



## MENTOR/VOLUNTEER APPLICATION PACKET CHECKLIST

**Included in this Packet** (electronic version can be found on our website)

- **DOCUMENTS FOR YOU TO KEEP**

- Packet Checklist
- FORGE Mission/Values & Mentor Job Description
- FORGE Volunteer Positions & Job Descriptions

- **DOCUMENTS TO RETURN TO FORGE**

- Mentor Application (**to submit, see how to do so below**), which includes
  - Personal and Contact Information
  - Mentor Life & Interest Survey
  - FORGE Statement of Faith, and Consent of Publications
  - Background Information Form
- Copy of Driver's License** (EXPIRATION DATE: \_\_\_\_\_)
- Copy of Proof of Auto Insurance** (EXPIRATION DATE: \_\_\_\_\_)

- **REFERENCE FORMS & ENVELOPES TO SEND OUT** (please give these pages to your references to fill out and an envelope if they need to mail it back to FORGE)

- Four (4) Reference Pages: **Pastor/Church Leader, Spouse, Friend, and Employer**
  - **Mentors** require **4 References**
  - Other **Volunteers** require **2 References** (from pastor/church leader and friend)

## MENTOR SCREENING AND MATCHING PROCESS



## 3 WAYS TO SUBMIT YOUR APPLICATION TO FORGE

<b>Forms Mailed to:</b> FORGE Youth Mentoring PO Box 1422 Richland, WA 99354	<b>Saved and Scanned to:</b> <a href="mailto:info@forgeyouthmentoring.org">info@forgeyouthmentoring.org</a>	<b>Scan with Phone App and Text to</b> <b>509-374-7657 OR</b> <b>Email to <a href="mailto:info@forgeyouthmentoring.org">info@forgeyouthmentoring.org</a></b>
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If you have any questions, please call the FORGE Office at 509 374-7657



## MISSION

*Connecting generations to restore hope in our communities and help young people find their God-given potential.*

## VALUES

- Christ-Centered: Following the Savior and modeling the Word of God in all we do.
- Church-Driven: Partnering to mobilize and equip believers for mutual growth and keep match cost minimal.
- Community Building: teaming churches and mentors with kids in their neighborhoods for greater impact.
- Love & Grace: Everyone is imperfect – empathy inspires mentors and mentees to join and experience joy.
- Growth & Transformation: Through equipping mentors, kids and adults will experience lasting positive change.
- Safety & Transparency: Serving all participants and partners with clear guidelines and communication.

## MENTOR JOB DESCRIPTION

*FORGE accomplishes our mission as we assist mentors in building trusting relationships with a young person, helping their kids develop and reach positive personal, spiritual, academic, and career goals.*

- Must be a minimum of 19 years of age.
- Have a personal relationship with Jesus Christ and be affiliated with a church.
- Fulfill Application process (*application, references, background check*).
- Participate in a *FORGE Information Meeting* and *Attend Mentor EQUIP Training Course*.
- Have access to an automobile, auto insurance and a good driving record.
- Meet with your mentee once a week for a minimum of one hour, and commit to this friendship for a minimum of one year.
- Communicate regularly with a match support coach reporting in on mentor match health and activities.
- Serve as a positive role model and adult friend.
- Build the relationship by planning and participating in activities together (fun, life skills, new experiences).
- Be a willing listener, encouraging and supportive, patient and flexible, and tolerant and respectful of individual differences. Build self-esteem and motivation. Help mentee set goals and work toward accomplishing them.
- Be dependable and consistent in meeting the time commitments.
- Willingness to adhere to Forge program standards, processes, and procedures.

## MENTOR OBJECTIVES

*The keys to a successful and empowering mentor match is found in a few key principals:*

- Be Genuine & Share Your Life
- Be Accepting & Empathetic
- Be a Good Listener
- Be Consistent & Faithful
- See Potential and Help Youth Pursue it
- Have Fun!

## MENTOR DISQUALIFICATIONS

- Have been cited for driving under the Influence (DUI) in the last 2 years.
- Have been involved in a crime against a vulnerable person (child, disabled adult).
- Cannot complete their mentoring commitment (matches ending prematurely actually harm the mentee).



## VOLUNTEER POSITIONS & DESCRIPTIONS

### CHURCH LIAISON

*Keep your church connected to Forge and help promote our ministry to leaders and the congregation.*

Skills include: *Empathy, consistency, listening, discernment, interpersonal skills*

Commitment: Approximately 3-6 hrs. per month

Answers to: Chapter Director

- Promote Forge to leadership, congregation, and one-to-one
- Keep church leadership informed of FORGE progress and needs
- Recruit mentors and help Forge staff in supporting your church's screener(s) and match support coach(es)

### AMBASSADOR

*Effectively Screen mentors and mentees, determine if qualified, and assist in making quality mentor matches.*

Skills include: *Personable, Organized, Discerning*

Commitment: Approximately 3-5 hrs. per month

Answers to: Chapter Director

- Examine mentor applications and youth intake forms to determine qualification
- Interview potential program participants
- Check references
- Assist in making quality matches by partnering adult and young person most effectively
- Pray for health and success of mentor matches

### MATCH SUPPORT COACH

*Supervise matches to ensure health and growth through regular contact of mentors, mentees, and parent / guardian.*

Skills include: *Empathy, Consistency, Listening, Discernment, Interpersonal Skills*

Commitment: Approximately 3-6 hrs. per month

Answers to: Chapter Director

- Contact mentor, mentee, parent/guardian monthly (*2 times month for first 3 months, 1 time a month after*)
- Encourage mentor and offer insights/tools
- Problem solve and crisis intervention
- Gather comments from calls for promotional & educational use
- Pray for the mentor matches



## MENTOR/VOLUNTEER APPLICATION

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

### Personal and Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_

Name and ages of children: \_\_\_\_\_

Primary Phone: \_\_\_\_\_  Home  Mobile  Work

Alt Phone: \_\_\_\_\_  Home  Mobile  Work

Email(s): \_\_\_\_\_

Do you plan to live locally for at least one year? \_\_\_\_\_

Name of Church you Attend: \_\_\_\_\_

Church Activities Involved in Currently or in the Past: \_\_\_\_\_

\_\_\_\_\_

Describe your Faith Journey: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I'm interested in becoming a:  Mentor  Screener  Support Coach  Church Liaison  Trainer  Other \_\_\_\_\_

Why do you wish to become a mentor/volunteer? Are there skills/experiences/interests you hope to use in your role?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any restrictions affecting your availability to meet with your mentee (*i.e., car, license, schedule, health/physical challenges*) or carry out volunteer roles?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment Information

Current Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Length of employment: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Industry/Type of Business: \_\_\_\_\_

Would you be willing to be a liaison between FYM and your company in helping us building a partnership?

Yes  No

**How did you hear about FORGE Youth Mentoring?** *(check all that apply)*

Website  Facebook  Church  Flyer  Presentation (*location*) \_\_\_\_\_

Referral (*name of referral*): \_\_\_\_\_

Other (*please specify*): \_\_\_\_\_

**References** Separate forms are included ***to give to your references to fill out.***

➤ **Mentors** require **4 References**

➤ Other **Volunteers** require **2 References** (*from pastor/church leader and friend*)

### **Relative or Spouse**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Employer** (*if retired, have a friend or past employer complete*)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Church** (*i.e., pastor, small group leader, teacher*)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Friend**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Additional Comments, Questions, Notes, etc.**

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# Mentor Life and Interest Survey

**Please Complete the Following Information** *(This survey is used to match you with a student(s) in our program.)*

Do you speak any language other than English? If so, which language(s)? \_\_\_\_\_

Why did you choose your current occupation? \_\_\_\_\_

## List Your Favorites:

Food: \_\_\_\_\_

Music: \_\_\_\_\_

Movies: \_\_\_\_\_

Books: \_\_\_\_\_

Hobbies: \_\_\_\_\_

School Subjects: \_\_\_\_\_

Arts/Music you Participate in: \_\_\_\_\_

Sports you Play(ed): \_\_\_\_\_

Sports you Like to Watch: \_\_\_\_\_

**Check any of the words below that you think described your personality in JUNIOR HIGH / HIGH SCHOOL:**

<input type="checkbox"/> Honest	<input type="checkbox"/> Hardworking	<input type="checkbox"/> Caring	<input type="checkbox"/> Funny	<input type="checkbox"/> Quiet
<input type="checkbox"/> Spiritual	<input type="checkbox"/> Nervous	<input type="checkbox"/> Adventuresome	<input type="checkbox"/> Sensitive	<input type="checkbox"/> Moody
<input type="checkbox"/> Happy	<input type="checkbox"/> Confident	<input type="checkbox"/> Talkative	<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Outgoing
<input type="checkbox"/> Sad	<input type="checkbox"/> Angry	<input type="checkbox"/> Forgiving	<input type="checkbox"/> Friendly	<input type="checkbox"/> Insecure
<input type="checkbox"/> Inquisitive	<input type="checkbox"/> Brave	<input type="checkbox"/> Shy	<input type="checkbox"/> Rebellious	<input type="checkbox"/> Silly

**Check any of the words below that you think describe your personality NOW:**

<input type="checkbox"/> Honest	<input type="checkbox"/> Hardworking	<input type="checkbox"/> Caring	<input type="checkbox"/> Funny	<input type="checkbox"/> Quiet
<input type="checkbox"/> Spiritual	<input type="checkbox"/> Nervous	<input type="checkbox"/> Adventuresome	<input type="checkbox"/> Sensitive	<input type="checkbox"/> Moody
<input type="checkbox"/> Happy	<input type="checkbox"/> Confident	<input type="checkbox"/> Talkative	<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Outgoing
<input type="checkbox"/> Sad	<input type="checkbox"/> Angry	<input type="checkbox"/> Forgiving	<input type="checkbox"/> Friendly	<input type="checkbox"/> Insecure
<input type="checkbox"/> Inquisitive	<input type="checkbox"/> Brave	<input type="checkbox"/> Shy	<input type="checkbox"/> Rebellious	<input type="checkbox"/> Silly

**Check all the activities that interest you:**

<input type="checkbox"/> Football	<input type="checkbox"/> Swimming	<input type="checkbox"/> Boating	<input type="checkbox"/> Skiing	<input type="checkbox"/> Sculpting	<input type="checkbox"/> Ceramics	<input type="checkbox"/> Cooking
<input type="checkbox"/> Baseball	<input type="checkbox"/> Martial Arts	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Ice skating	<input type="checkbox"/> Crafts	<input type="checkbox"/> Dancing	<input type="checkbox"/> Eating
<input type="checkbox"/> Basketball	<input type="checkbox"/> Running	<input type="checkbox"/> Kayaking	<input type="checkbox"/> Snowboarding	<input type="checkbox"/> Scrapbooking	<input type="checkbox"/> Music	<input type="checkbox"/> Yard Sales
<input type="checkbox"/> Soccer	<input type="checkbox"/> Working out	<input type="checkbox"/> Fishing	<input type="checkbox"/> Hiking	<input type="checkbox"/> Reading	<input type="checkbox"/> Theatre	<input type="checkbox"/> Sewing
<input type="checkbox"/> Hockey	<input type="checkbox"/> Skateboard	<input type="checkbox"/> Hunting	<input type="checkbox"/> Rock Climbing	<input type="checkbox"/> Writing	<input type="checkbox"/> Singing	<input type="checkbox"/> Knitting
<input type="checkbox"/> Tennis	<input type="checkbox"/> Roller Skate	<input type="checkbox"/> Camping	<input type="checkbox"/> Parks/Walks	<input type="checkbox"/> Painting	<input type="checkbox"/> Movies	<input type="checkbox"/> Gardening
<input type="checkbox"/> Animals	<input type="checkbox"/> Motorcycles	<input type="checkbox"/> Cars	<input type="checkbox"/> Board Games	<input type="checkbox"/> Video Games	<input type="checkbox"/> Bowling	<input type="checkbox"/> Blogging

**List other Skills, Talents, Hobbies, Interests, etc:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# OUR STATEMENT OF FAITH

FORGE Youth Mentoring values faith in Jesus Christ, believing that it continually shapes us and makes us better people. We hope that each mentor experiences a personal walk with the Lord and even more, enjoys participation in a local church to provide encouragement, experience grace, receive guidance, gain understanding for implementing the Word of God, and find a community of support and inspiration.

Here are FORGE's core beliefs that we ask mentors to be of like mind:

- *We believe the Bible to be the inspired, the only infallible, authoritative Word of God.*
- *We believe that there is one God, the Creator, eternally existent in three persons: Father, Son and Holy Spirit.*
- *We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the righthand of the Father, and in His personal return in power and glory.*
- *We believe that for the salvation of lost and sinful people, that all who by faith receive the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.*
- *That the Holy Spirit indwells and gives spiritual life to all believers, enables them to understand biblical truth, empowers them for godly living, and equips them for service and witness.*
- *In the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.*
- *We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender, and class differences*

I, \_\_\_\_\_, understand and agree with FORGE's values.

*Mentor's Signature*

# CONSENT OF PUBLICATIONS

I, the undersigned, hereby consent to the use of any tapes, photographs, slides, recording, or any other visual or audio reproduction in which I may appear for FYM to be used, distributed or shown as they see fit. I understand that the photographs, or voice may be used by FYM as part of a program to recruit volunteers and to provide information to the community about FYM, and I release FYM from any liability connected with the use of the pictures, or voice recording as part of any such recruitment program.

Mentor's Signature: \_\_\_\_\_

Mentor's Name Printed: \_\_\_\_\_

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

Reviewed By: \_\_\_\_\_

*FYM Staff Member*

# Background Information and Check Form

The following are my responses to questions about my criminal record and personal history (if any) with descriptions to any question with a **YES** answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) Yes  No  If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_
2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense? Yes  No  If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_
3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense? Yes  No  If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_
4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? Yes  No  If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_
5. As of the date of this authorization, do you have any pending criminal charges against you? Yes  No  If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_
6. Have you ever served in the US Military? Yes  No   
If you answered **YES**, did you receive a **DD214**? Yes  No  If **YES**, can you present the document? Yes  No
7. If you answered **YES** to question 6 above, did you receive an honorable discharge? Yes  No   
If **NO**, please explain: \_\_\_\_\_  
\_\_\_\_\_
8. Have you ever been investigated for sexually abusing or molesting a minor? Yes  No  If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_
9. Have you ever received treatment for alcohol and/or substance abuse? Yes  No  If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_
10. Have you ever been hospitalized for a mental illness/disorder? Yes  No  If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_
11. Have you ever received counseling or treatment for any issues related to pornography? Yes  No   
If **YES**, please explain: \_\_\_\_\_  
\_\_\_\_\_

*My signature below indicates: 1) that the statements I provided within this document are true and accurate to the best of my knowledge and ability, and 2) that I agree to allow FYM to use my information to conduct a Criminal History Background Check conducted by Pinnacle Investigations. I also agree to live by the understanding that, as a person in authority, it is my responsibility to avoid sexual or inappropriate contact with children/youth in my care, even if one attempts to initiate the contact.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please list the Counties and States that you have lived in over the past 7 years: \_\_\_\_\_  
\_\_\_\_\_

**When background check is conducted you will receive an e-mail link from Pinnacle Investigations.**