



Lynn Classical High School

235 O'Callaghan Way
Lynn, Massachusetts 01905

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Guidance Department

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Alumni Mentoring Program

The Lynn Classical High School Alumni Mentoring Program provides LCHS alumni with the opportunity to mentor current LCHS students. Our alumni offer students advice, insight and information on their chosen profession. An alumni mentor can influence the career development of a student and help them achieve their dreams while fostering a supportive mentoring relationship.

Suggested Guidelines

1. To be a mentor, you must submit a brief autobiography that includes your education after LCHS' and professional work experience. We will archive this information and use it to match mentors with mentees.
2. To be a mentor, you must consent to a Criminal Offender Record Information (CORI) check. The appropriate forms will be sent to you upon request and are free of charge.
3. You will be notified of your mentee's name via e-mail or phone. An initial meeting with your mentee will be scheduled as soon as possible to introduce yourself and to schedule future meetings.
4. Plan meetings with your mentee based on the needs of the student and your schedule. It is the quality of the relationship, not the quantity of time spent that determines its success. Students are encouraged to respect your time and availability.
5. The mentor's role is to give the student a realistic outlook of the future. Appropriate topics for discussion between students and mentors are current issues, school grades, career goals, career tracks, time management and the mentor's approaches to an ethical and professional dilemma.
6. Conversations between students and mentors are confidential unless a situation arises that requires a resolution with the support of the Guidance Office.

Mentoring Tips

Ask yourself this: Aside from general counseling, what specific things can I bring to the mentee that are not likely to be from other sources? There are many answers.

Qualities

1. A mentor should be an **educator**. Mentors talk about their own life experiences and careers.
2. A mentor is a **guide**, helping their mentee find their own direction, without doing all the work for them.
3. Mentors should be a good **listener** and able to give their mentee their full attention.
4. Mentors are **practical** and **accessible**. They give insight, assist in goal setting and are available as resources.
5. A mentor should be **positive** and **supportive**. Continue to encourage your mentee that they too will find success.
6. A mentor should be a **role model** and lead by example.

Tips

1. **Foundation and trust**. Develop the relationship and define what type of mentoring both parties are willing to commit to.
2. **Goal-setting**. Guide your mentee to set up goals of what they hope to accomplish through both the mentoring relationship and their future career.
3. **Be prepared**. Gather and prepare material and information ahead of time.
4. **Feedback**. Provide and ask for feedback about how the mentor-mentee relationship is progressing.
5. **Have fun and be creative**.

If you would like to be an alumni mentor, please contact the Guidance Office at the phone number above.

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Alumni Mentoring Application

In order to get you started we need you to complete the following:

- 1) Fill out the application form below.
- 2) Attach a copy of your resume.
- 3) Mail, email, or fax completed application and your resume to the address above.

PERSONAL INFORMATION

Name: _____

Area of Specialization: _____

Company: _____

Position: _____

Company Address: _____ Postal Code: _____

Home Address (optional): _____ Postal Code: _____

Telephone: (C) _____ (H) _____

Email: _____

EDUCATION:

Degree (s): _____

Other: (Training, certificates, etc.) _____

Professional Affiliations: _____

VOLUNTEER EXPERIENCE:

Have you been a volunteer before? Please describe.

INTERESTS / BACKGROUND:

1) List any special skills, hobbies or interests you have: _____

2) Languages spoken: _____

3) Cross-cultural experience (lived/worked in another language and/or culture other than the one you grew up with) _____

4) Is there a particular student group you wish to mentor? **HIGH RISK, HIGH ACHIEVING, SPECIAL NEEDS, FIRST GENERATION, IMMIGRANT, OTHER:** _____

Confidentiality Agreement:

All mentee and mentor information, conversations and personal information shared during the mentorship are strictly confidential and may not be shared with anyone without proper consent.

Signature: _____

Date: _____