**Belmopan Active Youths**

Civic Center

Market Square

City Of Belmopan

Cayo District, Belize

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April 10, 2018

Dear Mentor,

Welcome to Belmopan Active Youths **Mentorship Program**. “The life you impact can change your own.” Our team is grateful to have you on board with us as we continuously strive to positively influence the youths of our community, through educating, empowering and engaging them in meaning full activities programs such as these. In order to ensure that are youths remain focus and driven to achieve their dreams and goals, we have come to the realization that suitable guidance and time invested is necessary.

The Belmopan Active Youths applauds your interest and after reviewing, believe you have all the necessary qualities needed to impact our youths positively. This will be a collaborative effort with all parties involved. We believe you are in agreement with the criteria and rules & regulations that was presented to you initially, and has no objections.

BAY now welcome you into our Family, where our goal is to set to produce national precedence, extending to and motivating other municipalities nationally, to join in or create similar programs in their communities.

Please find attached the Mentorship Agreement Form. Again BAY would like to say thank you!

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anna Banner-Guy

President

Belmopan Active Youths

**Mentoring Agreement Form**

**(Belmopan Active Youths Mentorship Program)**

The agreement between the mentor and the Facilitating Organization in relation to the Facilitating Organization’s Mentorship Program to which the Mentor has voluntarily agreed to serve as a mentor to an appointed mentee.

In the terms and conditions, the following words have the following meanings:

“Committee” – Group of persons running the program

“Facilitating Organization”- Belmopan Active youths

“Mentor”- The person with professional or personal experience who and guides a younger or less-experienced person.

“Mentee”- The person who is advised, trained, or guided by a mentor.

Duration: One year

IN THIS AGREEMENT the Mentor hereby agrees to:

1. Keep the mentee positively engaged during their sessions.
2. Report any incidents or accidents IMMEDIATELY to parents, committee chair, or relevant authority.
3. Make responsible decisions that will keep mentees safe and with minimum risk of any harm, while mentoring them.
4. Record on form provided by committee, results of each meeting with mentee and submit such forms as part of the reporting process.
5. Request PERMISSION by parent or legal guardian to move with mentor outside city limits and notify parent at all time the whereabouts of the mentee when in mentors care.
6. Ask for PERMISSION to be granted by parent or legal guardian for any activity involving risk, such as swimming, cycling, cave tubing, etc.

Mentor undertakes to:

1. Read, learn and follow programs purpose and guidelines
2. Become familiar with BAY Standing Operating Procedures (SOP)
3. Maintain the highest level of mentor/mentee confidentiality
4. Report to committee each meeting
5. Attend trainings and meetings set by the committee
6. Disclose necessary information to Committee for the purpose of matching mentors/mentee
7. Be willing to volunteer their time for the program (minimum five (5) hours per week
8. Must be willing to be subjected to screening or submit background check on criminal records, professional records, employment history etc. Other checks that the committee deem fit, may be required from time to time.

LIMITATIONS:

1. Mentor is not allowed to mentor youths on behalf of the program, outside of those youths registered in the program that is assigned to mentor.
2. Mentors may identify other youths they wish to mentor and have them registered in the program
3. Mentoring youths from group homes will be done only after the committee obtains permission from any such homes. This information will be passed to relevant mentor.
4. Mentors are to contact and get committee chair permission to conduct any other activity outside the norm with Mentee, as these should be recorded

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed and AGREED to all Terms and Conditions indicated above.

This agreement explains the term and conditions that now governs. In this agreement the word “you “and “your” refers to all mentors who have signed up to BAYs mentorship Program. The word “we” and “Us” means Belmopan Active Youths (BAY).

1. We reserve the right to cancel your participation in our program at any time.
2. We may investigate and verify your history
3. Law officials will be contacted buy us if mentee, Parent, committee member, BOD, teacher, community member reports ANY suspicious behavior.

I have agreed to enter into AGREEMENT with the Belmopan Active Youths and to be severely liable to BAY under this Agreement, which I have read and understood.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_