Mayor Ravenstahl's

serve PGH

MAYOR'S MENTORING INITIATIVE APPLICATION

CITY OF
PITTSBURGH
"AMERICA'S MOST LIVABLE CITY"
LUKE RAVENSTAHL, MAYOR

City-County Building
414 Grant Street
Pittsburgh, PA 15219

servepgh.pittsburghpa.gov

servepgh@city.pittsburgh.pa.us

pittsburghpa.gov

facebook.com/city.of.pittsburgh

twitter.com/citypgh

Mayor Ravenstahl's servePGH

Dear City of Pittsburgh employees:

Pittsburgh's future is in the hands of its youth. It was with this belief that I launched the Mayor's Mentoring Initiative one year ago to engage City employees in helping Pittsburgh youth navigate critical transition points. Since then, 50 City employees have joined me in mentoring local middle school students during the work week through the United Way of Allegheny County's *Be a 6th Grade Mentor* program. I have enjoyed spending time with my mentee, and I am proud that the City of Pittsburgh has been honored by the United Way for our commitment to workplace volunteerism.

Building on this success, I am proud to announce that I've expanded the Mayor's Mentoring Initiative to include one more opportunity to get involved. City employees can now choose to mentor with either *Be a 6th Grade Mentor* or Reading is Fundamental Pittsburgh's *Everybody Wins!* program- an opportunity for you to spend one lunch hour each week reading with an elementary school student. According to the National Institute of Education, reading aloud with a child is the most important activity you can do to help them learn to read.

Simply by sharing your time, you can make a tremendous impact. In a recent survey of mentoring relationships, mentored youth demonstrated better school attendance, a better chance of going on to higher education, and better attitudes toward school. In addition, there is a strong correlation between mentoring and substance abuse prevention.

I invite you to join me in becoming a mentor with either *Be a 6th Grade Mentor* or *Everybody Wins!* for the 2012-2013 school year. City of Pittsburgh employees are eligible to receive up to two hours of administrative leave per week to serve as mentors to Pittsburgh's young people through one of these opportunities. Please see the attached applications and FAQ for additional information.

If you have any further questions, please call 412-255-2280 or email servepgh@pittsburghpa.gov. I hope that you choose to join myself and your colleagues to support our youth and the future of Pittsburgh!

Sincerely,

Luke Ravenstahl

Luke Ravenstahl
Mayor, City of Pittsburgh

512 CITY-COUNTY BUILDING, 414 GRANT STREET, PITTSBURGH, PENNSYLVANIA 15219
Phone: 412-255-2626 Fax: 412-255-2687
pittsburghpa.gov facebook.com/city.of.pittsburgh twitter.com/citypgh

Information Form

be a 6thgrade mentor.org

mentoring partnership · Youth Futures Commission · Pittsburgh Public Schools · United Way

Thank you for your interest in becoming a mentor.
Please provide the following preliminary information.

Please PRINT clearly:

First Name:_____ Last Name:_____ Email:_____

Address: _____
(Street) (City/Zip)

Daytime Phone Number: _____Cell Phone Number: _____

Employer: CITY OF PITTSBURGH Department: _____

Occupation: _____

Why are you interested in becoming a mentor? _____

_____

☐ I am interested in learning more about co-mentoring. If you are interested in co-mentoring, who would you like to co-mentor with? _____

City employees must have approval in order to serve as a mentor during regular work hours.

_____
Director or Designee Signature Date

Note to Public Safety Employees: Please request your Bureau Chief's signature.

Ethnicity: ***(optional, choose one)*** ☐ American Indian and Alaska Native ☐ Asian ☐ Black or African American ☐ Hispanic or Latino ☐ Multiracial ☐ Native Hawaiian and Other Pacific Islander ☐ White

Gender: ***(optional)*** ☐ Female ☐ Male

Are you a military veteran? ☐ Yes ☐ No

Please list your preference for placement by indicating 1st, 2nd or 3rd choice

PREFERENCE	SCHOOL	NEIGHBORHOOD	DAY	TIME
1 2 3	Pittsburgh Allegheny 6-8	North Side		
1 2 3	Pittsburgh Schiller 6-8	North Side		
1 2 3	Pittsburgh South Hills 6-8	Beechview		
1 2 3	Pittsburgh King K-8	North Side		
1 2 3	Pittsburgh Arsenal 6-8	Lawrenceville		
1 2 3	Pittsburgh South Brook 6-8	Brookline		
1 2 3	Pittsburgh Sterrett 6-8	Point Breeze		
1 2 3	Pittsburgh Classical 6-8	West End		

Mentoring days and times for each school in the 2012-2013 school year will be determined in Summer 2012.

☐ *Please check here if you would prefer to wait to provide your school preference until this information becomes available.*

Background clearances are part of the Screening Process. If you have not completed background clearances within the past 12 months, they will be completed as a part of the application process. Please indicate if you have current clearances, within the past 12 months, for: ☐ FBI ☐ PA Act 33

To help us improve our recruitment efforts please let us know how you heard about the Mayor's Mentoring Initiative:

☐ Lunch and Learn ☐ Word of mouth ☐ Payroll stuffer ☐ Other
☐ Email ☐ Website ☐ Postcard mailer
☐ Intranet postings ☐ Newsletter ☐ Poster

Please return to: Office of Mayor Luke Ravenstahl,
c/o servePGH via interoffice mail, postal mail, or fax.
512 City -County Building, 414 Grant Street, Pittsburgh, PA 15219,
by September 1, 2012.

phone: 412-255-2280 fax: 412-255-2988
servepgh@pittsburghpa.gov

Visit www.bea6thgradementor.org and click on "Watch the stories of mentors and mentees" to learn what happens during mentoring!

Everybody Wins! Program
VOLUNTEER APPLICATION

CONTACT INFORMATION

First Name _____ Last Name _____

Department _____ Title _____

Primary Email _____ Daytime Phone _____

Cell Phone _____ Home Phone _____

Home Address _____

City employees must have approval in order to serve as a mentor during regular work hours.

_____

Director or Designee Signature ***Date***

Note to Public Safety Employees: Please request your Bureau Chief's signature.

DEMOGRAPHIC INFORMATION *(Optional)*

Gender ____ Female ____ Male

Race/Ethnicity ____ Black/African American ____ Latino/Hispanic

____ White/NonHispanic ____ Asian/Pacific Islander ____ Other

Age ____ Under 25 ____ 25-35 ____ 36-45 ____ 46-55 ____ Over 55

Education (Check highest degree) ____ High School ____ Undergraduate ____ Graduate ____ Other

Major/Area of Study _____

Are you a military veteran? ___ Yes ___ No

SCHOOL SELECTION: Please mark your preferred location and time. Some mentors reading during both sessions on the same day; most choose just one session. *Please note, times may change slightly for the 12-13 school year.

___ **Pittsburgh King – North Side**

___ Tuesdays 11:50-12:25 ___ Tuesdays 12:30-1:10

___ Thursdays 11:50-12:25 ___ Thursdays 12:30-1:10

___ **Pittsburgh Phillips – South Side**

___ Thursdays 11:30-12:20 ___ Thursdays 12:20-1:10

___ **Pittsburgh Weil – Hill District**

___ Wednesdays 11:45-12:30

Would you like to alternate with another volunteer? ____ No ____ Yes

If yes, provide his or her Name and Email _____

Or we can match you with another volunteer who would like to alternate.

CLEARANCES: Criminal Record Check and Child Abuse Clearances are required for all volunteers.

Have you received the above clearances within the past year?

____ Yes (If YES, *please provide copies during the application process)*

____ No (If NO, *you must apply for these clearances and submit copies to us before being matched with a student. RIF Pittsburgh can provide you with information on how to obtain clearances.)*

MATCH PREFERENCE: Please respond to the following by marking your preferences.

Student Gender:

_____I would prefer to be matched with a student of the same gender.

_____I am comfortable being matched with a student of the opposite gender.

_____I have no preference.

Student Personality:

_____I am comfortable working with a challenging student

_____I would prefer to work with an easygoing student.

_____I have no preference.

Special Needs:

_____I am comfortable working with a student with special needs or a learning disability.

_____I am not comfortable working with a student with special needs or a learning disability.

_____I have no preference.

SHORT ANSWER: Please respond to the following:

1. Why do you want to be a volunteer reading mentor?

2. How do you think Everybody Wins! can benefit a child?

3. How did you hear about this program?

- ☐ **Lunch and Learn**
- ☐ **Email**
- ☐ **Intranet postings**
- ☐ **Word of mouth**
- ☐ **Website**
- ☐ **Newsletter**
- ☐ **Payroll stuffer**
- ☐ **Postcard mailer**
- ☐ **Poster**
- ☐ **Other:** _____

REFERENCES: Provide names and contact information of two business or personal references.

Name _____ Relationship _____

Phone _____ Email _____

Name _____ Relationship _____

Phone _____ Email _____

SUBMITTING THE APPLICATION: Please submit the application to the following address.

Office of Mayor Luke Ravenstahl, c/o Mayor's Mentoring Initiative via interoffice mail, postal mail, or fax.

512 City -County Building, 414 Grant Street, Pittsburgh, PA 15219, by October 1, 2012.

phone: 412-255-2280 fax: 412-255-2988 email: servepgh@pittsburghpa.gov

City of Pittsburgh
Mayor's Mentoring Initiative
Frequently Asked Questions

#1: What is the Mayor's Mentoring Initiative?

On March 22, 2011, Mayor Ravenstahl signed an Executive Order creating the Mayor's Mentoring Initiative and encouraging City employees to serve as mentors to middle school-aged youths. Since then, it's been expanded to include an opportunity to mentor early elementary students in literacy skills.

The Mayor's Mentoring Initiative provides up to two hours of administrative leave time per week for full-time City of Pittsburgh employees to serve as mentors through the *Be A 6th Grade Mentor Program* or Reading is Fundamental Pittsburgh's *Everybody Wins!* program. Up to one hour is allowed for mentoring, and up one hour is allowed for transportation to and from the school. This is an ongoing commitment throughout most of the Pittsburgh Public School's school year.

#2: Why should I become a mentor?

There is a wealth of research available that supports the positive effects of school-based mentoring. At its most basic level, mentoring helps because it guarantees a young person that there is someone who cares about them. A child is not alone in dealing with day-to-day worries.

Research confirms that mentoring works. A Brief published by Child Trends and titled "Mentoring: A Promising Strategy for Youth Development" found that young people who participate in mentoring relationships experience a number of positive benefits.

- Mentored youths have better attendance; a better chance of going on to higher education; and better attitudes toward school.
- Mentoring appears to help prevent substance abuse and reduce some negative youth behaviors.
- Taking part in mentoring promotes positive social attitudes and relationships. Mentored youths tend to trust their parents more and communicate better with them.

#3: What do mentors do?

Through the Mayor's Mentoring Initiative, City employees are able to mentor a local student through one of the following two options.

Be a 6th Grade Mentor

Be A 6th Grade Mentor is designed to match caring, well-prepared adults with sixth grade students in Pittsburgh Public Schools to help them develop career aspirations and encourage academic excellence.

Mentors are assigned to a partner mentoring agency and a specific school that is responsible for contacting, screening, and supervising them. Partner mentoring agencies are Communities in Schools, Big Brothers & Big Sisters, and Mt. Ararat Community Activity Center.

Mentors commit to visiting their assigned mentee at the mentee's school during appointed Mentor Hours (determined by each school, but generally between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday). Mentors agree to visit their mentee for 45-60 minutes per week from October 2012 to May 2013. In addition, mentors agree to maintain supervised contact (via email or visits) over the summer months for a total commitment of at least 12 months. Mentors spend weekly time reviewing and completing assignments from the Career Education Workbook. These assignments usually take 15 minutes of the meeting time. The remaining time is spent listening, interacting and being a supportive, caring adult to the student. Mentors may provide academic assistance and support when appropriate.

Participating schools include: Pittsburgh Allegheny *(North Side);* Pittsburgh Arsenal *(Lawrenceville);* Pittsburgh Classical *(West End);* Pittsburgh King *(North Side);* Pittsburgh Schiller *(North Side);* Pittsburgh South Brook *(Brookline);* Pittsburgh South Hills *(Beechview);* and Pittsburgh Sterrett *(Point Breeze).*

Everybody Wins!

The Everybody Wins! program addresses critical needs in Pittsburgh communities by increasing interest in reading among elementary school students. Driven by the idea that students learn to read up to third grade, the program matches caring adults with students in a fun, relaxing atmosphere for one-on-one literacy mentoring.

Mentors commit to visiting their assigned mentee at the mentee's school during appointed lunchtime hours (determined by each school, but generally between 11:30 a.m. and 1:30 p.m., Monday through Friday). Mentors agree to visit their mentee for about 45 minutes per week from October 2012 to May 2013 for one-on-one reading experiences.

Participating schools include: Pittsburgh King *(North Side),* Pittsburgh Phillips *(South Side),* and Pittsburgh Weil *(Hill District).*

#4: How can I participate?

Steps for participation include:

1. Complete and submit one of the attached applications to the Office of Mayor Luke Ravenstahl c/o servePGH. Please note that your Director or a designee must approve and sign the application for consideration in the program, and continued participation is at the City Department's sole discretion. You are encouraged to submit your application early; however, applications will be accepted until **October 1, 2012**.
2. After you submit your application, you will participate in a brief phone call with the Be A 6th Grade Mentor or Everybody Wins! program staff. This is a great opportunity to ask any remaining questions that you may have.
3. Beginning in August, you will be invited to a training session that will cover mentoring best practices and specifics for your program.
4. You will be asked to complete an interview with the mentoring agency.
5. Act 33/34 and FBI clearances must be completed for both opportunities. There will be an opportunity for Be a 6th Grade Mentor program applicants to do so at a special to-be-scheduled training. Everybody Wins! applicants must cover the costs of their clearances.*
6. Weekly mentoring will begin in October 2011.

**Clearances will be reviewed by the mentoring agency and Pittsburgh Public Schools staff. Final decisions on suitability are the responsibility of the partner agency and the assigned school.*

#5: If I work 2nd or 3rd shift, can I still participate?
You may still participate in the Mayor's Mentoring Initiative. However, to receive administrative leave time the activity must fall within your normal work schedule.

#6: What if my position with the City is grant-funded?
For those employees who are not paid by general fund dollars, you should have written permission from the grantor/funder prior to participation in the program.

#7: May I use a City vehicle to drive to and from the school that I am assigned to?
City vehicle use may be permitted at your Director or designee's discretion.

#8: Is co-mentoring allowed?
Co-mentoring (i.e., two adults serving as mentors to the same mentee on alternate weeks) is allowable for Everybody Wins!, as well as Be a 6th Grade Mentor at the following schools: Pittsburgh Allegheny *(North Side)*; Pittsburgh King *(North Side)*; and Pittsburgh Sterrett *(Point Breeze)*. If you are interested in co-mentoring, please be sure to note this on your application. Those interested are encouraged to identify a co-mentor in their application.

#9: What if I mentored last year and want to continue mentoring?
If you mentored with the Be a 6th Grade Mentor program during the 2011-2012 school year and you'd like to continue mentoring, we ask that you reapply using the same application form. You are not required to attend another pre-mentoring training or submit clearances again. However, you are encouraged to attend a refresher training. These trainings will be scheduled by the Be a 6th Grade Mentor Coordinator.

If you mentored with the Be a 6th Grade Mentor program during the 2011-2012 school year and you'd like to begin mentoring with the Everybody Wins! program instead, you will be required to attend a pre-mentoring training with Reading is Fundamental Pittsburgh.

#10: What if I still have more questions?
For more details about the Mayor's Mentoring Initiative, please check out pittsburghpa.gov/mentor. You may also call 412-255-2280 or e-mail servepgh@pittsburghpa.gov.

For additional information about the Be A 6th Grade Mentor program, please check out bea6thgradementor.org. You may also call 412-456-6770 or email mentoring@uwac.org.

For additional information about the Everybody Wins! Power Lunch program, please check out rifpittsburgh.org. You may also call 412-321-8022 or email info@rifpittsburgh.org.