



Florida Mentors!

Part of the Florida Mentoring Partnership

FREQUENTLY ASKED QUESTIONS

WHAT IS *FLORIDA MENTORS!*?

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The *Florida Mentors!* campaign is an effort to dramatically increase the number of state employees mentoring students in local schools. This statewide effort is being coordinated with the help of Volunteer Florida and serves as an extension of the longstanding and very successful Florida Mentoring Partnership. Our shared mission is to rally public interest in mentoring across Florida in order to help students build strong character and academic foundations that will last a lifetime.

Who will participate in *Florida Mentors!*?

All state employees are encouraged and will be recruited to participate. Volunteer Florida is working with statewide and local organizations to incubate mentoring partnerships across Florida. Each mentoring partner will provide specific training and mentoring guidelines for working with students in their organization.

Who is Volunteer Florida?

Volunteer Florida administers grants and leads initiatives throughout Florida that use volunteerism as a strategy to meet needs. These initiatives include engaging Floridians in service for Florida Volunteer Month, service projects for national days of service including September 11 and Martin Luther King Jr. Day, and increasing volunteerism through trainings and recognitions. Learn more at <http://www.volunteerflorida.org/about/>

WHAT IS FDOE'S ROLE IN *FLORIDA MENTORS!*?

What is FDOE's participation goal for this initiative?

FDOE leadership has set an initial goal that at least 15% of employees will participate in *Florida Mentors!* during the 2013-2014 school year.

Who can I contact at FDOE if I have questions about mentoring?

After reading this FAQ, please send an email to mentoring@fldoe.org as you have further questions about mentoring. Your question will be answered as soon as possible by one of FDOE's mentoring liaisons.

Where can I find out more about mentoring through the FDOE?

Please visit the FDOE mentoring website (www.fldoe.org/mentoring) for more information about *Florida Mentors!* There you will find important FDOE documents—including policies, procedures, the FDOE application to mentor, and partner information.

STEP 1: SIGN-UP

How do I sign up to mentor at FDOE?

Registering to mentor is easy!

Complete the FDOE application to mentor (found at www.fldoe.org/mentoring). After receiving your supervisor's approval, submit the document to Personnel to authorize the use of mentor hours for administrative leave. Then you can visit www.fldoe.org/mentoring and www.volunteerflorida.org to learn more about *Florida Mentors!* partner organizations.

How does my supervisor approve my mentoring times before I begin mentoring?

All your supervisor has to do is sign the form! You are responsible for ensuring that your mentoring schedule does not interfere with your ability to complete your work responsibilities.

I've completed the sign-up process. What's next?

After completing the application for FDOE, decide which local mentoring partner you will work with. Almost every school district has a mentoring program in place and can recommend an activity or partner you with a student. In most cases, you will need to apply with the local mentoring partner you select, attend their required mentoring training, and pass a background screening (often paid for by the local mentoring agency). The local mentoring partner will provide you with further details specific to its program.

STEP 2: ATTEND A TRAINING SESSION

Does training count toward my mentoring hours?

Yes, State employees are granted one (1) hour of administrative leave to mentor a student each week. Training is a necessary component of the mentoring program.

Are all mentor trainings the same?

No, each local mentoring partner has a unique training specific to the requirements of that program. Please contact the organization you choose to work with for more information, including training dates and other details.

STEP 3: START MENTORING

How many hours am I allowed to mentor?

State employees are granted one (1) hour of administrative leave to mentor a student each week.

When should I plan to mentor the student(s) assigned to me?

Once you sign up with a local mentoring organization, they will provide you with specific information for scheduling mentoring time with your assigned student(s).

Does travel count as part of my mentoring hour each week?

State employees are granted one (1) hour of administrative leave to mentor a student each week. Travel can be included within this hour, but time above and beyond an hour cannot be marked as administrative leave for mentoring. Be sure to know the requirements of the local mentoring agency you register with; some programs require at least one hour of mentoring, which would mean travel would not be included in the hour of administrative leave.

Can I mentor on the weekends? Will I be paid for these hours?

You can mentor on the weekends. These hours will count toward your overall mentoring hours, but you won't be paid for the time via administrative leave for mentoring.

HOW DO I REGISTER MY MENTORING HOURS?

How do I mark my mentoring time on my timesheet?

Complete your timesheet as expected for each pay period. Mark the hour per week you spend mentoring as administrative leave 0044 – Admin – Mentor/Volunteer. Mark the hours you mentor on the weekends or after hours as administrative leave 1008 – Admin – Mentor/Volunteer Unpaid.

Will my supervisor have to verify the time I spend mentoring?

Your supervisor will sign off on your timesheet, as required by FDOE policy.

Is there a log I need to complete for each visit?

There is not an FDOE log you need to complete but almost every school and mentoring organization will have a sign-in process upon arrival.

If I would like to participate in a mentoring program outside of *Florida Mentors!* partner organizations, who do I contact?

Please contact FDOE's mentoring liaisons at mentoring@fldoe.org for opportunities outside of *Florida Mentors!*. Our list of partner organizations will continue to grow!

I am a contractor working with DOE but employed by another entity. Am I eligible to participate?

You would be welcome to participate as a mentor; however, the details of your participation would need to be worked out between your supervisor and your employer. If you wish to participate, please speak with your supervisor who will discuss the procedures with your employer.