## PROGRAM POLICY AND PROCEDURE MANUAL



## MENTOR ELIGIBILITY REQUIREMENTS

- Be at least 21 years of age
- Reside in the Twin Cities metropolitan area
- Be willing to adhere to all LOT-TC Mentoring Program policies and procedures
- Agree to a one-year commitment to the program
- Commit to spending a minimum of eight hours a month with the mentee
- Be willing to communicate with the mentee weekly
- Complete the screening procedure
- Agree to attend mentor trainings as required
- Be willing to communicate regularly with the program coordinator and submit monthly meeting and activity information
- Have access to an automobile or reliable transportation
- Have a current driver's license, auto insurance, and good driving record
- Have a clean criminal history
- Have never been accused, arrested, charged, or convicted of child abuse or molestation
- Not be a convicted felon. If the applicant has been convicted of a felony then they may be considered only after a period of seven years with demonstrated good behavior and an appropriate and corrective attitude regarding past behaviors.
- Not be a user of illicit drugs
- Not use alcohol or controlled substances in an excessive or inappropriate manner
- Not be currently in treatment for substance abuse. If a substance abuse problem has occurred in the past the applicant must have completed a non-addictive period of at least five years
- Not currently be under treatment for a mental disorder or have been hospitalized for a mental disorder in the past three years
- Not have falsified information during the course of the screening process

## MENTEE ELIGIBILITY REQUIREMENTS

- Be 11–18 years old, 8<sup>th</sup> 12<sup>th</sup> grade
- Reside within Twin Cities metropolitan area
- Be full-time students attending a Twin Cities area high school.
- Be in good academic standing with a cumulative grade point average of at least 2.0 out of a 4.0 scale
- Demonstrate a desire to participate in the program and be willing to abide by all LOT-TC Mentoring Program policies and procedures
- Be able to obtain parental/guardian permission and ongoing support for participation in the program
- Agree to a one-year commitment to the program
- Commit to spending a minimum of eight hours a month on LOT-TC activities
- Be willing to communicate with the mentor weekly
- Complete screening procedure
- Agree to attend mentee trainings as required
- Be willing to communicate regularly with the program staff and discuss monthly meeting and activity information