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Dear ED Grantees:

We are delighted to be able to make the *Guide to Mentoring for Parents and Guardians* available to you to help you make your mentoring program a success. This publication was funded by the Office of Safe and Drug-Free Schools at the U.S. Department of Education under contract with EMT Associates, Inc. Although this publication has not yet been officially released by the U.S. Department of Education, we have been authorized to make it available on the Web at this time to solicit your feedback.

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We value your feedback on this publication. Please send your comments to us at:

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Sincerely,

Judy Strother Taylor  
Project Director





# *Guide to Mentoring For Parents and Guardians*

*A Resource for U.S. Department of Education  
Office of Safe and Drug-Free Schools  
Mentoring Programs*

2006

by Patti MacRae & Michael Garringer

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# How to Use the *Guide to Mentoring for Parents and Guardians* Youth Mentoring Template

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The *Guide to Mentoring for Parents and Guardians* is provided as a Microsoft Word file that you can customize to meet your program's needs. Ideally, once you have modified the text and inserted your program-specific information, you will be able to print ready-to-use copies for the parents and guardians of youth in your program.

To illustrate what a program would include in its version of the manual, we have created a fictional mentoring program—the Stepping Stones Mentoring Program—and tailored the content of the template to reflect its fictional reality. There are obvious places where your program will want to remove the Stepping Stones content and replace it with your own. Doing this in the template should be easy. We have included editor's comments in yellow shading that indicate where you may want to make changes. Inserting your text should be simple and is just a matter of deleting text from the existing text fields and pasting in your own. All the artwork, images, and generic mentoring content are provided to you copyright free and for you to use as you see fit.<sup>1</sup>

The guide is structured into four sections and an appendix:

- What Is Mentoring All About?
- About the Stepping Stones Mentoring Program
- What Is My Role in the Mentoring Relationship?
- Community Resources for Parents
- Appendix: Policies, Procedures, and Guidelines

The Appendix will need the most customization. If your program's relevant policies and procedures are rather lengthy, you may choose to include these items as a separate handout for parents or make them available on your Web site.

The guide is designed to be an orientation *supplement*, not a stand-alone piece that will fully explain the workings of your program. But it is nonetheless a valuable resource for parents, one that they can take home and refer to when needed as their child moves through the program. The guide will be most effective if customized to reflect your program's mission, goals, and personality. It cannot replace solid personal relationships with the parents of participating youth—nothing gets parent buy-in like personal interaction. But we believe this template will be a useful tool in working with

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<sup>1</sup> We highly recommend, however, that you take your own photograph for the handbook cover or anywhere else in your handbook. Just remember that if you do use photos of mentors and mentees in your program, you will need to get signed permission from them or from parents/guardians for youth under the age of 18.

parents, many of whom will have questions about (and misunderstandings of) their child's mentoring relationship.

We used Microsoft Word for the template to make the file accessible to the greatest number of programs. If your program has access to a graphic designer or high-end desktop publishing services, it may be beneficial to convert the content of this guide using desktop publishing software like QuarkXPress or Adobe InDesign that can provide more design options. But for most mentoring programs, this template should print just fine and will meet the needs of the parents in your program. We also recommend that you put the guide in a binder (or recommend that the parents do so) to allow future changes, additions, etc.

If you have any technical difficulties using the template file, please contact the Mentoring Resource Center at: 1 (877) 579-4788 or [edmentoring@emt.org](mailto:edmentoring@emt.org).