

CIRCLE OF FRIENDS OREGON

MENTOR HANDBOOK

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GUIDING AND EMPOWERING
YOUTH IN OUR COMMUNITY

www.circleoffriendsoregon.org

MENTOR HANDBOOK

TRANSFORMING LIVES, ONE CHILD AT A TIME.

6th Edition (Updated June, 2026)

Circle of Friends — Est. 2011

MENTOR HANDBOOK

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NOTES

1. INTRODUCTIONS

1.1 Welcome to Circle of Friends!

We believe that outstanding people are the key to our success. Through your efforts, Circle of Friends has become a leader in providing services to our community's most vulnerable and challenged children.

To ensure continued success, it is vital that you understand our vision, mission, values, policies, procedures, and practices. This manual is intended to introduce you to, and familiarize you with, various aspects of mentoring at Circle of Friends. Please use it often as a general reference and guide.

Our Core Philosophy: The way we work with youth goes far beyond this document. The intangible spirit that fosters positive attitudes, resourcefulness, and quality results is the essence of Circle of Friends. It is the responsibility of each of us to cultivate this spirit in everything we do.

1.2 History

Duncan Campbell, founder of Circle of Friends and Friends of the Children, is deeply committed to the belief that all children deserve the resources and opportunities necessary to become healthy, responsible, and contributing citizens.

- **1992 (The Foundation):** Extensive research by *The Institute for Children* determined that the strongest single protective factor a child can have is a close, healthy, and sustained relationship with a caring adult who holds positive expectations and involves them in meaningful activities.
- **1993 (Friends of the Children - Portland):** Founded to target youth most in danger of school failure, drug/alcohol abuse, gang involvement, and criminal behavior. The program provides a "Friend" (mentor) from kindergarten through high school.
- **2011 (Circle of Friends - Sisters, OR):** Founded following the same commitment. A secure, caring relationship is the "master key" that opens minds, creates opportunity, and rekindles hope.

Three Long-Term Goals for Each Child:

1. Avoid involvement in the criminal justice system.
2. Avoid early parenting.
3. Succeed in school with a minimum of a high school diploma or GED.

1.3 Mission & Vision

Mission Statement

Empowering youth through dedicated mentorship and opportunities to thrive. *(Updated 2026)*

Vision Statement

Circle of Friends offers trained mentors to every Sisters child or youth in need, providing consistent, long-term meaningful relationships. Working collaboratively with Sisters School District, community service providers, and parents, Circle of Friends develops and implements inclusive plans and support systems to contribute to their current and future success.

1.4 Key Elements

- **Target Enrollment:** Children are generally enrolled during early elementary school.
- **Match Structure:** A child becomes a mentee to one unique person, couple, or family.
- **Time Commitment:** Mentors commit to connecting with the child **3–4 times a month** for a minimum of **1 year**.
- **Role Modeling:** Mentors model appropriate behavior, acting as living examples of positive beliefs and values.
- **Support Structure:** Circle of Friends provides pre-match training, ongoing online/in-person support, and peer support via monthly mentor meetings.

2. WORKING TOGETHER

CONGRATULATIONS! As a mentor, you are about to begin one of life's most rewarding and fulfilling experiences. Your commitment indicates that you believe in young people and recognize the magnitude of this responsibility.

2.1 The Children

Children in need of additional supportive relationships are the very reason for our efforts. We believe their lives will be forever changed and enriched by this relationship. They come to us via referrals from teachers, counselors, parents, guardians, and Circle of Friends staff observations.

2.2 The Children's Families

Generally, we serve unique dynamics, including:

- Single-parent households.

- Families with an incarcerated family member or active DHS involvement.
- Families affected by substance abuse.
- Low socio-economic households.
- Children living in foster or adoptive homes.

2.3 The Mentors

Mentors enthusiastically yet patiently include a child in their lives, building the trust of a true friend. We applaud your dedication. The Circle of Friends staff is fully committed to supporting your efforts to the best of our ability.

3. RELATIONSHIPS

3.1 Building Parent/Guardian Relationships

Reaching out for help takes tremendous strength. For many parents, allowing a mentor into their child's life is a leap of faith. While individual circumstances vary, the following principles are essential:

Core Principle	Key Action & Focus	Professional Guidance
Keep Families Informed	Proactive Communication	Always let parents know where you are going and when you will return. If plans change, consult them first.
Show Mutual Respect	Partnership, Not Replacement	Guard against being judgmental. Reassure the family that you are a supportive partner, not a substitute parent.
Maintain Boundaries	Healthy Engagement	Balance your connection with the child without becoming overly enmeshed or involved in family chaos or internal problems.

Reinforce Household Rules	Consistent Alignment	Actively support and align with the existing boundaries and rules the parents/guardians have established.
Handle Financial Requests	Professional Referral	If a family asks for money, housing, or outside favors, gently decline and refer them to Circle of Friends staff for community resources.

Common Areas of Concern to Share with Staff:

- *“Dad treats me like a babysitter.”*
- *“Mom doesn’t return my calls.”*
- *“Siblings beg to come along on outings.”*
- *“No adults are home when we return the child.”*

3.2 Building Mentee Relationships

In the initial stages, a mentee may seem hesitant, guarded, or unresponsive. This is a natural manifestation of insecurity. **Be patient.** Do not try to speed up trust by over-scheduling visits beyond the recommended thresholds.

Gold Standards for Relationship Building:

- **Be Caring:** Keep it simple. Show warm, friendly, and authentic understanding.
- **Be Patient:** It takes time to earn trust, especially if the youth has been frequently disappointed by adults.
- **Be a Good Listener:** Effective communication relies more on how well you listen than where you go or how much money you spend.
- **Be Dependable:** Do exactly what you say you are going to do. Consistency is everything.

GOLD STANDARDS FOR RELATIONSHIP BUILDING



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3.2.1 Getting Together & Outings

Start slowly. Fit outings naturally into your schedule (e.g., joining for daily errands, playing catch, sharing a meal, playing a board game).

- **Phase 1:** Meet consistently in secure, familiar settings (the Clubhouse, near home, or at school).
- **Phase 2:** Move to short neighborhood park visits once trust is established.
- **Phase 3:** Advance to more complex outings, such as a state park day hike.

Always choose age- and developmentally-appropriate activities where the child can succeed.

One-on-one attention from a caring adult is what matters—**being there is the most important thing.**

3.3 Stages of a Mentoring Relationship

- **Developing:** Focuses entirely on building trust. Assure your mentee of confidentiality unless there is a threat of harm to themselves or others. Anticipate "testing" behaviors (e.g., acting out, "forgetting" a meeting)—hang in there and show up!
- **Settling In:** The relationship becomes more natural. If the match feels "stuck" or frustrating, lean on peer support at your monthly mentor meetings.
- **Continuing:** At the end of the year, if all parties agree, agreements are seamlessly updated for an additional year.
- **Closing:** If a match must end prematurely (due to moves or life changes), contact staff immediately. We must ensure the child understands the closure is not due to anything they did. Plan a positive year-end celebration, swap small souvenirs, or look through photos together to ensure they feel valued.

STAGES OF A MENTORING RELATIONSHIP

1. DEVELOPING



Focuses entirely on building trust. Assure your mentee of confidentiality there is a threat of harm to themselves or others. Anticipate "testing" behaviors (e.g., acting out, "forgetting" a meeting)—hang in there and show show up!

2. SETTLING IN



The relationship becomes more natural. If the match feels "stuck" or frustrating, lean on peer support at your monthly mentor meetings.

3. CONTINUING



At the end of the year, if all parties agree, agreements are seamlessly updated for an additional year.

4. CLOSING



If a match must end prematurely (due to moves or life changes), contact staff immediately. We must ensure the child understands the closure is not due to anything they did.

Plan a positive year-end celebration, swap small souvenirs, or look through photos together to ensure they feel valued.

4. MENTEE EXPECTATIONS

Our children are selected for their inherent potential and resilience. To maintain realistic expectations, mentors must understand that our youth come from vastly different developmental backgrounds:

Some children have experienced...	While other children have experienced...
Nurturing, attentive care as infants	Being left unattended in a crib
Being sung to and spoken to frequently	Neglect or verbal hostility
Play, engagement, and early socialization	Endless, unmonitored television/screen time
Balanced, healthy diets	Underfeeding or high-salt/sugar diets
Being read to daily	Parents who are illiterate or lack books at home

Mentor Takeaway: You may need to introduce activities matched to a developmental age well below your mentee's chronological age. Focus first on the relationship and a positive attitude toward learning rather than stressing over immediate behavioral or academic overhauls.

5. ONGOING SUPPORT

5.1 Mentor Meetings

- **First-Year Requirement:** Mentors must attend **6 Core Asset Huddles** (mentor trainings) at the Circle of Friends Clubhouse.
- **Mentor Nudges:** Brief training modules on relevant mentoring topics followed by collaborative peer discussions to share joys and troubleshoot challenges.
- **Veteran Mentors:** Experienced mentors are regularly invited back to share insights from long-term relationships.

5.2 Match Support

Staff members track matches diligently. You will be contacted regularly via phone, text, email, or in person at meetings. If you miss a training session, a staff member will check in directly to see how your relationship is progressing.

5.3 Website & Social Media

- **Website:** Regularly updated with mentoring resources and activity ideas.
- **Facebook:** Follow the *Circle of Friends* page for updates.
- **Privacy Rules: Do not post photos of your mentee on your personal social media accounts.** We also strongly discourage becoming social media "friends" with mentees or their family members.

5.4 Yearly Events

Circle of Friends hosts several group social events annually. These gatherings allow mentors, mentees, and families to interact, build community, and have fun together.

6. MEASURES OF SUCCESS

The true essence of mentoring is a sustained human relationship that proves to a child that they are inherently valuable.

Our Governance Framework – The 6 Core Assets

As a mentor with Circle of Friends, your 1-on-1 relationship is the primary vehicle through which we protect, empower, and support local youth. While your day-to-day activities will always be youth-driven and relational, your volunteer scope is governed by our commitment to cultivating **6 Core Assets** within every mentee:

Mindfulness – I notice what is happening around me and am able to respond in a clear way. I am present, attentive, and grateful for each moment. I am able to take the perspective of and empathize with others, including those from diverse backgrounds.

Belonging – I understand who I am, have a place where I can feel accepted and know that my contributions count. I belong to a group at school or in the community. I feel welcomed in a group. I talk about being accepted and appreciated by others in the group. I'm interested in exploring my own identity.

Responsible Decision Making – I can weigh the pros and cons to make a decision. I can choose options and carry out a decision. I consider different strategies and options for solving a problem. I can evaluate the consequences of various actions and have consideration for the well-being of myself and others.

Positive Relationship Building – I get along well with others and am able to find people to support me. I am aware of other's feelings and needs. I am able to communicate clearly in a positive way, listen well and cooperate with others. I can seek and offer help when needed. I can express thanks for help when provided.

Self Management – I know how to manage my feelings and take care of myself in a healthy way. I can identify my emotions. I can inhibit impulsive behavior. I can assess my strengths and limitations with a well-grounded sense of confidence and “growth mindset”.

Spark – I want to explore my passions, interests, and new situations. I get excited about my passions. I participate in at least one activity that is tied to a hobby or passion. I can name a personal strength or accomplishment. I can express a dream for myself. I believe in myself and am able to set goals to achieve them. I work hard through challenges and finish what I start.

Governance Boundary: All mentor-mentee activities, school-site interactions, and goal-setting must align with the development of these core assets. Operational instructions, evaluation timelines, and specific toolkits for tracking these metrics will be provided separately during your hands-on onboarding sessions.

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CULTIVATING 6 CORE ASSETS WITHIN EVERY MENTEE

1. MINDFULNESS



I am present, attentive, and grateful. I can take the perspective of others and empathize across diverse backgrounds.

2. BELONGING



I understand who I am, have a place where I feel accepted, and know my contributions count.

3. RESPONSIBLE DECISION MAKING



I can weigh pros and cons, choose options, and evaluate consequences for myself and others.

4. POSITIVE RELATIONSHIP BUILDING



I get along well, communicate clearly, listen well, and can both seek and offer help when needed.

5. SELF MANAGEMENT



I can identify emotions, inhibit impulsive behavior, and assess my strengths with a “growth mindset”.

6. SPARK



I explore passions, name personal strengths, set goals, and work hard through challenges.

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6.1 Milestones & Indicators

We track success through qualitative behavioral indicators. Your mentee may realize for the first time that they:

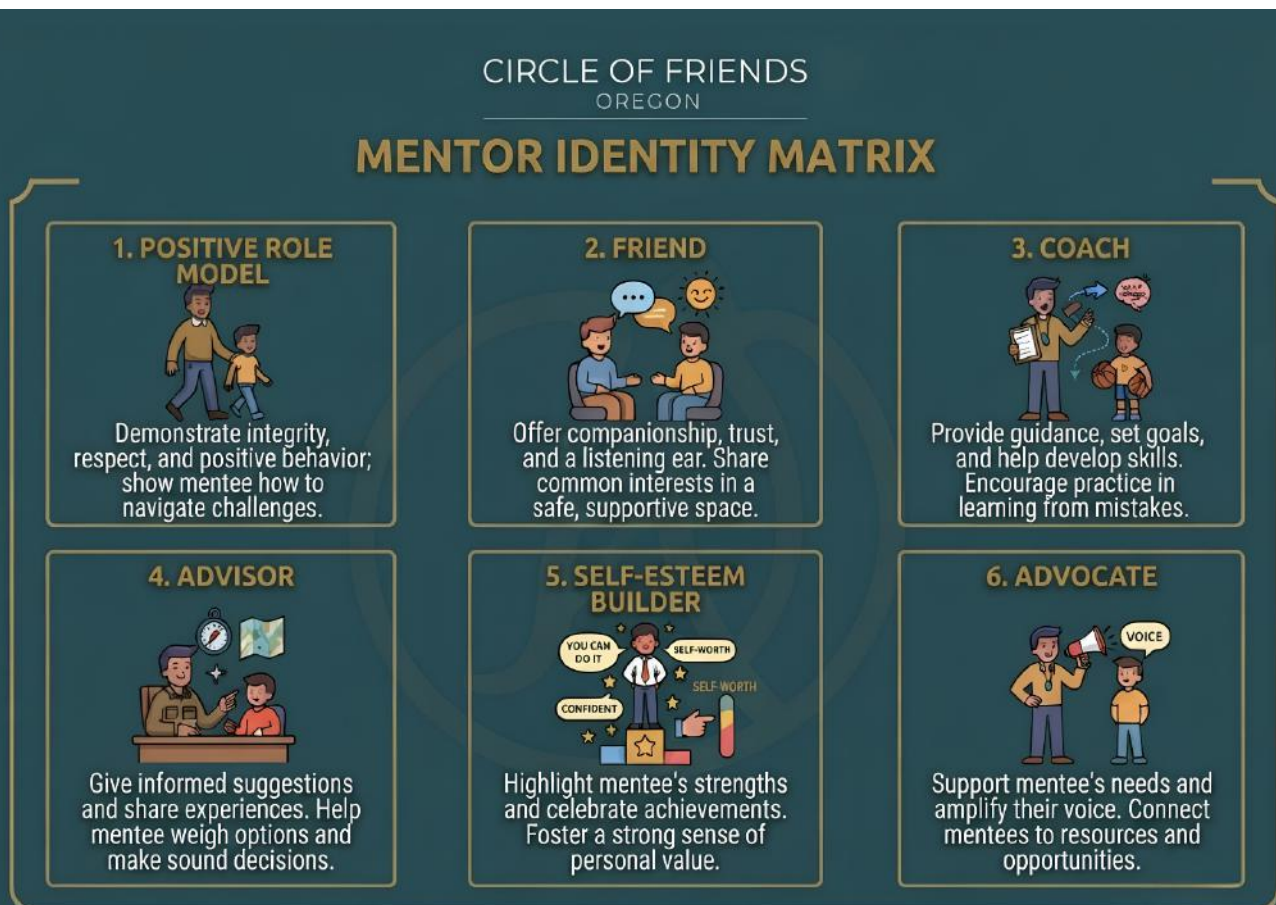
- Have unique potential and worth.
- Are confident, self-assured, and capable.
- Value education and the learning process.

6.2 Positive Behavioral Signs

- Setting personal goals and developing new skills.
- Improved time management and cooperation with parents, teachers, and peers.
- Positive behavioral changes and improved academic grades.
- A willingness to help others and the ability to formulate post-secondary plans.

6.3 The Mentor Identity Matrix

Remember your boundaries. You cannot fill every role, but your consistent presence acts as a: **Positive Role Model | Friend | Coach | Advisor | Self-Esteem Builder | Advocate**



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7. MENTOR CONDUCT AND GUIDELINES

7.1 Role Boundaries

- **What NOT to be:** Do not try to be a teacher, parent, therapist, disciplinarian, Santa Claus, or babysitter. Experience shows this is counterproductive.
- **Be Present:** Give your mentee undivided attention. Refrain completely from cell phone use, texting, or social media during your time together.
- **Empower, Don't Dictate:** Help your mentee learn how to problem-solve rather than lecturing them or making choices for them.
- **Know Your Limitations:** Issues regarding severe substance abuse, molestation, or physical abuse must be handled exclusively by professionals. Contact staff immediately if these arise.

7.2 Discipline Guidelines

Discipline is ultimately the responsibility of the parent/guardian. If an emergency or issue arises when the parent is not present, utilize these strict boundaries:

1. **NEVER** use physical discipline.
2. **NEVER** use abusive, harsh, or demeaning language.
3. **DO NOT** use ultimatums or give the "silent treatment." Explain calmly and logically why a behavior is unacceptable.
4. **Early Drop-off:** If a child must be taken home early due to unacceptable behavior, explain exactly why. Reassure them that the match is not over and clarify when you will see them next. Always debrief the parent and program staff afterward.

7.3 Program Rules

Category	Strict Program Rules
Overnights	Strictly Prohibited. No overnight stays allowed under any circumstances.
In-Home Visits	Strictly Prohibited. No visits inside the mentor's home.
Approvals	Always obtain explicit parent/guardian approval for planned activities.

Punctuality	Call the family to confirm before every outing. Be precisely on time for drop-off and pick-up.
Safety	Never leave your mentee unattended or alone with strangers.

7.4 School Visits & Outings

- **School Access:** To visit a mentee at school, you must complete the Sisters School District volunteer application/training and wear your issued **Volunteer Badge**.
- **Pick-up Permissions:** Parents must notify the school via phone or written note before a mentor can pick up a child directly from school lines.
- **Community Service:** Involving your mentee in service projects (e.g., animal shelters, elderly support, planting flowers) is highly encouraged and builds community pride.

7.5 Religion and Religious Activities

We deeply respect your personal beliefs, and expect mentors to extend that same respect to our families.

- Discussions regarding religion should be naturally initiated by the mentee or their family, not the mentor.
- You may share your beliefs if explicitly asked, but you **must not** attempt to convert or proselytize a child.
- If your family custom includes saying grace at meals, you may proceed normally, but the child must never be forced or pressured to participate.

8. CHILD ABUSE PREVENTION: 4 SAFETY STEPS

Circle of Friends maintains a strict screening environment. All mentors and employees must successfully fulfill these **4 Safety Steps** before any mentoring work or contact begins:

- **STEP 1: Sexual Abuse & Maltreatment Prevention Training**
Mandatory annual completion of *Sexual Abuse Awareness Training* through The Kids Center (*Child Abuse: Signs, Symptoms & Prevention*) and *Darkness to Light* training every 3 years. Mentors must understand grooming behaviors and report any policy violations immediately.
- **STEP 2: Detailed Screening Process**
Requires a comprehensive written application, an intensive face-to-face interview, completion of a 6-hour training curriculum, and rigorous reference checks.
- **STEP 3: Policy Review & Sign-Off**
Reviewing and signing all regulatory Circle of Friends safety documentation to confirm complete compliance.

- **STEP 4: Criminal Background Checks**

Successful completion of a mandatory annual criminal background check.

9. CHILD SAFETY POLICIES & PROCEDURES

Zero Tolerance: Circle of Friends maintains a zero-tolerance policy for abuse, exploitation, or policy violations. The Executive Director retains final authority over all disciplinary actions and match dismissals.

9.1 Confidentiality

All information concerning enrolled youth and their families is strictly confidential.

- **In-Group Sharing:** Sensitive information may be shared during mentor meetings or directly with staff under a shared code of confidentiality.
- **External Prohibition:** Stories, details, or backgrounds must never be repeated to personal friends, relatives, or external entities without written parental consent.

 **Mandatory Confidentiality Exceptions:** Mentors must break confidentiality and notify staff immediately if a child indicates:

1. They have been threatened, abused, or hurt.
2. They intend to hurt or have threatened to hurt someone else.
3. They have threatened self-harm or suicide.

9.2 Spending and Gifting

- **Spending Limit:** Mentors must not spend more than **\$20 per month** total on gifts, meals, or miscellaneous expenses for their youth. Time and attention are the real value.
- **Activity Costs:** For special community events or outings that exceed this budget, consult program staff ahead of time for financial assistance alternatives.

9.3 Drugs and Alcohol

- **Consumption Ban:** Mentors and employees are strictly prohibited from consuming or being under the influence of alcohol, marijuana (recreational or medical), or any illegal controlled substances while engaging with youth or participating in program activities.
- **Prescription Misuse:** Misuse or unauthorized sharing of prescription drugs is strictly prohibited.

**Exception:* Alcohol may be served at select adult-only Circle of Friends board sanctioned organizational events.

9.4 Weapons Policy

- **Strict Prohibition:** No weapons of any kind may be possessed or carried on properties owned, leased, or utilized by Circle of Friends, nor inside any vehicle used to transport a mentee.
- **Definition:** Includes guns, knives, swords, blades over 4 inches, explosives, or chemical agents. This applies regardless of whether the individual holds a valid concealed weapons permit.
- **Exception:** Specialized activities (e.g., archery events) must receive explicit, prior written authorization from the Executive Director.

9.5 Driving & Transporting Policies

Mentors routinely transport youth. To maintain authorization, you must adhere to the following driving standards:

- **Prerequisites:** A valid state driver's license, clean DMV driving record, up-to-date registration, and adequate automobile insurance. Copies must be submitted to staff and updated annually (proof of insurance required every 6 months).
- **Age Limits:** Drivers must be **25–75 years old** unless explicitly exempted by the Executive Director. Annual medical clearings may be mandated after age 75.
- **Seat Belt & Car Seat Laws:** Every passenger must wear a seat belt. Youth must ride in the back seat and utilize legal booster seats as required by Oregon State Law. Escort the child directly to the door of their residence upon drop-off.
- **Distracted Driving: Zero phone utilization is permitted while driving.** This includes hands-free calling. For emergencies, you **MUST** pull over safely before initiating a call or text message.
- **Reporting Violations:** Mentors must report any personal moving violations within 1 week of occurrence, and notify staff immediately if their license is suspended or revoked.

9.6 Physical Contact Boundaries

Physical affection must promote a nurturing environment while maintaining absolute safety and transparency:

1. Hugs and supportive pats on the back are encouraged when developmentally appropriate.
2. Inappropriate touching or suggestive displays of affection are strictly forbidden and must be reported immediately to staff.
3. **The Transparency Rule:** Physical contact should ideally occur in the presence or open view of other mentors, staff, or youth to eliminate misinterpretation.
4. **Respect Preferences:** Never force physical contact or affection on a reluctant child.

9.7 Electronic Media & Communications

- **Sexually Oriented Conversations:** Mentors are strictly prohibited from engaging in sexually oriented, explicit, or highly personal relationship discussions with a child across all platforms (in person, text, email, social media, or chat rooms).
- **Digital Preservation:** If a youth transmits sexually explicit or inappropriate material to you digitally, **do not delete or distribute the file**. Secure the device and report it immediately to Circle of Friends staff.
- **Clubhouse Technology:** Computers must never be used to browse explicit, pornographic, or unapproved websites.

10. REPORTING ABUSE OR VIOLATIONS

10.1 Mandated Reporter Status

All Circle of Friends mentors and staff are **Mandated Reporters** under Oregon Child Abuse Reporting Law (ORS 419B.005 to 419B.045). You are legally required to report any information or suspicion regarding child abuse, neglect, threatened harm, or exploitation.

10.2 Protocol for Suspected Abuse

- **Report Timeline:** Contact Circle of Friends staff within **24 hours** of developing a suspicion. They will assist you in filing an official report with Child Protective Services (CPS) or law enforcement.
- **Imminent Danger:** If a youth is in immediate danger, call **911** immediately.

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GOLD STANDARDS FOR MANDATED REPORTING

1. LEGAL OBLIGATION	2. PROTECTED CLASS	3. IMMEDIATE ACTION	4. CHILD SAFETY FIRST
 REPORT LAW As a "Circle of Friends" mentor/staff, reporting child abuse, neglect, or exploitation is a legal requirement, not a choice.	 Your role is to protect the most vulnerable in our community. Abuse and exploitation harm their safety and well-being.	 Report any information or strong suspicion immediately to the proper authorities (DHS/Police) and notify Circle of Friends" leadership.	 Prioritize the child's safety and well-being above all else. Your report is crucial for intervention and support.

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- **Do Not Investigate:** Mentors are strictly reporters, **not investigators**. Do not cross-examine, interrogate, or question the child regarding your suspicions.

10.3 Handling Allegations & Violations

- **Immediate Suspension:** Any person accused of a policy violation or harmful act toward a youth will be immediately suspended from all program interactions pending an official law enforcement or CPS investigation.
- **Consequences:** Substantiated policy violations result in immediate termination of employment or permanent removal from volunteering. Failure to report a known violation is itself grounds for immediate dismissal.
- **Support for Victims:** If a child is victimized, Circle of Friends will provide the family with specialized intervention resources, safety guidance, and mental health counseling options.

11. YOUTH ONBOARDING FORMS

(Official physical copies must be executed through the administrative office)

11.1 Authorization for School Access & Release of Information

To ensure effective advocacy and support for your mentee, every parent or legal guardian has signed a binding agreement granting Circle of Friends—and you, as an authorized volunteer—the following permissions:

- **School Site Access & Pick-Ups:** The legal guardian has officially granted permission for Circle of Friends staff and authorized mentors to visit their child on school grounds and to pick them up from school property for program activities.
- **Academic & Behavioral Data Release:** The family has authorized the Sisters School District to release critical student data to our team. As their mentor, this means you will have access to information that helps track their **Academic Success** and **Resiliency** goals, including:
 - Attendance records and report cards
 - Test scores and teacher checklists
 - Behavioral referrals
 - IEP (Individualized Education Program) or 504 plan details
- **Confidentiality & Timeline:** This data is strictly utilized by our staff and independent evaluation team to measure program efficacy and track our core asset development. Families have been assured that their child's identity will remain entirely confidential. This authorization automatically remains active until your mentee's high school graduation, unless the parent rescinds it in writing.

Mentor Note: While you have legal access to this information, it must always be handled with the utmost discretion and used solely to guide your 1-on-1 relationship building.

11.3 Participation Agreement

- **Program Overview:** Circle of Friends connects youth with screened, trained mentors to foster life-enriching experiences, emotional support, and social development. Mentors strive to meet with youth once per week. There is no cost to families for core services.
- **Parental Commitments:**
 - Respond in a timely fashion to phone calls, texts, and documentation requests.
 - Ensure the child is available for scheduled outings and provide notice of cancellations.
 - Ensure the youth remains actively enrolled in school, a diploma track, or a GED program.
- **Risk Acknowledgment:** Parents acknowledge that participation includes standard risks associated with indoor/outdoor recreation and vehicular transportation provided by mentors.

11.3 Parent/Guardian Rules

- I understand the mentor is a volunteer friend, **not a childcare provider**.
- I agree to provide a working telephone number and two emergency contacts.
- If my youth engages in illegal activities targeting program staff or mentors, I understand they may be required to work with a Restorative Justice Counselor, and the mentor retains the option to exit the match.
- I understand that program staff are required by law to report suspected instances of child abuse or neglect to the Department of Human Services (DHS) Child Welfare Division.

11.4 Supplementary Forms Matrix

The onboarding packet must contain signed permissions for:

- Media/Photo Release
- Emergency Medical Authorization
- General Transportation Release
- Sunscreen & Insect Repellent Permission
- Transition to Inactive Match Policy Directives

CIRCLE OF FRIENDS OREGON

MENTOR HANDBOOK



CIRCLE OF FRIENDS IS HONORED,
PRIVILEGED, AND PROUD TO SUPPORT
YOU IN YOUR MENTORING JOURNEY.

Thank you!

GUIDING AND EMPOWERING
YOUTH IN OUR COMMUNITY

www.circleoffriendsoregon.org

12. ACKNOWLEDGMENT OF MENTOR HANDBOOK

Name of Mentor: _____

I hereby acknowledge that I have been made aware of the Circle of Friends Mentor Handbook and that a copy has been provided to me in electronic or paper form.

I understand it is my sole responsibility to read, familiarize myself with, and abide by all policies, safety procedures, and guidelines contained within this document, including any subsequent updates. Questions regarding these materials have been addressed by the Program Director or Executive Director.

Signature of Mentor

Date

Signature of Supervising Staff Member

Date

13. MAKING MIRACLES

Our mentors make miracles happen every day—usually without even knowing it! By showing up consistently, you help children envision completely new possibilities for their lives and give their parents renewed hope for a brighter future. You model positive choices, teach life skills, and open closed doors.

Circle of Friends is honored, privileged, and proud to support you in your mentoring journey.