



The Listen to Children Mentoring Program

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Rules and Regulations for Mentors in Listen to Children 2018-2019

1. Mentors cannot participate in the program at all without a current and active badge.
2. Mentors must have the ID badge visibly displayed at all times while on school property.
3. Mentors must sign in and out at school every time they are at the school.
4. Mentors must contact the Program Director with the full name(s) of student(s) after their first visit with student(s).
5. Mentors must fill out assigned paperwork and turn in paperwork when it is due. This paperwork includes the Attendance Log Sheet/Calendar, the Student First Survey, the Student Final Survey, the Student Early Termination Form (if needed), the Student Satisfaction Survey, Monthly Progress Reports and the LTC Mentor Year End Program Evaluation.
6. Mentors must return the badge in person or by mail to the Mental Health Association of Palm Beach County at the end of every school year regardless of their commitment to return to mentoring the following year.
7. Mentors must not take any audio, video, or photography of any students for any reason.
8. Mentors cannot communicate with students on social media.
9. Mentors cannot contact any parents or guardians of students in the program.
10. Mentors must not bring or buy food or gifts for the students or accept food or gifts from the students.
11. Mentors can only meet with one student per session (no groups).
12. Mentors must not meet with children in rooms with closed doors.
13. Mentors must not attempt to take student off campus.
14. Mentors must not engage in any inappropriate contact with the student they are seeing. If you are uncertain, please contact us.
15. Mentors must contact the Program Director if there is any change in status with student (for example, if student refuses to come to sessions or the student changes schools, etc.).
16. Mentors must return the badge to the MHAPBC within one month of being terminated or withdrawing voluntarily from the program.

Mentor Signature

Date