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## MAYOR'S MENTORING INITIATIVE

### 2014-2015

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Applications due:  
**September 26, 2014**

#### Program Description

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 Middle School 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.

#### How to Apply

1. Complete and submit one of the attached applications (Be a Middle School Mentor OR Everybody Wins!) to the Grants Office c/o servePGH via interoffice mail or e-mail ([servepgh@pittsburghpa.gov](mailto:servepgh@pittsburghpa.gov)).
  - a. Please note: 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 **September 26, 2014**.
2. After you submit your application, you will participate in a brief phone call with the Be A Middle School 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 Middle School 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 2014.

*\*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*

For more information, please contact servePGH at (412) 255-2280 or email: [servepgh@pittsburghpa.gov](mailto:servepgh@pittsburghpa.gov)



# CITY OF PITTSBURGH

"AMERICA'S MOST LIVABLE CITY"

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Dear City of Pittsburgh Employees:

Over the last three years, more than 60 City employees have participated in the Mayor's Mentoring Initiative, volunteering to mentor Pittsburgh youths each school year. I am very proud of our City workforce's commitment to volunteerism and look forward to continuing this tradition.

Simply by sharing your time, you can make a tremendous impact on our City's young people. In a recent survey of mentoring relationships, mentored youths demonstrated better school attendance, an increased chance of going on to higher education, and more positive attitudes toward school. In addition, there is a strong correlation between mentoring and prevention of substance abuse.

I invite you to become a mentor this upcoming 2014-2015 school year. You may choose to mentor a middle school student through *Be a Middle School Mentor* or read to an elementary school student through *Everybody Wins!* 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 questions, please call 412-255-2280 or email [servepgh@pittsburghpa.gov](mailto:servepgh@pittsburghpa.gov). I hope that you will join your colleagues to support our young people and the future of Pittsburgh!

Sincerely,

William Peduto  
Mayor, City of Pittsburgh



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 14-15 school year.

Table with 3 columns: School, Days, Times. Rows include Pittsburgh King (North Side), Pittsburgh Phillips (South Side), Pittsburgh Weil (Hill District), and Pittsburgh Faison (Homewood).

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?

- |  |  |
|--|--|
| <input type="checkbox"/> Lunch and Learn   | <input type="checkbox"/> Newsletter      |
| <input type="checkbox"/> Email             | <input type="checkbox"/> Payroll stuffer |
| <input type="checkbox"/> Intranet postings | <input type="checkbox"/> Postcard mailer |
| <input type="checkbox"/> Word of mouth     | <input type="checkbox"/> Poster          |
| <input type="checkbox"/> Website           | <input type="checkbox"/> Other: _____    |

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

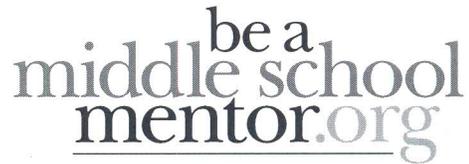
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

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

City of Pittsburgh Grants Office, c/o Mayor's Mentoring Initiative via interoffice mail, postal mail, or fax.  
City -County Building 2<sup>nd</sup> Floor, 414 Grant Street, Pittsburgh, PA 15219, by September 26, 2014  
phone: 412-255-2280 fax: 412-255- 6821 email: [servepgh@pittsburghpa.gov](mailto:servepgh@pittsburghpa.gov)

# Information Form

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    | Tues  | 3:45-4:45pm                     |
| 1 2 3      | Pittsburgh Arsenal 6-8                              | Lawrenceville | Tues  | 12:35-1:35pm                    |
| 1 2 3      | Pittsburgh Brookline 6-8                            | Brookline     | Thurs | 3:00-3:50pm                     |
| 1 2 3      | Pittsburgh Classical 6-8                            | West End      | Thurs | 3:45-4:45pm                     |
| 1 2 3      | Pittsburgh Colfax K-8                               | Squirrel Hill | tbd   | tbd                             |
| 1 2 3      | Pittsburgh King K-8                                 | North Side    | Wed   | 12:45-1:30pm                    |
| 1 2 3      | Pittsburgh Manchester PreK-8                        | North Side    | Thurs | 1:15-2:00pm                     |
| 1 2 3      | Pgh Millions/Univ Prep 6-12                         | Hill District | Tues  | 11:00-12:00pm                   |
| 1 2 3      | Pgh Obama Academy<br>for International Studies 6-12 | East Liberty  | Thurs | 12:35-1:26pm                    |
| 1 2 3      | Pittsburgh Schiller 6-8                             | North Side    | Wed   | 12:57-1:42pm<br>and 1:45-2:30pm |
| 1 2 3      | Pittsburgh South Brook 6-8                          | Brookline     | Mon   | 3:50-5:10pm                     |
| 1 2 3      | Pittsburgh South Hills 6-8                          | Beechview     | Mon   | 3:00-4:00pm                     |
| 1 2 3      | Pittsburgh Sterrett 6-8                             | Point Breeze  | Wed   | 3:45-4:45pm                     |
| 1 2 3      | Pittsburgh Westinghouse 6-12                        | Homewood      | Thurs | 1:45-2:45pm                     |

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  Intranet postings  Website  Payroll stuffer  Poster  
 Email  Word of mouth  Newsletter  Postcard mailer  Other

Please return to: Grants Office c/o servePGH

City County Building, 2nd Floor, 414 Grant Street, Pittsburgh, PA 15219

Phone: 412-255-2280 Fax: 412-255-6821

**City of Pittsburgh  
Mayor's Mentoring Initiative  
Frequently Asked Questions**

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

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 Middle School 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 Middle School Mentor*

Be A Middle School 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 2014 to May 2015. 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*); *Milliones (Hill District)* 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 2013 to May 2014 for one-on-one reading experiences.

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

#### **#4: If I work 2<sup>nd</sup> or 3<sup>rd</sup> 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.

#### **#5: 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.

#### **#6: 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.

#### **#7: 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 Middle School 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.

#### **#8: What if I mentored last year and want to continue mentoring?**

If you mentored with the Be a Middle School Mentor (formerly Be a 6<sup>th</sup> Grade Mentor) program during the 2013-2014 school year and you'd like to continue mentoring, we ask that you **reapply through servePGH** 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 Middle School Mentor Coordinator.

If you mentored with the Be a 6<sup>th</sup> Grade Mentor program during the 2013-2014 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.

**#9: What if I still have more questions?**

For more details about the Mayor's Mentoring Initiative, please check out [pittsburghpa.gov/mentor](http://pittsburghpa.gov/mentor). You may also call 412-255-2280 or e-mail [servepgh@pittsburghpa.gov](mailto:servepgh@pittsburghpa.gov).

For additional information about the Be A Middle School Mentor program, please check out [beamiddleschoolmentor.org](http://beamiddleschoolmentor.org). You may also call 412-456-6770 or email [mentoring@uwac.org](mailto:mentoring@uwac.org).

For additional information about the Everybody Wins! Power Lunch program, please check out [rifpittsburgh.org](http://rifpittsburgh.org). You may also call 412-321-8022 or email [info@rifpittsburgh.org](mailto:info@rifpittsburgh.org).