



Middlebury

MiddCAM

Sarah Litwiller

MiddCAM Advisor

Center for Community Engagement

slitwiller@middlebury.edu

20 Old Chapel Road

Middlebury, VT 05753

802.443.3309

Dear MiddCAM applicant:

Thank you for your interest in one of our mentoring programs! We are thrilled to have you apply and become involved as a mentor. Middlebury College Access Mentors works with students from Middlebury Union High School to support their college application process.

This letter will explain the screening and matching process for MiddCAM, our expectations for your participation, as well as the support you will receive from our end. Please read this letter carefully before returning the completed Mentor Application Form to Sarah Litwiller in the Center for Community Engagement office.

How the process works:

Once you have returned your completed application, MiddCAM will contact your references and your Commons Dean or Commons Head. Please note that it is good practice to contact the people you plan to use as references, especially if you have not been in touch with them recently. In the meantime, a student coordinator will contact you to arrange an interview. This is an important step in the screening process, and it will help us match you with a mentee. You also will need to complete a background check and will receive an email from the third-party vendor we use, Verified Volunteers, that will ask you to enter basic identifying information. Training for new mentors typically takes place in J-Term, and mentors and mentees meet for the first time in the beginning of the spring semester. Please feel free to reach out to Sarah (x3309) with questions about the status of your application or with questions about the process.

What we need from you:

- A commitment to meet with your mentee for a minimum of one academic year (which means being on campus for spring, fall, and J-Term following being matched)
- A commitment to maintain the confidentiality of your friend and his/her family
- Regular communication with the staff advisor and student coordinators throughout your involvement in the program

Resources we will offer you:

- Funding & institutional support throughout your mentoring relationship
- Guidance and help troubleshooting challenges that might arise

- Ideas, inspiration, and support for activities and information to share with your mentee
- Group events to enjoy with your MiddCAM mentee and other volunteers in the program

A mentoring relationship can be a catalyst for changing how a person sees the world; these changes impact both mentee and mentor. Many of our volunteers establish lasting connections with their mentee, staying in contact even after their time at the College has ended.

Once trust has been established in a mentoring relationship, mentees count on the resourceful, intelligent, and caring people who enter their lives as mentors. Earning—and maintaining—trust with your mentee takes dedication and time. It is imperative that you think carefully about your commitment before signing up to mentor a high school student during this important decision-making period in their lives.

Thank you for considering our mentoring programs! Please do not hesitate to contact one of the Student Coordinators or the Staff Coordinator with questions or for support. You can access more information on the Center for Community Engagement website at <http://go.middlebury.edu/cce> or <http://go.middlebury.edu/middcam>. We look forward to meeting you!

Sincerely,

Sarah Litwiller

MiddCAM Advisor, AmeriCorps Vista

Conner Gilbert '19, Lily Massaro '19, and Brian Ketchabaw '20

MiddCAM Student Leadership Board

(Admin Use) ☐ BG ☐ Ref₁ ☐ Ref₂ ☐ Dean ☐ Int ☐ Match:

MiddCAM Mentor Application Form

Sarah Litwiller

slitwiller@middlebury.edu

Phone 802.443.3309

20 Middlebury College Old Chapel Rd

Middlebury, VT 05753

Name: _____ Date: _____

Date of Birth: _____ Gender: _____

Major: _____ Grad Year: _____

_____ Campus Box: _____ Phone: _____ Email: _____

Permanent Address: _____

Our volunteer screening process consists of a background check and three reference checks: one from your Commons Dean or Commons Head, whomever you are more familiar with; and two personal references. Please do not list relatives for your personal references. Feel free to list professors, advisors, mentors, supervisors, or anyone else who can speak to your ability to work with young people and follow through on commitments. Feel free to list a friend, but make sure your other personal reference is someone who knows you in a supervisory capacity.

Commons Dean or Commons Head: _____

Reference #1:

Reference #2:

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Brief description of reference's relationship to you: _____

Brief description of reference's relationship to you: _____

Please note that affirmative answers to the following questions do not automatically disqualify someone from becoming a mentor. If you would prefer to hold a confidential discussion, please contact Sarah Litwiller at slitwiller@middlebury.edu or 443-3309.

Have you ever been convicted of a crime?

Yes: No: ☐ ☐

Do you now or have you ever had a drinking or drug problem?

Yes: No: ☐ ☐

Over, please →

When are you typically available to meet with your MiddCAM mentee?

Why do you want to be a mentor for a high school student?

What experience do you have that would help you in working with high school students who may be exploring a range of options for higher education?

Do you have relevant skills or interests that you would like to share with a MiddCAM mentee?

Describe the mentee with whom you think you will be most effective (i.e. age range, gender, personality, interests, etc.). Please also note any qualities that might cause you concern.

By signing or typing your signature on the line below, you waive your right to see the recommendations made by your references. You also confirm that the information you have provided on this form is complete and true to the best of your knowledge.

Signature

Date

Please return this application to:

MiddCAM

20 Old Chapel Road
Center for Community Engagement
Middlebury College
Middlebury, VT 05753

slitwiler@middlebury.edu
802.443.3309 phone