



STEM & LEAF CORPS

— Innovation-Education-Service —

The STEM & Leaf Corps Mentor Commitment

Last Modified: December 15, 2020

Thank you so much for offering your time to be a STEM & Leaf Mentor! We are excited to see the great work that you do with your mentees and thankful for your passion for service.

This document provides STEM & Leaf's rules and guidelines for interacting with your mentees. We hope that these procedures cultivate a fruitful learning environment and fulfill our commitment to *maximize the potential of each and every student*. Most importantly, these rules and guidelines ensure that all STEM & Leaf Programs are conducted safely, securely, and effectively. Here are the procedures and expectations for mentors:

Mentor Requirements

- Mentors must be accepted as members of the STEM & Leaf Corps. Apply [here!](#)
- Mentors must have complete a [background check](#) and have it on file with the STEM & Leaf [Secretary](#) (See steps 1-3 here: stemleafcorps.com/new-members) and must digitally agree to The STEM & Leaf Corps Terms & Conditions, Privacy Policy, and Mentor Commitment [here](#) *before* volunteering
- A minimum of 2 STEM & Leaf Mentors and 2 students must be present for any live video or in-person meetings. The exception is interviews, in which the parent/guardian must be in the potential mentee's virtual room or physical vicinity, else group interviews may be conducted.
- Mentors may not attempt to connect with a student socially. Mentors may not communicate with students using social media, including but not limited to Facebook, Instagram, Twitter, TikTok, or Snapchat.
- Mentors may only communicate via email, Zoom, Slack, Discord, and/or in-person. Any other programs must be approved by The STEM & Leaf Corps Executive Board.

- Mentors may not delete or clear any emails, Slack, or Discord messages relating to The STEM & Leaf Corps Special Topics programs until one month after program conclusion
- Mentors may not record meetings
- All communications must address a group. The exception to this rule is if a student contacts you first (with a private question or clarification), you may answer the question/dialogue privately, but should move any further or off-topic dialogue (especially details about life/location/history) back to the main group conversation
- Each mentor and mentee must wear a mask at all times during any in-person meetings until mentor/mentee has received the flu vaccine *and* the full course of the COVID-19 vaccine.
- Mentors may not touch mentees for any reason (including hugs) if meetings are in-person

Confidentiality

- Except as provided here, you may not disclose any personally identifiable information about a student to others. We ask this to protect the privacy of both you and your mentee. This extends to the disclosure of information through social media posts (both private and public), email, text message, or otherwise.
- This does not apply to any information you disclose to the parent or guardian, to The STEM & Leaf Corps, as part of the suspected abuse or neglect procedures described below, or as otherwise required by law.

Mentor Guidelines

- Meet approximately once a week for about an hour.
- After each meeting, complete a "Special Topics Attendance" form, linked here: <https://forms.gle/cyv93n5wkfGNrmFZ6>. This is our record of you and the other mentors volunteer hours and gives us the pulse on your program.
- Take the students' input! Ask them everything from how they want the meeting to be structured, to how well you just explained a concept and if they need more time or a better explanation from you.
- Feel free to discuss professional and educational paths, careers, what you are studying in school, the opportunities available in college, the importance of making an informed decision about college, university research, etc.

- Structure sessions in a way that facilitates learning and bidirectional communication between you and your mentees. Don't just lecture for an hour.
- Don't be a source of info about all the crazy stuff that goes on in college
- Don't be a therapist. It may be tempting to help them with a tough situation but try to keep it on topic and instead connect students to professional support as needed.
- Encourage the student academically during rough times (e.g. the junior who is up till 3 AM every night)
- Be a good representative for your university and the values it upholds

Logistical Information

The STEM & Leaf Corps will make the first email communication with students (including notifications of selection or possible short interviews) and will CC the parents of each applicant as well as the mentors. From there, mentors will have autonomy in concordance with the guidelines of this document.

If the student/family would like to file a complaint, please direct them toward stemleaf.corps@gmail.com. Similarly, if for any reason you are uncomfortable with any student in your group, please e-mail us at stemleaf.corps@gmail.com.

Reporting Suspicious Behavior or Activity Related to Child Abuse or Neglect

If you have reason to believe that your mentee may be subject to abuse or neglect, promptly report this information to the child welfare institution in your state. The US Department of Health and Human Services maintains a [list of state child welfare agency websites](#). If you have any questions about this process, please immediately contact stemleaf.corps@gmail.com.

Compliance

The STEM & Leaf Corps reserves the right to take appropriate action to rectify any violation of Mentor Requirements including, but not limited to, expulsion from the program, contacting parents, and/or reporting to authorities in the circumstance of compromised student safety.

Email any questions regarding this document to stemleaf.corps@gmail.com.

Find Us At: www.stemleafcorps.com