

NYCALC Mentor Roles and Responsibilities:

Accept responsibility for assisting interested student groups in the application process, clarifying application requirements for those individuals, and providing both students and parents notice of acceptance/non-acceptance.

Will coordinate the delivery and receipt of all required forms and documentation, attend pre-Congress informational webinars, and distribute needed information to all students and guardians.

Will attend webinars/online training to review roles and responsibilities, the agenda, and receive any cultural/generational training before the Congress. These meetings will be provided by NCTC and NYCALC staff, and will give mentors necessary information and tools for the Congress, and serve as an opportunity for questions and guidance.

During the Congress, the Mentor will:

- Greet the students and encourage their attendance for online NYCALC
- If awarded, oversee the financial and reporting aspects of administering the mini-grant awards ([see FAQs](#))
- If awarded, oversee the financial and reporting aspects of administering the community awards funding ([see FAQs](#))
- Engage with each student to create a strong community network

After the Congress the Mentor will do the following:

- Provide aid and encouragement to students to submit their mini-grant proposal
- If awarded, provide oversight, management and reporting of mini-grant awards
- Provide students with assistance and ongoing mentorship throughout the implementation of projects