



**MENTORS FOR YOUTH**

# MENTOR MANUAL

a guide to a fulfilling and successful match

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# dear mentor:

In an effort to help you become the best mentor you can be, we have developed this manual.

Included you will find: local activities, resources, online training worksheets, match activity ideas.

While some of the information may seem redundant (and we do apologize for this), a lot of it is worth repeating and may fall into more than one category.

We have the manual in a folder so any paperwork you have accumulated can be placed here. You may also want to include your match agreement and goals. It is our sincere hope that you find this useful and informative.

As always, feel free to contact us anytime if you have any questions or need any additional information.

Thank you for so selflessly volunteering your time. You are "the difference. the change. the good."

## sincerely, kaiva



# responsibilities

these are way more fun than your regular responsibilities. promise.

Spend time with your Mentee every other week for 2-4 hours at a time. This is the minimum requirement. We do not expect you to do more - no need to burn yourself out! If there is time you are unable to do this because of your schedule, please let the family know in advance.

To build trust with your Mentee, please keep scheduled plans. If a change does need to be made speak with the parent and set a new time and date for an outing.

Be sure to clear all meetings with your Mentee with his or her guardian. This will ensure your match plans will not interfere with family plans.

Contact me (Kaiva) if you have any issues with your match. Many times with a youth, communication issues can be resolved easily.

Let me know if there is any contact change with the Mentor or Mentee such as: new address, phone number, health issues, or any other long term circumstances that might impact your commitment to your Mentee.

Attend Mentors for Youth outings and events, if you can. We want to hang out with you! They are not mandatory, but a great way to meet other like-minded people. Perhaps your Mentee will make some new friends, too. :) We will mail you a "calendar" every other month and send you emails with dates. Also, be sure to check our Facebook page and website.

Fulfill your one year time commitment with your Mentee, and if it's working - we'd love to keep you around. If circumstances arise and this is not possible such as: job location change or Mentee moves away, contact me as soon as possible. It is the responsibility of the Mentor to tell the Mentee the match will close, but we'll work with you on this when the time comes.

Do you want to take your Mentee out of town? That's fine with parental approval. An overnight? The match needs to be at least 3 months old & you must have parental consent.



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# tips

once in awhile it's difficult to contact your mentee - here are some suggestions

Set up a regular schedule with your Mentee and the guardian. Example: every other Wednesday at 6pm. Call or text their guardian a reminder the day before.

Ask the guardian or case manager if there might be a neighbor or family member who you can contact to reach your Mentee.

After a visit with your Mentee, pre-plan your next outing together. Send a post card, Facebook message, or an email reminder. If you cannot pre-plan, send a post card, call, text, email, or Facebook a few days ahead of time notifying the guardian when you plan to come by.

Mentors might be able to leave a message at the Mentee's school to notify the Mentee when you will pick them up or if a change needs to be made to their plans.

Contact the Mentee's guardian at work if possible to make plans.

If it is feasible, run to your Mentee's home after work or while running errands to make plans for a visit. Keep post-it notes in your car so a message can be left if no one is home.



# activity ideas

cross all of these off the list!

## Academic:

- Work on flash cards
- Read together
- Play games
- Experiment with magnets/magnifying glass
- Visit libraries/get library card (parental approval)
- Learn to use a camera, microscope, etc.
- Share computer/technology together
- Visit colleges/look up requirements
- Tour any local business that interests the mentee
- Tour fire/police station
- Go to a play
- Read current events
- Play a board game like Scrabble or Pictionary
- Learn simple magic tricks (YouTube)

## Social:

- Go to Mentors for Youth Outings
- Watch the mail & website for calendars
- Talk about friendships
- Role play social situations
- Introduce to your family and friends
- Introduce pets and other animals
- Volunteering together
- [volunteerduboiscounty.org/](http://volunteerduboiscounty.org/)
- Journal together
- Eat a meal with a formal dining setting
- Talk about telephone etiquette
- Check out Emily Post books
- Encourage involvement in clubs, groups, & sports
- Attend Church Socials

## Cultural Experiences:

- Try ethnic food/shop Ethnic aisle
- Talk about family traditions
- Learn about mentee's customs
- Visit exhibits from other cultures
- Krempf Gallery or Museum
- Share holiday traditions
- Make a collage of shared experiences

## Environmental Experiences:

- Get to know mentee's family
- Plant something together

## Hobbies:

- Find crafts in magazines or online
- Visit a craft show
- Attend free classes or seminars

- Work on a model together
- Begin a collection
- Special skills (cooking, hunting, or knitting)
- Walk the dog
- Scrapbook together
- Horseback riding
- Bake & decorate holiday cookies

## Life Skills:

- Do a load of laundry together
- Go grocery shopping together
- Plant a garden together
- Car maintenance (wash, change oil, or tire)
- Bike maintenance (fix a flat)
- Do yard work together
- House upkeep/Home Depot Workshops
- Visit your place of employment
- Create a mock budget/show how to pay bills
- Model good personal hygiene

## Physical Skills:

- Water sports (swimming, canoe, skiing, etc.)
- Study nature (fishing, hiking, & camping)
- Exercise (walking, running, exercise classes)
- Billiards (pool, ping pong, cards, & table games)
- Tennis, racquetball, or volleyball
- Skating, skiing, or hockey
- Cheerleading or gymnastics
- Baseball, whiffle ball, football, & basketball
- Learn family dynamics
- Learn mentee's community resources
- Softball, golf, & bowling
- Bike riding, Frisbee, & corn hole
- Miniature golf, flying a kite, & climbing trees
- Attend sporting event
- Teach good sportsmanship
- Teach water safety
- Learn simple first aid skills
- Teach bicycle safety
- Play at the park
- Visit walking trails
- Help mentee make something for their room (craft, drawing, potted plant, scrap book)
- Attend mentee's events (sports, clubs, etc.)
- Tri-County YMCA Ferdinand



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# just in case...

Mentors for Youth staff are always here to help you navigate you through any difficult situation that may arise with your Youth. We want you to feel equipped with other local resources who are here to help, too. Here are just a few....

Crisis Connection: provides free, confidential and professional services for the survivors of domestic and sexual violence

[www.crisisconnectioninc.org](http://www.crisisconnectioninc.org)

812-482-1555

Hotline 1-800-245-4580

TRI-CAP: is part of America's largest poverty fighting network. TRI-CAP is an independent, non-profit organization that provides valuable services and assistance to individuals and families, most of whom are low-income.

[www.tri-cap.net](http://www.tri-cap.net)

812-482-2233

Southern Hills Counseling Center: community mental health center. They offer a wide variety of services to children, adolescents, adults, couples and families.

[www.southernhills.org](http://www.southernhills.org)

812-482-3020

Center for Psychological Services: provides therapy for children.

812-481-9988

Department of Child Services: protects children who are victims of abuse or neglect and strengthens families through services that focus on family support and preservation. The Department also administers child support, child protection, adoption and foster care throughout the state of Indiana.

[www.in.gov/dcs](http://www.in.gov/dcs)

812-482-2585

Hotline 1-800-800-5556

Memorial Counseling: provides therapy for all ages.

812-481-5780



# MENTORS FOR YOUTH

# need activity ideas?

visit these websites

[mentors4youth.com/calendar](http://mentors4youth.com/calendar)

[facebook.com/mentorsforyouth](https://facebook.com/mentorsforyouth)

[visitduboiscounty.com](http://visitduboiscounty.com)

[indianamuseum.org/explore](http://indianamuseum.org/explore)

[exploresouthernindiana.com](http://exploresouthernindiana.com)

[southernindiana.org](http://southernindiana.org)

[in.gov/visitindiana/tripplanner/ThingsToDo.aspx](http://in.gov/visitindiana/tripplanner/ThingsToDo.aspx)

[squireboonecavernsziplines.com](http://squireboonecavernsziplines.com)

[familydaysout.com/kids-things-to-do-usa/indiana](http://familydaysout.com/kids-things-to-do-usa/indiana)

[visitindiana.net/kidstuff.html](http://visitindiana.net/kidstuff.html)

[thingstodo.com/states/IN/southern.htm](http://thingstodo.com/states/IN/southern.htm)

[pinterest.com/mentors4youth](https://pinterest.com/mentors4youth)

[volunteerduboiscounty.org](http://volunteerduboiscounty.org)

[tricityymca.org](http://tricityymca.org)

we don't ask that you spend a lot of money.  
JUST GIVE YOUR TIME.

