

The Guided Mentoring team is so excited that you're interested in bringing our program to your school. To launch Guided Mentoring at your school, here's a breakdown of some initial action steps we ask you to take and an overview of action items our team will be completing along the way, too.

**Initial steps we need you to take to determine how Guided Mentoring will fit at your school:**

- ❑ Set up meetings about Guided Mentoring with other stakeholders (*youth & adult*) at your school to identify how our program is a strong fit.  
(Please note, we are happy to conduct a program presentation with stakeholders.)
- ❑ Recruit High School Advisor(s) and review the [High School Advisor Commitment](#) with them to ensure an understanding of the role & responsibilities.
- ❑ Determine how this fits into the school schedule:
  - ❑ Schedule: Approximately 3 hours a week for direct programming.
    - ❑ This can be three 1 hour blocks, two 1.5 hour blocks, or something else that works for your school, but should be at least 45, and preferably 60, minutes each block. (There are other possibilities too, like an afterschool program.)
  - ❑ Location: Where team meetings will take place, both for mentor's training & curriculum (a typical classroom setup), and the mentoring with elementary mentees.
- ❑ Co-sign a memorandum of understanding together with DREAM.
- ❑ Generate interest and excitement of potential high school mentors, which includes:
  - ❑ Sharing the Guided Mentoring webpage and pertinent resources & materials, such as:
    - ❑ [Greater Overview of Year 1 Commitment for High School Mentors](#)
  - ❑ Working with Guided Mentoring staff to schedule an information session for interested students.

**Here is what our program staff will do to prepare to launch Guided Mentoring :**

- ❑ Continue to brainstorm with you to figure out the best way for Guided Mentoring to work at your school and work on navigating logistical challenges (including connecting and partnering with your elementary school).
- ❑ Share program materials and resources, including curriculum and program policies, with relevant school staff.
- ❑ Draft a memorandum of understanding between DREAM's Guided Mentoring and your school.
- ❑ Conduct an information session with interested youth mentors.
- ❑ Determine which of our [program's transferable skills](#) match up with your school's transferable skills and/or graduation requirements, if applicable.
- ❑ Begin to onboard designated High School Advisor(s), including getting them setup in our administration system for the distribution of the \$4,000 yearly stipend.
- ❑ Provide enrollment information to interested students and their caregivers.
- ❑ Begin to become familiar with your school's policies, procedures, and emergency protocols.