



**MENTORME**

# Program Guide

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# Program Overview

Mentors are embodiments of knowledge with specialized experiences that can provide strategic guidance and perspective on numerous topics. Dream Rite's **MentorMe** program is a mentoring platform that creates a pair relationship that allows young people to tap into the wealth of knowledge and experience of professionals who have gone ahead of them on the same path they aspire to.



# Purpose & Goals

Through the MentorMe program, Dream Rite creates a people-centric culture that focuses on building meaningful relationships with young people to support their life journey. Young people have loads of questions as they seek to understand their world as it unfolds. They seek an opportunity to refine their crucible of ideas and thoughts into meaningful propositions of value in their environment. A mentoring program like this provides an opportunity for a relationship of value between young people navigating uncharted paths and professionals currently working in their desired career paths.

Mentors are catalysts for young people; their experience helps mentees avoid needless trials and errors and positions them on a productive path to achieve their academic and career goals seamlessly. Mentors in this program possess good academic track records, desirable professional characteristics, and a sense of self-discipline. They are passionate about passing on life-long skills to help younger people reach their goals and gain meaningful experience.



# Focus Areas

## **The ACLS Goal**

Described as the ACLS Goal, the MentorMe program will focus on the following four areas that will drive the activities in the program.

### **Academic**

- Provide guidance on academic-related issues
- Provide pointers to resources to aid in achieving success in college
- Provide a framework for making appropriate decisions throughout the academic journey

### **Career**

- Provide guidance on career-related discussions
- Provide practical perspectives on workplace expectations
- Help participants position themselves for marketplace opportunities

### **Leadership**

- Equip participants with tools for leadership development
- Provide opportunities for building and demonstrating leadership capabilities
- Provide guidance and partnership for continuous self-evaluation of leadership capabilities

### **Social**

- Equip participants with common social etiquette and manners
- Provide guidance on building quality and sustainable relationships
- Provide guidance on social engagement through community service



# About the MentorMe Program

## **Mentors**

The mentor's role and relationship with mentees in the program can be described using three words – Counselor, Consultant, and Cheerleader. Mentors use their wealth of industry knowledge acquired over the years to counsel mentees on the best course of action. They listen, guide, and share their unique experiences where necessary to provide opportunities for mentees to use the mentor's experience as guidance for forming theirs. Everyone needs support systems to thrive in any endeavor, and mentors in this program are signed up to be the best cheerleaders for their assigned mentees.

Although mentors in the MentorMe program are intrinsically motivated and passionate about helping young people. However, the MentorMe program also has a recognition system to appreciate mentors for their contribution towards building future leaders. Furthermore, the time spent by mentors throughout their engagement in the program will be recorded as volunteer hours tenable as proof of community service.

## **Mentees**

Mentees in the program are willing and committed to a professional relationship that will help positively shape their lives. They are proactive in engaging their mentors, asking questions, seeking inputs where necessary, and demonstrating progress in everyday life. They seek to engage their mentors in productive dialogues for shaping their academic and career journeys. They are committed to team-building exercises that will help demonstrate their leadership capabilities.



# SMART Goals

Mentees will work with their mentors to develop SMART goals that will be used as part of the inputs to guide their engagement. These goals represent the mentee's identified focus areas with specific action steps that the mentor can immediately begin to provide guidance on and fine-tune as the relationship progresses.

**SMART** Goals are:

- **Specific:** *describe the goal in simple and understandable terms*
- **Measurable:** *define how the goal accomplishment will be measured*
- **Attainable:** *ensure the goal is achievable and not overly out of reach*
- **Realistic/Relevant:** *ensure the goal is doable; take baby steps*
- **Timely:** *put precise dates and timelines on the goal*

The program will hold a goal-setting session with all participants to help develop the SMART goals.



# Policies & Procedures

## Quarterly Drill

- There will be a quarterly drill (virtual event) that will focus on various leadership empowerment and team-building activities.
- All mentees are required to participate in this drill as part of program engagement.
- The drill will feature various focus areas such as leadership, ideas generation, business, brainstorming, mental development, and more.
- The quarterly drill is an opportunity to host all mentees in a conference to foster valuable interaction and build quality relationships with other mentees.
- The program also provides other mentoring resources to aid in meaningful engagement throughout the program.
- The program administrator will coordinate the date for this drill and communicate with all mentees accordingly.

## Communication

- A custom-built communication portal on dreamrite.org will be used for documenting interactions between both mentors and mentees.
- Both mentors and mentees are provided with a login credential to the communication platform.
- Mentees are prohibited from seeking financial assistance from mentors during the mentoring engagement.
- The relationship between mentees and mentors must not be turned into a money-seeking avenue.
- Any mentee found violating this mandate will be removed from the program.
- Mentors willing to voluntarily provide financial assistance to mentees are to engage and route such funding through the program administration.





# Policies & Procedures

## Phone Calls

- A required outbound phone call from mentors to mentees will occur at a minimum once every month. This phone call could also be substituted with other telecommunication platforms as agreed by both parties.
- Mentees' phone numbers are shared with their respective mentors so the mentors can make the call every month.
- At the mentor's discretion, they may approve inbound calls from the mentee as part of the professional relationship engagement.
- When approved by mentors, mentees are obliged to use the privilege of calling the mentor for urgent and critical matters outside of their monthly cadence.
- All instances of communication with the mentor must be documented on the platform.

## Assigned Book Reading

- Each mentee will be provided a book to read twice a year.
- Book titles will be on various subjects such as leadership, business, youth development, and more.
- The program administration will cover the cost of the book and shipping to mentees.
- Mentees are required to read assigned books within six months and provide a detailed written report.
- At a minimum, the written report exercise must include a detailed book summary AND how the mentees will apply (or are applying) lessons learned from the book.
- This book reading exercise provides an opportunity for leadership development by tapping into authors' expertise and thought processes on the subjects.



# Impact Evaluation

The program encourages ongoing impact evaluation from all parties to determine how well the program structure meets the mentee's needs. Both mentees and mentors can provide independent feedback on the program. The program administration can also conduct a survey to elicit feedback from participants.

The ACLS Goals stated earlier will be a key performance indicator used in the impact evaluation. The survey provided by the program will seek responses on each of the four focus areas in the ACLS goal (Academic, Career, Leadership, & Social).

The mentee's documented SMART Goals will also be key metrics that will be considered. The impact evaluation here will determine how well the mentee has progressed in achieving the stated SMART Goals.

The program will also evaluate the mentee's interactions throughout the engagement as input in the impact evaluation. This includes attendance and participation at the quarterly drill, and ad hoc interactions with the program.



# Enrollment

There will be an open enrollment period for prospective mentees to apply. Applications from prospective mentees will undergo rigorous review before acceptance into the program. Open enrollment into this program will be every year but subject to the availability of mentors. More information will be provided on Dream Rite's websites and social media platforms. If accepted, enrollment will be subject to an annual recertification process to evaluate the participant's performance and progress toward established goals.

The Dreamers College Fund scholarship recipients are automatically enrolled in the MentorMe program.



# Eligibility Criteria

- Applicants ages 15 - 25 only.
- Applicant's educational qualifications may be:
  - High school student
  - High school graduate awaiting college admission
  - College student
  - College graduate
- This criteria must be met at the time of application into the MentorMe program.



# Selection Criteria

The following characteristics will be evaluated when reviewing applicants from prospective mentees to determine the final selection of mentees for the available slots in the MentorMe program every year:

1. Personal drive & Enthusiasm
2. Attention to detail
3. Creativity & Initiative
4. Teamwork
5. Leadership
6. Good interpersonal skill
7. Management & Organizational skills
8. Willingness to learn
9. Ability to handle pressure and meet deadlines
10. Flexibility