Dear Community Friends or Xiao Pengyou applicant:

Thank you for your interest in one of our mentoring programs! We are thrilled to have you apply and become involved as a mentor. Community Friends has been pairing college students with children of the community since 1960. Meaning “friends” in Chinese, Xiao Pengyou seeks to match children who were adopted from Asian countries with mentors of Asian backgrounds in order to explore questions of race and culture.

This letter will explain the screening and matching process for these programs and describe the programs’ expectations for your participation, as well as the support you will receive by participating. Please read this letter carefully before returning the completed Mentor Application Form to Megan Brakeley in the Community Engagement office.

How the process works:

Once you have returned your completed application, Megan will contact your references and your Commons Dean or Commons Head. Please note that it is good practice to contact the people you plan to use as references, especially if you have not been in touch with them recently. In the meantime, a student coordinator will contact you to arrange an interview. This is an important step in the screening process, and it will help us find a mentee who will be a good match for you. When the interview and reference checks are complete, Megan will email you a link to complete a background check through our third-party vendor, Verified Volunteers. Upon successful completion of this background check, you will be matched with your mentee. The process usually takes about two weeks to complete, but can vary depending on the time of year. Please feel free to reach out to Megan (x3010) with questions about the status of your application or with questions about the process.

What we ask of you:

- A commitment to meet with your mentee for a minimum of one academic year or its equivalent (a fall, winter, and spring semester)
- A commitment to maintain the confidentiality of your friend and his/her family as per the Community Friends Volunteer Handbook guidelines
- Regular communication with the staff advisor and student coordinators throughout your involvement in the program

Resources we will offer you:

- Funding & institutional support throughout your mentoring relationship
- Guidance and help troubleshooting challenges that might arise
- Ideas, inspiration, and supplies for activities to do with your mentee (come check out CE’s Supply Closet!)
Shared use of Middlebury College facilities and resources, including the natatorium, dining halls, and College vehicles

Group events to enjoy with your friend and other volunteers in the program

By joining Community Friends, you can become part of a network of over 2,000 current and alumni mentors who span the program’s 55 year history. A mentoring relationship can be a catalyst for changing how a person sees the world; these changes impact both mentee and mentor. Many of our volunteers establish lasting connections with their mentee, staying in contact even after their time at the College has ended.

Once trust has been established in a mentoring relationship, mentees count on the fun, intelligent, and caring people who enter their lives as mentors. Earning—and maintaining—trust with your mentee takes dedication and time. It is imperative that you think carefully about your commitment before signing up to mentor a child.

Thank you for considering our mentoring programs! Please do not hesitate to contact one of the Student Coordinators or the Staff Coordinator with questions or for support. You can access more information on the Community Engagement website at http://go.middlebury.edu/ce. We look forward to meeting you!

Sincerely,

Megan Brakeley ’06
Community Friends Staff Coordinator
Assistant Director, Community Engagement

Greer Howard ’16 and Hannah Root ’15.5
Community Friends Lead Student Coordinators

Alan He ’16 and Yvonne Chan ’16
Xiao Pengyou Student Co-coordinators
Community Friends & Xiao Pengyou Mentor Application Form

Program: □ Community Friends □ Xiao Pengyou

Name: ____________________________ Date: __________________________

Date of Birth: ______________________ ID #____________________ Gender: __________

Major: ____________________________ Grad Year: __________________

Campus Box: _______ Phone: ______________________ Email: ______________________

Permanent Address: ____________________________

Do you have a U.S. driver’s license? Yes: □ No: □ If not, do you have a college license? Yes: □ No: □

Do you have access to a car on campus? Yes: □ No: □ Are you willing to transport your mentee? Yes: □ No: □

Our volunteer screening process consists of a background check and three reference checks: one from your Commons Dean or Commons Head, whomever you are more familiar with; and two personal references. Please do not list relatives for your personal references. Feel free to list professors, advisors, mentors, supervisors, or anyone else who can speak to your ability to work with young people and follow through on commitments. You may list a friend, but make sure your other personal reference is someone who knows you in a supervisory capacity.

Commons Dean or Commons Head: __________________________________________

Reference #1: Name: ____________________________ Title: ____________________________

Address: __________________________________________________________

Phone: ____________________________ Email: ____________________________

Brief description of reference’s relationship to you: __________________________________

Reference #2: Name: ____________________________ Title: ____________________________

Address: __________________________________________________________

Phone: ____________________________ Email: ____________________________

Brief description of reference’s relationship to you: __________________________________

________________________________________

Please note that affirmative answers to the following questions do not automatically disqualify someone from becoming a mentor. If you would prefer to hold a confidential discussion, please contact Megan Brakeley at mbrakeley@middlebury.edu or 443-3010.

Have you ever been convicted of a crime? Yes: □ No: □

Do you now or have you ever had a drinking or drug problem? Yes: □ No: □

Over, please ➔
When are you typically available for match time?

____________________________________________________________________________________________
____________________________________________________________________________________________

Why do you want to volunteer with children or young adults?

____________________________________________________________________________________________
____________________________________________________________________________________________

What experience do you have that would help you in working with children or young adults?

____________________________________________________________________________________________
____________________________________________________________________________________________

Do you have special skills, interests, or hobbies you would like to share with a mentee?

____________________________________________________________________________________________

Describe the mentee with whom you think you will be most effective (i.e. age range, gender, personality, interests, etc.). Please also note any qualities that might cause you concern.

____________________________________________________________________________________________
____________________________________________________________________________________________

Please list any languages in which you are proficient or fluent: ____________________________________________

____________________________________________________________________________________________

By signing or typing your signature on the line below, you waive your right to see the recommendations made by your references. You also confirm that the information you have provided on this form is complete and true to the best of your knowledge.

_________________________________________________  __________________________
Signature Date

Please return this application to:

Community Friends & Xiao Pengyou
118 South Main Street
Community Engagement
Middlebury College
Middlebury, VT 05753

mbrakeley@middlebury.edu
802.443.2990 fax
801.443.3010 phone