



# S.A.M. & D.I.M.E.

## Manual

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# Mentor/Mentee Survey\*

## Mentee/Mentor

Name: \_\_\_\_\_

- |   |                         |
|---|-------------------------|
| <b>I ENJOY:</b> SINGING/ACTING/DANCING_____ | BOWLING_____            |
| CHURCH_____                                 | SWIMMING_____           |
| MOVIES_____                                 | TENNIS_____             |
| CONCERTS/PLAYS_____                         | GOLF_____               |
| GOING TO THE PARK_____                      | SOFTBALL_____           |
| AMUSEMENT PARKS_____                        | BIKING_____             |
| SEWING/CRAFTING_____                        | SOCCER/FOOTBALL_____    |
| PAINTING/ART_____                           | BASKETBALL_____         |
| FIELD TRIPS_____                            | BOATING/FISHING_____    |
| TECHNOLOGY_____                             | COOKING/BAKING_____     |
| SOCIAL MEDIA_____                           | EXERCISING/WALKING_____ |
| JOURNALING_____                             | TALKING/LISTENING_____  |
| READING_____                                | GAMING_____             |

## I CAN TUTOR:

- BASIC MATH\_\_ K-6\_\_7-8\_\_9-12\_\_  
ALGEBRA\_\_ 7-8\_\_9-12\_\_  
SCIENCE\_\_ K-6\_\_7-8\_\_9-12\_\_  
SOC. STUDIES \_\_7-8\_\_9-12\_\_  
FOREIGN LANGUAGE\_\_ K-6\_\_7-8\_\_9-12\_\_  
READING\_\_ K-6 \_\_7-8 \_\_9-12  
BASIC WRITING\_\_ K-6 \_\_7-8 \_\_9-12

PLEASE ADD ANYTHING THAT IS NOT ON THE LIST THAT YOU ENJOY DOING.

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\*Make a copy for your Mentee and yourself to compare your interests

# Mentoring Action Plan

Date \_\_\_\_\_

MENTOR \_\_\_\_\_ MENTEE \_\_\_\_\_

Our goals for working together this year are:

	Met goal	Did not meet goal
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Some specific activities to accomplish our goals are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

We should evaluate our progress three times a year:

September-December Date: \_\_\_\_\_

January-April Date: \_\_\_\_\_

May-August Date: \_\_\_\_\_

What worked, what did not? You should complete a new form each quarter per mentee.

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# Mentor/Mentee Activity Log

MENTEE \_\_\_\_\_

HOME \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

MENTOR \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

MONTH \_\_\_\_\_ TOTAL CONTACT HOURS \_\_\_\_\_

CONTACT DATE	TIME/LOCATION OF ACTIVITY	DESCRIBE THE ACTIVITY

Comments about how the match is going:

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# Mentoring Planning Calendar

The S.A.M. & D.I.M.E. Programs have created an interactive calendar for Temples/Courts to utilize in their mentoring efforts. This calendar is simply a guideline to assist you with your mentoring program. As Temple Director or Court Chairperson, you are free to use any format of calendar that you choose. Example below:

April  
2023

## National Autism Awareness Month

Every April, Autism Speaks celebrates World Autism Month, beginning with the United Nations-sanctioned World Autism Awareness Day on April 2.

Imperial S.A.M. & D.I.M.E.  
Departments



**AUTISM  
AWARENESS  
MONTH**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 World Autism Awareness Day	3	4	5	6 National Library Day	7 Good Friday	8
9 Easter	10	11	12	13	14	15
16	17	18	19	20	21	22 Earth Day
23	24	25	26	27	28	29
30						

Mentoring activities are tracked and reported monthly, be sure to submit your report via SAMTrack by the last day of each month. This will also assist Temple Directors or Court Chairperson in documenting and submitting your SAMTrack Reports.

# Helpful Mentoring Resources

## Websites

<http://www.mentoring.org>

The National Mentoring Partnership offers a wide variety of resources, from written materials (some free, some paid) to suggestions for better mentoring and better programs. On this site, you can also find out about mentoring programs around the country.

<http://nwrel.org/mentoring>

The National Mentoring Center is a project of the Northwest Regional Educational Laboratory. It was created and funded by the Office of Juvenile Justice and Delinquency Prevention. Its web site offers many resources and links to other useful sites, plus an interactive list through which mentors all over the world can communicate with each other and share ideas.

<http://www.ppv.org/content/mentoring>

Public/Private Ventures, a national non-profit that works to improve social policies and programs for youth and young adults, has a special mentoring section on their web site which lists many research studies and technical assistance packets that can be downloaded (PDF format).

<http://www.bbbsa.org>

Big Brothers Big Sisters of America is the largest mentoring organization in the country. Their website identifies local chapters and activities.

<http://www.CreateNow.org/tips>

Create Now! Provides creative arts programs to high-risk children and youth. Their website offers some interesting tips for mentors.

<https://noblernational.org/>

National Organization of Black Law Enforcement Executives

Since 1976, The National Organization of Black Law Enforcement Executives (NOBLE) has served as the conscience of law enforcement by being committed to justice by action.

<https://templatelab.com/donation-request-letters/>

Free Donation Request Letters and forms to assist your mentoring needs and efforts.

# Helpful Mentoring Resources

## Books and Publications

\*My Mentor & Me: The Elementary School Years, by Dr. Susan G. Weinberger, The Governor's Prevention Partnership, Hartford CT, 2000. A short booklet of activity ideas was written for the Connecticut Mentoring Partnership, the oldest school-based mentoring program in the country.

\*SameRace and Cross-Race Matching, written by Linda Jucovy for Public/Private Ventures, May 2002. An interesting study about the pros and cons of same-race or cross-race matching of mentors and mentees.

\*The Potential Role of an Adult Mentor in Influencing High-Risk Behaviors in Adolescents, a medical journal article reprinted by the American Medical Association, 2000. Brief overview of a study which showed that adolescents with mentors were significantly less likely to participate in certain measured risk behaviors.

\*Building Relationships: A Guide for New Mentors, written by Linda Jucovy for Public/Private Ventures, April 2001. Many useful hints for building good relationships.

\*Everyday Heroes: A Guidebook for Mentors by J. Kavanaugh, Wise Men & Women Mentorship Program, Santa Fe NM, 1998.

\*Mentoring: A Promising Strategy for Youth Development, by S. Jekeliak, K. Moore, E. Hair, and H. Scarupa, Child Trends Research Brief, Washington DC, February 2002. Studies of ten youth mentoring programs.

\*Prime Time: How Baby Boomers Will Revolutionize Retirement and Transform America, by Marc Freedman, Public Affairs Press, 1999. Freedman's book explains the philosophy behind Experience Corps and Civic Ventures.



# S.A.M. & D.I.M.E. Program

## Virtual Interactions

Dear Mentors, Parents, and Guardians,

To serve our mentees during these unprecedented times, the S.A.M. & D.I.M.E. Program is providing distance-based, virtual programming for our mentees, through which S.A.M. (Shriners as Mentors) and D.I.M.E. (Daughters Imperial Mentoring Excellence) Mentors can facilitate program activities via online platforms. The S.A.M. & D.I.M.E. Program will use software, tools, and applications provided by third parties that mentees, parents/guardians, and mentors will access via the Internet and use for purposes of communication and programming. The S.A.M. & D.I.M.E. Program will never contact a mentee directly; all communication will be through parents/guardians. We will use Zoom, Facebook, and Instagram to interact and stay connected.

This letter seeks consent for your child to utilize Zoom for distance-based, virtual mentoring program purposes. Please review Zoom's privacy terms and conditions carefully before registering your child: [Zoom Terms & Conditions](#) and [Zoom Privacy Policy](#). If you do choose to register for Zoom, you will be asked to provide basic information, not limited to name, and email address.

### **What is Zoom?**

Zoom is a platform to provide safe video and chat-based educational and fun experiences on computers, tablets, and smartphones.

### **How does Zoom work?**

S.A.M. & D.I.M.E. mentors host "meetings" through their Zoom accounts, and can then invite mentees, only through their parent/guardian, to join the meeting. Neither mentees nor parents/guardians need Zoom accounts, but you will need access to the internet and a computer, phone, or tablet. You will also need a quiet space for mentees to participate in Zoom meetings where an adult can also supervise them.

### **How will we use Zoom?**

Through video conferencing and media sharing, we will virtually gather mentees and at **least two mentors** for homework help, art projects, culinary, and other fun and educational activities. This will allow mentees to connect and engage with each other and mentors online.

This letter also seeks consent for your child to utilize **social media** for distance-based, virtual Club program purposes. Please review Facebook and Instagram's privacy terms and conditions carefully before registering your member for virtual programming: [Facebook Security](#) and [Facebook Terms of Service](#) and [Instagram Terms of Use](#) and [Instagram Data Policy](#) and [Instagram Tips for Parents](#)

## Virtual Interactions (cont.)

### How will we use Facebook and Instagram?

The S.A.M. & D.I.M.E. Program will regularly post activities and ways to connect on Facebook and Instagram. Parents/guardians **should use their own accounts**, if they have them, to share activities with their child or to share activities, photos, or videos with the mentoring program. If sharing photos or videos with the mentoring program for an activity, use private or direct message, or email.

Our commitment to keeping the young people we serve safe is always our number one priority. The S.A.M. & D.I.M.E. Program will actively monitor mentee activity on Zoom, Facebook, and Instagram, and will make every effort to protect parent/ guardian and mentee information by, among other things, maintaining control of, and access to, the data collected; prohibiting redisclosure of parent/guardian and mentee information; limiting the purposes for which the online platforms may use parent/guardian and mentee information; ensuring there is no advertising and that no parent/guardian and mentee information is collected for commercial purposes.

Sincerely,

Noble Bennie F. Bowers, Jr. (34)

Imperial Director – Imperial S.A.M. Program

Dt. Lawyanna M. (Shelly) Marshall, M. Ed, HPIC (65)

Imperial Directress – D.I.M.E. Program



# Virtual Mentoring Activities Suggestions

Below are a few suggestions to continue your mentoring efforts with your mentees.

1. **Chat/ Meet with your mentees virtually** - FaceTime, Zoom, Google Duo, FB, a simple phone call, or whatever virtual platform you choose to use. Keep them engaged and let them know you care!
2. **One-on-one mentoring** - Call, virtual meetings, email, text, and stay in touch with your mentees, even if it is just to check on how they are doing in school online or their health.
3. **Homework Hotline** - Offer virtual tutoring to mentees to assist with homework or projects.
4. **Reading Circle** - Select a list of books and allow a mentee to select a book to read; follow up in a week to discuss the book as a group. Make sure that it is something educational and stimulating especially for the older mentees. For the younger mentees, you select a book, read it, and then discuss it with them. Below are a few resources to get you started!

<https://k-12readinglist.com/>

<https://www.scholastic.com/parents/books-and-reading/book-lists-and-recommendations.html>

<http://www.ala.org/alsc/publications-resources/book-lists>

5. **Craft Circle** - Send or drop off inexpensive craft supplies to your mentees to create simple craft projects. **Examples:** Dollar Tree paint canvas - suggest they find an art piece and try to recreate it. Coloring book pages, how to pot a small plant, herbs, or flowers. Pic of the Week - have the mentees take a unique pic of a specific thing and have them text or email it to you, example a sunset or a red pickup truck, a man on a bike, a stop sign, railroad tracks, etc. Below are a few resources to get you started!

<https://camp.eko.com/>

<https://www.joann.com/projects/projects-videos/kids-teacher-projects/>

<https://www.michaels.com/boredombusters>

<https://www.hobbylobby.com/DIY-Projects-Videos/c/13>

# Virtual Mentoring Activities Suggestions

6. **Keep Moving Challenge** - suggest physical activities your mentees can participate in: walking and counting steps, riding a bike, exercising, etc. Below are a few resources to get you started!

<https://www.rasmussen.edu/degrees/education/blog/fun-fitness-activities-for-kids/>

<https://keepingkidsinmotion.com/category/monthly-fitness-challenges/>

<https://www.waterford.org/resources/fitness-activities-for-kids/>

7. **S.T.E.M. related projects** – There are plenty of S.T.E.M. resources on the internet; feel free to Google them by age group or review a few resources to get you started!

<https://www.rasmussen.edu/degrees/education/blog/simple-stem-activities-for-kids/>

<https://thestemlaboratory.com/stem-activities-for-kids/>

<https://littlebinsforlittlehands.com/stem-projects-for-kids/>

<https://teachbesideme.com/elementary-stem-projects/>