



## Middle School Mentee Application Form

Thank you for your interest in our Middle School mentorship program!

Parents, please fill out this form and return to your counselor, ASAS leader OR Emily Ta at [emilyishikawa@commongrace.org](mailto:emilyishikawa@commongrace.org).

<b>Child's Information</b>					
<b>First Name</b>		<b>Last Name</b>			
<b>Ethnicity:</b> Please specify child's ethnic origin.					
<input type="checkbox"/> White		<input type="checkbox"/> Hispanic or Latino		<input type="checkbox"/> Black or African American	
<input type="checkbox"/> Asian		<input type="checkbox"/> Pacific Islander		<input type="checkbox"/> Native Hawaiian	
		<input type="checkbox"/> Other (please specify):			
<b>School</b>		<b>Grade</b>		<b>Gender</b>	
<b>What are your child's needs?:</b>			<b>Please describe your child's personality (likes, dislikes, etc.):</b>		
<b>Please list preferred days and/or times for mentorship.</b>			<b>Is there anything else we should know about your child?</b>		

<b>Parent/Guardian Contact Information</b>			
<b>Parent/Guardian Full Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Address</b>			
<b>I consent for my child's mentor to provide transportation to and/or from mentorship activities.</b>			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>If no, please specify how your child will be dropped off/picked up to and from mentorship sessions:</b>			
<b>I give Mālama Mentors and Common Grace permission to use recorded film, still images, or audio of my child in promotional materials to further the program at other middle schools.</b>			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>I consent to my child participating in in-person, one-on-one mentorship and online mentorship when it is necessary. I understand that if I feel it is unsafe for my child to continue with in-person mentorship, I have the option to switch to online mentorship.</b>			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	

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**Medical and Emergency Information**

**In case of emergency, please contact:**

Name (print):

Relationship:

Phone:

In case of medical or dental emergency, I understand that every effort will be made to contact my emergency contact. If unable to contact designated individual, I hereby give permission to Common Grace to secure treatment for my child from the physician/medical facility indicated below. If unable to secure medical-related services from the indicated physician/medical facility, I authorize Common Grace to secure treatment from another physician/medical facility. I will assume all costs for medical-related services rendered on my behalf.

Physician/Medical Facility: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I consent to the above and consent that the above information is accurate the best of my knowledge. I consent for my child to participate in the Middle School Mentorship Program – spending an hour with a trained and background-checked college-aged mentor during which my child will participate in speaking, reading, and/or indoor/outdoor play and/or community service activities. I have read and understand Common Grace and Mālama Mentors safety protocols and I agree to follow Common Grace and Mālama Mentors safety protocols. I waive, release, discharge, and hold harmless Common Grace including its employees, Board, and volunteers from all liability associated with any injury, illness, and all losses and damages of any nature to the mentee in any way connected to mentee participation in program activities.

<b>Parent/Guardian Signature</b>	<b>Date</b>
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**END OF APPLICATION**



**Have Questions?**

**Contact us:**

Emily Ta, Program Coordinator (808) 271-2730 (call or text) <a href="mailto:emilyishikawa@commongrace.org">emilyishikawa@commongrace.org</a>	Aries Jackson, Executive Director (808) 783-1097 <a href="mailto:ariesjackson@commongrace.org">ariesjackson@commongrace.org</a>
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*About Common Grace and Mālama Mentors: Established in 2003 as a Honolulu-based 501(c)(3) non-profit, Common Grace facilitates partnerships between public elementary schools and neighborhood churches to provide mentors with highly vulnerable children. Common Grace launched its Mālama Mentors program in 2015 to partner exceptional high school juniors and seniors with lonely children at nearby elementary schools. Since 2003, Common Grace and Mālama Mentors has served over 3,000 lonely children and their families. For more information on Common Grace, visit [commongrace.org](http://commongrace.org).*



## **Common Grace and Mālāma Mentors COVID-19 Safety Policy: One-on-One Mentoring**

- 1.** Temperature checks are required for all staff and students before participation. Staff taking temperatures must wear gloves.
- 2.** Mentors and mentees will answer a questionnaire prior to participation (please see questionnaire below).
- 3.** Staff & students must wash or sanitize hands before and after participation. We also encourage this throughout the session as well.
  - Equipment will be sanitized before and after sessions.
- 4.** Common Grace & Mālāma Mentors will have extra masks, gloves, hand sanitizer and hand soap on hand at mentoring sessions.
- 5.** Staff and students are always required to wear masks during sessions.
- 6.** Participants will always stay 6-feet apart from each other.
  - Mālāma Mentors will be hosting activities and games that respect social distancing (please see attached list of activities).
  - Participants may bring blankets or towels to sit on as an option.
- 7.** All staff are required to wear face shields during sessions.
- 8.** Mentors and mentees are encouraged to wear face shields, although it is optional.
  - Parents are required to wear masks while picking up and dropping off their child. Parents will sign a contract prior to the start of the program to agree to (1) pick up their child within 15 minutes of the end of the session or to (2) designate an alternative pick-up plan.
  - For the safety of all participants, we ask parents to keep their distance from the group and wait to pick up their child until dismissed by the head coach.
  - There will be no sharing of food or personal items.
  - Personal items will be placed in a designated area.
- 9.** Mentor and mentee pairs will be divided into two teams that will remain in that team for the year.
  - No group will have more than 8 participants at one time.
  - There will be no mixing of these groups.
  - Each team will use two different areas or facilities for the entire session.
  - Family members will be kept in the same group.
- 10.** If a staff member or student feels ill, they must notify their head coach as soon as possible. In the case that a student or staff member is tested positive for COVID-19, they must notify adult head coach as soon as possible. They will follow the 14-day quarantine CDC guideline and are required to prove a negative result for COVID-19 testing and a doctor's note before participation.
  - Similarly, if someone in the same household as a participant or staff member is tested positive, they should self-quarantine and notify adult head coach.
  - All participants that are in the same group as the member with a positive result for COVID-19 will be notified through a phone call and email. They will be highly encouraged to test for COVID-19, although it is optional.
  - If a positive COVID-19 case does arise, the group will be canceled until further assessment.



## Common Grace and Mālama Mentors COVID-19 Safety Policy: Participation Questionnaire

*\*if you answer "yes" to all questions, you may participate in in-person mentorship sessions*

1. I have not tested positive for COVID-19.
2. I am not currently awaiting test results, due to concerns of experiencing symptoms related to COVID-19.
3. I am not experiencing any of the following symptoms related to COVID-19: cough, shortness of breath or difficulty breathing, fever of 100 F or higher, chills, muscle pain, sore throat, new loss of taste or smell, nausea/diarrhea/vomiting.
4. I have not traveled outside of Hawai'i in the past 14 days.
5. I have not recently been in contact with someone, who has traveled outside of Hawai'i within the past 14 days.
6. I am not living with or have meet someone who has contracted or is being tested/awaiting test results for COVID-19, within the past 14 days.
7. I understand the risk and requirements for participating in any Mālama Mentors or Common Grace events.
8. I am able to comply and follow all safety and physical distancing protocols.



## **Common Grace and Mālama Mentors COVID-19 Safety Policy: Online Mentoring**

1. Mentors and mentees should not share any resources, files or websites unless pre-approved or assigned by the adult head coach.
2. Do not have your mentee say or type personal information like their address or phone number. This can be supplied to you through your adult head coach through a secure way if needed and requested.
3. Adult head coaches will supervise online meetings for the first half. The second half will be in breakout rooms with the mentors and mentees where assistant coaches will regularly check in on each room. During the time mentors are in breakout rooms with their mentees, they are expected to maintain Malama Mentors standards of behavior.
4. Sign in five minutes before the scheduled meeting time and wait for your head coach to allow you in. Have your adult head coaches' phone number handy in case of any technical difficulties as well as your mentee's phone number on hand in case your head coach instructs you to call them.
5. Try your best to pick a space that will have minimal disruptions. Explain to your family beforehand what you're doing and ask them politely to try to be quiet and to not disrupt you during that time. If they do come into the camera on accident, it's okay for them to wave hi quickly to your mentee but do not let them take up time. The mentorship hour is for you and your mentee.
6. Do not download or install software or anything on your computer or cell phone before checking with mentor's and mentee's parents or guardian.
7. Report. If anyone shares inappropriate images or messages with you, report it to the adult head coach.
8. No meeting in person unless coordinated through Malama Mentors and pre-approved by parents.