

Your Agency Name Here

Youth Mentoring Program

Mentor Application Checklist (to be filled out by Program Staff)

Name (Last, First, Middle Initial)	Date of Initial Inquiry
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Screening Materials

	Date Sent to Applicant	Date Rec'd From/Applicant	Date Sent to Agency	Date Item Completed
Follow-up phone call to inquiry				
Volunteer Application				
Youth Mentor Applicant Questionnaire				
Adult Medical and Liability Release Form				
Notice to Volunteers Regarding Background Investigation (consent)				
Background Check Instructions				
Face-to-Face Interview				
Personal Reference Interview				
Personal Reference Interview				
Personal Reference Interview				
Background Check Results				
Sex Offender Registry Check				
TB screening Results				
Acceptance/Rejection Letter				

Eligibility Criteria Checklist

Does the applicant meet each of the eligibility criteria? Please check the appropriate box.

	Yes	No	Eligibility Criteria
1.			18 years of age or older
2.			Supports the Agency's mission and values
3.			Willing to adhere to program policies and procedures
4.			Agrees to a one-year commitment
5.			Agrees to weekly contact (1 hour minimum) with mentee
6.			Completed screening procedures
7.			Agrees to attend required training sessions
8.			Willing to communicate regularly with the program coordinator and submit monthly meeting and activity information
9.			Has never been accused, arrested, charged, or convicted of child sexual abuse
10.			Has not been convicted of a felony in past two years
11.			Has not been convicted of a violent crime in past seven years
12.			Does not use illicit drugs
13.			Does not use alcohol, tobacco, or controlled substances inappropriately
14.			Is not in treatment for substance abuse. Has had a non-addictive period for at least the past two years
15.			Not currently be under treatment for a mental disorder or have been hospitalized for a mental disorder in the past two years.
16.			Has not falsified information during screening process

Does the mentor applicant meet all eligibility criteria? Yes No

If no, are there any mitigating circumstances?

General Assessment Areas

	Yes	No	Eligibility Criteria
1.			Did the applicant relate appropriately to program staff during the following steps: <ul style="list-style-type: none">▪ Initial contact and inquiry▪ Interview
2.			Did the applicant complete the screening process with ease and appropriateness?
3.			Are his/her reasons for wanting to be a mentor appropriate?
4.			Is the applicant's personal and professional life appropriate and stable?
5.			Does the applicant exhibit qualities of open-mindedness, flexibility, and emotional stability?
6.			Does the applicant have experience working with youth?
7.			Does the applicant exhibit or articulate compassion, tolerance, and patience with children?
8.			Did the applicant's references speak well of him/her?
9.			Does the individual have appropriate age-related interests and ability?

Provide comments on any "No" answers:

Overall comments:

Approval

Approve To Mentor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Application Withdrawn	
Approved By	Name	Today's Date
Executive Director (for mitigating circumstances)	Name	Today's Date