

- FORGE/Amigo Tutor will provide you with the small paper packet for your completion
- **Return to FORGE/Amigo Mentor staff**
- Staff will submit the physical copies to *Pinnacle Investigations* to review