

Colquitt County Educational Foundation Literacy Mentor Program

Information and Permission Packet
for Parents & Guardians

Colquitt County Educational Foundation Literacy Mentor Program Process to Sign-Up a Child to Receive a Mentor

Step 1: Parent/Guardian carefully reads the Introduction and Information/Expectations on the next page.

Step 2: Parent/Guardian completes and signs the following forms:

- Information for Child Requesting a Mentor
- Information for Parent/Guardian
- Letter of Consent
- Release and Waiver of Liability
- Media Consent and Release Form

Note:

All forms must be completed and signed for a child to be placed in the Literacy Mentor Program.

Step 3: Parent/Guardian **returns all completed and signed forms to your child's teacher using the return envelope provided.**

Step 4: Your child's teacher/school counselor will complete an application to recommend your child to receive a mentor. Once your child is assigned a mentor, CCEF Literacy Mentor Coordinator will provide your child's teacher with information (start date/time, name of mentor).

Note:

Please understand that matching your child with a mentor may take some time, perhaps many months, if not longer. Furthermore, please understand that CCEF Literacy Mentor Program and the Colquitt County School District are not obligated to match your child with a volunteer mentor as the demand for mentors far exceeds the number of available volunteers.

Colquitt County Educational Foundation Literacy Mentor Program

Introduction and Information/Expectations for Parents and Guardians

Dear Parent/Guardian,

We are pleased to share that your child has been referred to the Colquitt County Educational Foundation Literacy Mentor Program (CCEF Literacy Mentor Program)! Mentors are an extra support person in a child's life who can help your child reach his/her full potential and achieve personal success.

Adults who serve as volunteer mentors through CCEF Literacy Mentor Program have submitted to a background check conducted by the Colquitt County School District and have received training by CCEF/Fanning Institute on how to be an effective mentor.

Please note that CCEF Literacy Mentor Program is an in-school mentoring program. **CCEF Literacy Mentor Program does not encourage nor support in-person activities outside of the school setting without Parents/Guardians present.** If your child's mentor wishes to take him/her to a community event (e.g., a Packer football game), then your child's mentor should get written permission from you each time and your child's mentor assumes liability during these outings, which will not be considered activities associated with CCEF Literacy Mentor Program.

Please see below for some general information/expectations regarding CCEF Literacy Mentor Program:

- The CCEF Literacy Mentor Program respects your role as a parent and will provide an opportunity for you to meet virtually/in-person with your child's mentor if you desire.
- Mentors act as role models, listeners, and friends.
- Mentors will help mentees in academic areas, but they are not meant to be formal tutors.
- Mentors should not be asked to provide gifts or money. Please help your child to understand this. The mentor may provide a small gift during holidays or birthdays, but not every time they meet.
- You may remove your child from participation in CCEF Literacy Mentor Program at any time and should inform your child's teacher should you make that decision.
- If you have any questions or concerns about the program at any time, please contact CCEF Literacy Mentor Coordinator (Dale Rickett) or your child's teacher.

Sincerely,

Dalene Rickett
Literacy Mentor Coordinator
Colquitt County Educational Foundation

Email: Dale.rickett@brightercolquitt.org
Phone: 229-402-4071

Instructions to Parents/Guardians:
Keep This Page for Your Records