



## MENTOR/VOLUNTEER APPLICATION

(Fillable **Electronic version** will be emailed to you following INFO Meeting and can also be found on our website)

### DOCUMENTS FOR YOU TO KEEP:

- FORGE Mission and Mentor Job Description/Objectives
- FORGE Volunteer Roles & Job Descriptions

### APPLICATION TO RETURN TO FORGE:

- Personal and Contact Information
- Mentor Life & Interest Survey
- FORGE Statement of Faith, and Consent of Publications
- Background Information Form
- Bring to Interview: Copy of Driver's License and Current Proof of Insurance

### REFERENCE FORMS & ENVELOPES TO GIVE OUT:

Please give these simple forms to your references to fill out. Envelopes are provided for mailed returns

- References include: *Friend, Employer, Spouse, and Pastor/Church leader*
  - **Mentors: 4 References** required
  - **Volunteers: 2 References** required

### SUBMIT YOUR APPLICATION TO FORGE ONE OF THESE WAYS:

<p><u>Mail to:</u> FORGE Youth Mentoring PO Box 1422 Richland, WA 99354</p>	<p><u>Scan &amp; Email to:</u> <a href="mailto:info@forgeyouthmentoring.org">info@forgeyouthmentoring.org</a></p>	<p><u>Scan with Phone App:</u> <b>Text to: 509-374-7657 or</b> <b>Email to: <a href="mailto:info@forgeyouthmentoring.org">info@forgeyouthmentoring.org</a></b></p>
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If you have any questions, please call the FORGE Office at (509) 374-7657



## MENTOR/VOLUNTEER APPLICATION

Today's Date: \_\_\_\_\_

### CONTACT & PERSONAL 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: \_\_\_\_\_

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

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

Why do you wish to become a mentor/volunteer?

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Are there skills/experiences/interests you hope to use in your role for FORGE?

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

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Tell us a little about your Faith Journey: \_\_\_\_\_

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What activities are you involved in at your church now/in the past? \_\_\_\_\_

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### EMPLOYMENT INFORMATION

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

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

Industry/Type of Business/What do you do?: \_\_\_\_\_

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Would you like to help FORGE connect with your company?

I can be a liaison:  Yes  No      Your company contact? \_\_\_\_\_

### HOW DID YOU FIND US?

**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)*: \_\_\_\_\_

### ANY QUESTIONS OR COMMENTS?

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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 personal history and criminal record (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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After your interview you will receive an e-mail link from Pinnacle Investigations to complete a background check



## MISSION:

*Connecting generations to restore hope in our communities and help young people discover and pursue their full potential.*

## MENTOR JOB DESCRIPTION:

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

- Meet with your mentee for a minimum of four hours per month (face to face at least two times), for one year.
- Have fun planning and participating in activities together
- Get to know your mentee's interests and needs and provide help and encouragement as your able
- Contact your mentor support coach monthly to gain insights, ideas, and share about your experiences
- Adhere to FORGE standards, processes, and procedures
- Model your personal faith in Jesus Christ and attend a local church

## MENTOR OBJECTIVES:

The key to a successful and enjoyable mentor match is found in these key principals:

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

## VOLUNTEER JOB DESCRIPTIONS:

See following page for specific opportunities and how to use your skills/abilities to help others succeed

## STEPS TO BECOMING A MENTOR and/or VOLUNTEER:

This very simple and quick process starts with attendance of our INFO Meeting, and then:

1. Complete this short application
2. We will contact you to set up an interview for us to get to know each other better
3. You will complete a national background check (it takes just a few minutes)
4. We will send you a Mentee BIO of the kid we think fits you best – you can accept or have us send another
5. When you accept your mentee, we'll set up a *Match Introduction Meeting* and help you get started

## PATHWAY TO BECOME A MENTOR





## VOLUNTEER ROLES & DESCRIPTIONS

### COMMUNITY COORDINATOR

*Assist Chapter Director in expanding services throughout your community*

Commitment: Approximately 8+ hrs. per month

- Promote Forge throughout community (individuals, churches, clubs, etc.) and recruit participants
- Assist in training mentors and volunteers as well as overseeing general programming's success

### RECRUITER

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

Commitment: Approximately 4 hrs. per month

- Recruit mentors and volunteers from your church through promotion, presentations, and info booths
- Keep church leadership and FORGE informed of each other's needs and insights
- Keep in contact with your church's Mentors, Ambassador(s) and Match Support Coach(es)

### SCREENER/AMBASSADOR

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

Commitment: Approximately 4 hrs. per month

- Meet and interview potential program participants (mentees and parents and/or mentors)
- Return interview forms to FORGE office (and check references for mentors)

### MATCH SUPPORT COACH

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

Commitment: Approximately 4 hrs. per month

- Contact and take notes of assigned mentor matches monthly (mentor, parent/guardian, mentee)
- Encourage mentor and offer insights/ideas/tools (we provide them and you with many resources)

### TRAINER/PRESENTER

*Lead presentation and information meetings and trainings for potential mentors and volunteers.*

Commitment: Approximately 2-4 hrs. per month

- Conduct INFO and EQUIP trainings/meetings for potential participants
- If interested: Make presentations to churches, service clubs, etc.

### OTHER IMPORTANT ROLES

*How can we best connect you to a role that uses your interests and skills to help us reach more kids?*

- Experience Partners & Program Coordination Support
- Storytellers: Video or written
- Prayer "Smiths" & Team Leader
- Social Media creation & Posting
- Special Projects & Office Tasks
- Activities Coordinator (match/group activities)