**Belmopan Active Youths**

Civic Center

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**BAY MENTORSHIP PROGRAM**

The Belmopan Active youths is a community based organization that strives on volunteerism. Established in April 2012, with a current membership of over 800 youths BAY is the country’s largest youth organization. During our existence we have engaged hundreds of youths in meaningful activities. These activities include training workshops, entrepreneurship trainings, skills training, apprenticeship program, sports, education, arts, music and others. Once again, with much needed community input, youth involvement and youth led approach; BAY is now embarking on what it considers to be a very essential program. That is ***BAY mentorship Program***.

This program now referred to as “BAY MENTORSHIP PROGRAM” will follow along the overall mission and vision of the organization BAY.

**BAY Mission**

BAY is a community-oriented youth group aimed to engage, educate, and empower young people of Belmopan to produce greatness. We will achieve this by providing meaningful and positive activities such as mentorship, training workshops and afterschool programs.

**BAY Vision**

BAY envisions Belmopan as an economically-robust, youth friendly society that strives on strong family and values, discipline, civic pride, and community involvement.

**BAY MENTORSHIP PROGRAM will provide meaningful guidance to younger people through a teaching process. Trained mentors committed to the program’s success will transfer knowledge, act as role models, and build positive relationships with younger persons leading them in becoming successful citizens in society.**

***Effective mentoring is building of relationships. It is your personal involvement in helping mentees develop and become all they can be.***

**PROGRAM GOALS and OBJECTIVES**

BAY Mentorship program is expected to set national precedence, extending to and motivating other municipalities nationally, to join in or create similar programs in their communities.

BAY Mentorship program is to provide mentorship to youths without any form of discrimination, reaching out to its already diverse membership and beyond.

BAY Mentorship program will make special emphasis to reach out to and engage at risk, unattached youths and youths from single parent families.

BAY Mentorship program will make effort to include and involve parents of mentees participating in the program as much as possible.

BAY Mentorship program will provide mentorship training for mentors and mentees.

BAY Mentorship is to hold monthly or bi-monthly meets with Committee members, mentors and mentees, to stimulate team building, engage in group activity, sharing of experiences.

BAY Mentorship program will provide mentors with updating forms to be completed for monitoring, evaluating and reporting of the program’s success.

BAY Mentorship program is to provide professional counselling to mentor and mentee where needed, in order to strengthen their interactions, making their mentorship time more meaningful and productive.

BAY Mentorship program will produce mentors from the mentees, after having graduated from the said program.

BAY Mentorship program participants will wear uniform when attending events initiated, invited or representing the program.

**CRITERIA FOR PARTICIPANTS**

BAY Mentorship program is expected to meet and carry out its responsibilities with high standards. In order to do this, each participant MUST

1. Read, learn and follow programs purpose and guidelines
2. Meet all requirements set by the committee (Management Board) and become familiar with BAY Sanding Operating Procedures (SOP)
3. Maintain the highest level of mentor/mentee confidentiality
4. Report to committee each meeting
5. Attend trainings set by the committee
6. Attend monthly meetings/group sessions
7. Disclose necessary information to Committee for the purpose of matching mentors/mentee
8. Be willing to volunteer their time for the program (minimum five (5) hours per week)
9. Mentors 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.
10. Mentors are required to give of their time and where possible passing on their skills only to mentees.
11. Mentors are to contact and get committee chair permission to conduct any other activity outside the norm with Mentee, as these should be recorded.
12. Mentors should be over the age of 21 years or otherwise if decided by the committee.
13. Mentees should be between the ages of 12 and 17 years or otherwise if decided by the committee.

**SELECTION of PARTICIPANTS**

**Participants will be recruited from BAY data base, from schools and educational institutions and/or recommendation from community.**

**ACTIVITY FOR SESSIONS**

*Mentorship is fun and very rewarding. It gives mentors the opportunity to give into the lives of another person. In some instances mentors get a first or second chance at parenting. The best way to get to know mentees is to find out something they are interested in and discover ways to enhance that interest.*

Sessions activities will on a case by case basis

Each Mentor/Mentee will have separate activities as well as monthly or bi-monthly group activities

Activities will be formulated by mentors with input from Mentee and MUST fit in under approved activity below

**Suggested approved activity may include**

* Sports
* Homework
* Field trips
* Skills training
* Recreation
* Educational
* Arts
* Agriculture
* Visit Mentee home
* Visit Mentee school
* Other Activities could include
* Martial arts
* Car maintenance
* Rock climbing
* Woodworking
* Cake decorating
* Sports workshops
* Gardening/Landscaping
* Computer operation
* graphics
* dancing
* Photography
* video production
* Animal care
* Beauty and make-up
* Sewing
* Horseback riding

**During mentorship in some cases, you may discover deeper situations**

* Some examples of Difficult Situations for Youth mentorship are:
* student-teacher meetings
* court appearances
* parent-child misunderstandings
* coach-player disputes
* employer-employee conflicts
* returning a purchase to a store for a refund

**RULES FOR MENTORSHIP SESSIONS**

1. Mentors are required to keep mentee positively engaged during their sessions.
2. Any incidents or accidents MUST BE IMMEDIATELY reported to parents, committee chair, or relevant authority.
3. Mentors are required to make responsible decisions that will keep mentees safe and with minimum risk of any harm, while mentoring them.
4. Mentors are required to record on form provided by committee, results of each meeting with mentee and submit such forms as part of the reporting process.
5. Permission MUST be granted by parent or legal guardian to move with mentor outside city limits.
6. Permission MUST be granted by parent or legal guardian for any activity involving risk, such as swimming, cycling, cave tubing, etc
7. 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.
8. Mentors are not allowed to mentor youths on behalf of the program, outside of those youths registered in the program.
9. Mentors may identify other youths they wish to mentor and have them registered in the program
10. Mentee should maintain a journal to record and reflect on discussions and activities with the mentor.

Remember a **mentor** is a person with professional or personal experience who counsels and guides a younger or less-experienced person. The mentor-mentee relationship can be an informal personal or career connection, or part of a formal mentoring program administered by a company, school program, or community group.

A **mentee** a person who is advised, trained, or counseled by a mentor.

**RECRUITMENT**

The recruitment of Mentors was discussed by the committee members present. The following were suggested:

* Forms be given to mentors with detail information on each applicant. The forms will detail education background, hubbies, places frequented, drinking and drug habits, employment status, employers information, short essay as to why applicant want to access the program, areas of skills, spiritual practices and other personal information.
* Security and background checks will be done through public records, including criminal records as well as personal investigation, through neighbors, friends and associates of the applicant, including past and present employer. The use of social media and internet will enhance the background check.
* References will be provided by applicant

**Disqualification**

Things that would disqualify an applicant from becoming or losing mentoring status was discussed. Failure to submit reports can disqualify a mentor. A list of rules will be issued and discussed at training and mentors are expected to abide by such guidelines. Failure to comply or willingly or recklessly violating the organization policies as it relates to the Mentoring Program can disqualify a mentor. The issue of confidentiality was discuss, and although mentors have an obligation to report any imminent harmful situation the mentee may be exposed to the relevant authorities, it is likewise very crucial that the mentee experience a trustworthy relationship with the mentor. Therefore, confidentiality is key and is highly encourage.

**Reports**

The group decided that reports should be forth coming on a monthly basis by mentor. These reports will be checked by committee members, who will make necessary recommendations for advancement of the program.