

Step Up 8 Life Guiding Project

Child Development Fund (The Eighth Batch)

【Mentorship Programme Application Form】

Hong Kong Island / Kowloon City & Yau Tsim Mong

Section 1 For Mentor Applicant	File Code: _____ (For office use)
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【Applicant particulars】 Please tick“✓”the appropriate boxes if applicable

Name: _____ (Family name) _____ (Given name) Nickname: _____

Age: _____ Sex: Male Female Education Level: Primary Secondary Tertiary

Marital Status: Single Married Divorced Widowed _____

No. of children & their age: _____(If applicable)

Occupation:_____ Position:_____ Company Name:_____

Contact Address: _____

Contact No.:_____ Email Address:_____ Facebook: _____

Religion:_____ Volunteer/Religious Organization:_____

First Language: English Cantonese Mandarin _____

Second/Third Language: English Cantonese Mandarin _____

Did you join Child Development Fund Mentorship Programme **before**? Yes (District: _____) No

【Applicant experiences & preferences】

1. Please briefly state the reasons and expectations of the project.

2. Have you ever involved in child and youth services? If you do, please briefly state.

3. Your personal interests or strengths (Example: counseling, sport, music, academic, career visit, and etc.)

4. Which age group of the mentees do you prefer?
 10-13 years old 14-16 years old No special preference
5. What is/are your preference regarding the mentee?

6. We will try our best to assign a mentee according to your preference. However, are you willing to serve the following target group if needed?
 Ethnic minority New Arrival Special needs No at this moment
7. In what way would you like to join?
 Individual partnership/couple(_____) cell group (_____)
8. How many mentees do you wish to serve? 1 2 3

Applicant Signature:_____ Date:_____

Section 2 For Agency

Interview Date: _____

Comment(s) on the applicant:_____

Application Result : Accepted Waiting List Rejected

Reason(s): _____

Staff's Name & Signature:_____ Date:_____

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Declaration of (Non)Conviction of Offence

I _____ (Name), HK Identity Card / Passport No.: _____

Date of birth: (_____)

solemnly and sincerely declare that:

(a) *I *have not been convicted of any offence / I have been convicted of offence(s)* (*delete as appropriate) in Hong Kong. Details of the offence(s), conviction(s) and the penalty are as follows (if applicable):-

(b) *I *have not been convicted of any offence / I have been convicted of offence(s)* (*delete as appropriate) elsewhere outside Hong Kong. Details of the offence(s), conviction(s) and the penalty are as follows (if applicable):-

I solemnly and sincerely declare that I well understand the English and languages stated in this document and I have been truly, distinctly, and audibly explained the content of this document. And I make this solemn declaration conscientiously believing the same to be true.

Name in Block Letters: _____ Signature: _____

Volunteer/Religious Organization:: _____ Declaration Date: _____

*Please delete as appropriate.

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【Mentorship Programme Application Notes】

Objectives of CDF

CDF aims to encourage children and youth to plan for their personal development, to develop asset-building habit and to accumulate financial assets as well as non-financial assets (such as positive attitudes and values, and social networks for their personal development.

Basic Qualification of Being Our Mentors

1. Age 21 or above, Form 5 graduated or above
2. Have good moral conduct, mature, responsible, committed to young people.
3. Have not been convicted in Hong Kong or other places (mentors are required to fill in the “Declaration of (Non)Conviction of Offence”)
4. Complete all the training sessions for mentors
5. Be willing to be monitored and supervised by Baptist Oi Kwan Social Service.

Roles and Responsibilities of Mentors

1. Each mentor will be assigned at least one participating child in the program. Mentors will provide guidance to the children in drawing up and implementing their personal development plans.
2. Being mentee’s coach and source of inspiration. Sharing life experiences and engaging mentee’s parents or guardians in the process. Helping the mentee to build up self-confidence and resilience.
3. **Should complete all training sessions** and attend sharing sessions for mentors
4. **Meet your mentee at least once per month**. Including phone contacts and meeting, and mark them in the mentorship record. It is a good practice to schedule meetings with your mentee well in advance.
5. Confidentiality is a must. Do not disclose the privacy of your mentees to others (even parents and teachers) without their prior consent unless immediate or emergency assistance is required.
6. Keep close contact with our social workers in order to provide the best support to the mentee.
7. Mentor’s responsibilities should not include providing medical and psychological treatment or family counseling service.
8. The relationship between mentors and mentees should be appropriate. You should not have any monetary transactions or improper intimate relationships with your mentee.

Training and Support to Mentors

1. Training sessions for mentors is divided into three stages, all together 7 sessions will be given among the three-year project.
2. We will provide communication platform and invite outstanding mentors to share their experience in the program during sharing sessions.

Mentorship Award

1. After 1st year of the program, mentors who have attended all training program and maintain regular contact with mentee, will be awarded “Outstanding Mentor Award”
2. After 2nd year of the program, mentors who have attended all training program and maintain regular contact with mentee, will be awarded “Outstanding Mentor Award” and souvenir.
3. At the end of the program, mentors who have attend all training program and maintain regular contact with mentee, will be awarded “Enthusiastic Long Service Certificate” and “Professional Mentor Trophy”.