Kansas PRIDE Mentor Program Handbook

A Guide to Civic Engagement: Learning and Leading by Serving

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Kansas PRIDE Mentorship Program Handbook

The PRIDE Mentorship Program is an opportunity for young adults to be involved in the community planning process, in need identification and in the decision making process. It is a chance for them to step away from their usual role as a volunteer work force, into a leadership position. This is also an opportunity for the PRIDE committees to connect with young adults and youth in the community.

Our hope is to give committees the tools to personalize their mentorship programs to accommodate youth, community, and committee needs.

WHY is this important for students and young adults?
- Helps build communication and team-building skills, particularly while working with authority figures and among multiple generational age groups.
- Can open minds to ever-changing trends, such as societal, demographic and environmental trends.
- Students and young adults will understand what it means to be held accountable.
- Will give students the opportunity to learn how to take ownership of projects, provide vision, manage peers, participate in meetings, and overcome obstacles.

WHY is this important for PRIDE Communities?
- Allows for connections between the committee, community, high school students and new community members, particularly young families, or young college graduates.
- Young adults can serve as resources to committee as:
  - Liaisons between committee and other students/young adults and school administrations
  - Technological handy-men and ladies
  - General sources of input on project
- Inclusion of young adults can make a lasting impression on a community.
  - Can influence the return of college graduates
  - Can influence the desire of other young people to take part in activities and projects
  - Can instill confidence and trust between generations by having them work together
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These guidelines are in place to allow you to build your own personalized program. Each community is unique, and each has a variety of opportunities to share with young adults.

- The main focus is youth ages 15-25. Your community may choose to build your program based on the age(s) you wish to work with.
- The suggested time frame is six to eight weeks. Depending on your community’s program or project, the time may be altered to meet requirements.
  - Mentors and mentees are encouraged to meet once a week to do an activity, review goals, and plan the Capstone project.
- This program will help you prepare young adults to participate in their community, and eventually take on the roles of those who came before them.

1. Identify your needs or wants concerning youth involvement.
   a. Can you increase youth involvement by implementing this plan?
   b. Can you increase community involvement this way?
   c. Use the Mentor Survey to determine past, current and future opportunities.
2. Identify those who wish to be mentors.
   a. Can they dedicate the required time?
   b. Do they have the qualities of, and to desire to be, a mentor?
3. Seek out your mentees. Utilize a PRIDE activity to socialize with young adults and their families, or work with local school districts.
   a. Do they have the qualities of, and the desire to be, a mentee?
   b. Be creative, be active, and be excited!
4. By taking on a mentee, the committee is agreeing to assist a youth in developing:
   a. Sound decision-making skills
   b. An understanding of civic leadership, and concern for the community, but also having an eye for the future through projects that have the potential for long-term sustainability.
      i. Identify, analyze, collaborate, and solve societal needs and issues
   c. Healthy interpersonal relationships between people of all ages.
   d. An inquiring mind. Encourage youth to ask questions.
Community and Committee

1. Invite the mentee(s) to a meeting, or hold a meeting to introduce the individual to the group.
   a. Make a point to make the initial connection.
   b. Overview of your PRIDE Committee and your role in the community

2. Pair one or two students with at least one committee member.
   a. Set goals for your time together. It’s important to understand what you are working towards and what you hope to accomplish.
   b. Although the pairing has been done, the rest of the committee is to hold the mentor and mentee(s) accountable, and vice versa.

3. Create Networking Opportunities: Determine what educational opportunities your community has to offer.
   a. Identify how the relationship between community members, PRIDE and these entities strengthens bonds and encourages community involvement and development.
   b. Visit with your Business Association, local governing agencies, or departments within the county court house, for example.

4. Create Leadership Opportunities: Give them a Voice and a Choice, but make sure you have previously set goals for what kind of decisions you want them to be involved in.
   a. This includes ALL decisions, youth-related and otherwise.

5. Assist the youth in developing a Capstone Project. This may be a reoccurring project in your community, or it may be an idea the youth have developed.
   a. The project must be completed by the end of the program.

6. Connect projects to the larger issues:
   a. How does your work serve the mission of your program?
   b. How do the projects you work on serve the community, and how will the capstone project benefit you, the community, and the PRIDE committee?
   c. How are your projects associated with current events, policies, and/or social issues?

7. Keep a Record
   a. Listed below is a checklist of items to keep throughout your time with the student(s). Use a folder to keep track of progress.

8. Celebrate!
   a. Hard work should be rewarded, whether you have a community celebration or a private PRIDE committee party. Help your student see the value of their work, the value of the group’s work, and the impact it has on the community.

Kansas PRIDE, 2014
“For The Record!”

A Checklist of Take-Homes

Copies of these items should be sent to Kansas PRIDE. We would love to share your success with others!

☐ PRIDE Meeting Minutes

☐ Personal notes taken during meetings, focus groups, etc.

☐ Planning Notes: Brainstorming sessions, focus groups, etc.

☐ Copies of fliers, if applicable

☐ Copies of photographs, if applicable

☐ Copies of Accomplishment Certificate, if applicable

☐ Copies of release forms –attached
**Program Focus & Evaluation**

1. Programs may be focused on a PRIDE event. In this case, it is recommended that the student begin the program so as to be included in a majority of planning and executing.
   a. May include holiday events, community celebrations, heritage celebrations, community newsletters, Yard of the Month Judging, parade judging, etc.

2. Projects may be any size, and may be specific to your committee and/or community.

3. It is recommended that the mentor(s) and mentee(s) meet at least once a week to maintain a connection, to work on the mentee(s) designated tasks, or to visit with authority figures in the community.

4. The mentee(s) and mentor(s) will complete an evaluation and a portion of a quarterly report together. They will evaluate themselves, each other and their experience with the PRIDE committee.

5. The program is a work in progress! Your questions, concerns, and suggestions are what will ultimately make this program work for YOU!

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*Kansas PRIDE is here to help you along your journey of creating a commitment to civic and social responsibilities within the youth of your community. This handbook is for your reference. If questions arise, please feel free to contact the Kansas PRIDE office.*

Kansas PRIDE  
101 Umberger Hall  
Manhattan, KS, 66506.  
Phone: (785) 532-5840  
PRIDE@ksu.edu

A participation form has been provided below. Feel free to make copies for your participants.

Committees are encouraged to keep a copy for their records, and send copies to the PRIDE office upon completion.
Kansas PRIDE Mentor Program

Note: This form must be completed by the participant and/or parent or guardian in order to participate in the mentor program. All items must be completed, even if the response is not applicable. Failure to complete this form in its entirety will result in the person being ineligible to participate.

Name: ___________________________ ___________________________
   Last       First

PRIDE Community: ______________________________ County/District: ______________________________

Email: ______________________________ Address: ____________________________________________

Zip: ______

Birth Date: ___________________________ Home Phone: ______________________________

MM/DD/YY

Emergency Contact #1: _________________ ______
   Phone: ____________________________________________________________________________

Emergency Contact #2: _________________ ______
   Phone: ____________________________________________________________________________

Doctor’s Phone: ______________________________________________________________________

Voluntary Health History

Please list any concerns that may arise related to the individual’s physical, mental, emotional, and/or social health that we may help them participate in the program.

Attach extra sheets of paper if necessary.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

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Publicity Release

I authorize K-State Research and Extension and the Kansas PRIDE Program or their assignees to record and photograph my image and/or voice (of that of my child, if under age 18) for use in research, educational and promotional programs. I also recognize that these audio, video and image recordings are the property of K-State Research and Extension and the Kansas PRIDE Program.

☐ No, I do not authorize use of my--or my child’s--individual image or voice.

Kansas PRIDE, 2014
**Evaluation Release**

- I hereby establish my willingness to participate as an adult and/or give my permission for my child (under 18 years of age) to complete evaluations that will be used to determine program effectiveness or to promote the program.
- I understand that participation in program evaluations is voluntary and that I and/or my child may choose not to participate and may withdraw from evaluations without impact on my and/or my child’s eligibility to participate in the mentor program.
- I understand that I and/or my child may be asked for consent before completing an evaluation.

☐ No, I am not willing to participate—or give my permission for my child to participate—in any program evaluations.

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**Kansas PRIDE Mentor Program Code of Conduct**

As a participant in the Kansas PRIDE Mentor Program, you have the responsibility of representing Kansas PRIDE and your PRIDE community to the public. You are expected to conduct yourself in a manner that will bring honor to you, your family, and to your PRIDE community. To do that, you must:

1) Conduct yourself in a manner that is trustworthy, respectful, responsible, fair, caring and in good citizenship.
2) Be responsible for your actions by following the rules and being accountable. This includes being in assigned program locations/sessions, abiding by deadlines, times and other arrangements made with your mentor. If you are unable to participate or need assistance, notify those in charge.
3) Treat yourself, other people, and property with respect, using good manners, dressing appropriately and by not using profanity. You will be personally responsible for any damage caused by your behavior.
4) Know that the use of tobacco, alcohol, and non-prescribed drugs by youth is illegal.
5) Demonstrate your abilities as a leader, but respect the decisions of your superiors during the program.
6) Be a good citizen by participating fully, and helping those around you have positive experiences.
7) Use technology and social media in appropriate ways for the good of Kansas PRIDE, your PRIDE community, your mentor, and yourself.

Participant Signature ___________________________ Date _______________________
Verification

I, ______________________ (parent/guardian or adult participant) have read, understand, and agree to the Kansas PRIDE Mentor Program Code of Conduct, Publicity Release and Evaluation Release.

I hereby release Kansas State University, K-State Research and Extension, Kansas PRIDE, and the host PRIDE community from all claims, demands, and causes of action of any kind (up to and including death), including claims of negligence, that may arise from participation of me or my minor child in a Kansas PRIDE sponsored activity, and this release specifically granted in consideration of the services, programs and activities.

Parent/Guardian or Adult Participate Signature _________________________________

Date ________________

Please mail, email, or fax completed forms to:
Kansas PRIDE
101 Umberger Hall
Manhattan, KS, 66506.
Fax: (785) 532-6175
PRIDE@ksu.edu

Committees are encouraged to keep a copy for their records.
Publicity/Photo Release

Form must be used for each individual photographed or recorded who is not employed by Kansas State University Agricultural Experiment Station and Cooperative Extension Service or College of Agriculture.

Participant Name (please print)  Age (If under 18)  Street Address

City  State  Phone

K-State/KSRE Photographer (please print)  Phone

I authorize Kansas State University and/or K-State Research and Extension or its assignees to photograph and record my image and/or voice (or that of my child under age 18) for use in current or future research, educational and promotional programs, and printed or electronic publications. I also recognize that these audio, video and image recordings are the property of Kansas State University and K-State Research and Extension. I have read and understand the K-State Research and Extension Publicity/Photo Release.

Participant or Parent/Guardian Signature  Date

Facilitating K-State Research and Extension Staff Member  Date
Frequently Asked Questions (FAQ)

Q: Are we restricted to the suggested 6-8 week time frame?
A: No, you may go as long, or as short, and you please, depending on schedules for school, work, meeting times, and project extent (Page 2).

Q: Do we have to pick the project for the student(s)?
A: If you wish to, you may. It is recommended that you discuss possible options with the student(s), such as building on, or enhancing, a reoccurring community project or event, or developing a new project or event. (Page 3, #5)

Q: How can we keep students involved after their time with us is complete?
A: Hold a celebration after the completion of a project, or honor their work in a way of your choosing. Encourage them to invite their friends and family. Students and young adults enjoy having their work recognized. Allow them to see the value of their involvement. Formally invite them to continue with the committee if your committee would like to do so.

Do you have questions? Email them to Billie at billiejc@ksu.edu.
Evaluation

On a separate sheet of paper, answer the following questions.

1) Who was your mentor(s)?

2) Please explain your experience with your PRIDE committee. Outline your activities.

3) Explain your Capstone Project. Also include:
   a. Community Capital type—Why does it fit the certain capital?
   b. Why/How your chose your project

4) What skills/knowledge have you gained as a result of this program?

5) What was the most satisfying part of your program? Why?

6) What was the most frustrating part of your program? Why?

7) Would you recommend this program to your peers? Why or why not?