

## Mentorship Guidelines & Programme Information

### General Responsibilities and Roles (applicable to both local and overseas mentors)

Two local mentors will be assigned to two students to form a group of four. Fields of study and dynamics between mentors and mentees will be the primary concerns for matching. An overseas mentor will also be assigned to a student who has expressed an interest in studying overseas.

Mentors are expected to:

- Build friendship with your mentees
- Provide mentees with studying advice and career guidance
- Encourage mentees to explore their own potentials
- Support and provide advice to mentees when they are stressed

The local programme would surround the three themes below:

1. Career exploration
2. Studying advice
3. Overseas university exploration

The overseas programme would surround the four themes below:

1. Why study overseas? What is UK/US universities actually about?
2. Application information (based on roadmap provided by us)
3. Financial aid/scholarships
4. Subject-specific discussions

### Mentorship Meetings for Local Mentors

We expect local mentors to meet with their mentees at least once every two months. You are encouraged to meet mentees more frequently. With reference to the development of the COVID-19 situation, face-to-face meetings can be arranged among mentors and mentees. Meetings shall be conducted in a group setting and at least one of the meetings must be carried out in groups of four. The committee (**Sonia Lau**, Mentorship Programme Coordinator) should be made aware of the time and venue of meetings for the interests of both. Overseas mentors are not required to meet their mentees every two months physically.

Mentors are encouraged to share their experiences and advise mentees throughout the programme in order to give them a clearer picture of university application, college lives and academic choices. However, all **discussion topics should be mutually agreed upon**. Format of meetings is flexible. We welcome mentors to explore common interests with mentees.

Apart from the physical meetings, mentors are also highly encouraged to contact mentees through various methods of communication, including Whatsapp, Facebook etc.

## Suggested Framework for Local Mentors

The table below lists out some possible discussion topics for the meetings. It serves as a reference only. Meetings should flow naturally. The topics which are in **bold** are particularly important.

By Feb: Met for the 1st time	<p><b><u>Develop bonding + Explore Career</u></b></p> <p>Get to know the mentees and understand his / her interest and learning progress</p> <ul style="list-style-type: none"> <li>• Listen Attentively</li> <li>• Understand family background</li> <li>• Share personal experience</li> <li>• Manage expectations of the mentorship programme</li> <li>• <b>Explore the suitable career path / short term goals</b></li> </ul>
By Apr: Met for the 2nd time	<p><b><u>Studying Advice</u></b></p> <ul style="list-style-type: none"> <li>• <b>Share studying advice and examination techniques and resources</b></li> <li>• Try to develop a genuine interest in learning</li> <li>• <b>Make it clear that learning is more than examination</b></li> <li>• Time and stress management</li> </ul>
By July: Met for the 3rd time	<p><b><u>ECA (please refer to further instructions below)</u></b></p> <ul style="list-style-type: none"> <li>• Understand mentees' ECA participation</li> <li>• Explain the benefits and importance of engaging in ECA</li> <li>• Share the way of choosing ECA and lessons learned</li> <li>• Advise / explore on ECA mentees might consider joining</li> <li>• <b>Share how to maintain balance between ECA &amp; studies</b></li> </ul>

## Roles of Overseas Mentors

Overseas mentors should try your best to organise a meeting once every two months. Mentors can discuss overseas studies with mentees in face-to-face meetings or through online communication tools, e.g. Skype / Google hangout. If possible, face-to-face meeting is preferred.

Mentors should not put any pressure on mentees if they have decided to study in Hong Kong.

#only apply to those interested in applying overseas universities

By Jan: Met for the 1st time	<p><b><u>Develop bonding + Explore Overseas Studies &amp; Financial Assistance</u></b></p> <ul style="list-style-type: none"> <li>• Get to know the mentees and understand his/ her interest and learning progress</li> <li>• Manage expectations of mentees</li> <li>• Discuss the benefits and drawbacks of studying abroad + own experience</li> <li>• #Share the experience on application procedure and entry requirement</li> <li>• #Share the experience on opportunities of studying abroad + financial assistance</li> </ul>
By Apr: Met for the 2nd time	<p><b><u>Discipline-Specific discussion (please refer to further instructions below)</u></b></p>
By July: Met for the 3rd time	<ul style="list-style-type: none"> <li>• Provide suggested reading list for general reading</li> <li>• #Further explain in details what has to be done to apply for overseas universities</li> </ul>

## Discipline-specific Discussion

Mentors should provide mentees with academic, subject-specific material prior to meeting. Materials can be discussed in a more academic format, e.g. tutorial / supervision. The materials and discussion should be tailored to the mentees' specific area of interest and their ability. Academic discussion acts as a way to encourage mentees to think laterally and critically, thereby sparking the mentees' academic interest.

## Subsidy Arrangement

Boundless will subsidize mentors and mentees for their expenses in meetings. To avoid administrative complication, we hope that you could pay for your mentees first and claim the expenditure back from the Committee afterwards. Expenditure for the meetings can be reimbursed on actual basis. Our subsidy will cover the maximum of **four** meetings, with a maximum amount of **\$100** for each meeting. You should discuss the arrangement with your mentees if the spending exceeds the capacity. You may choose to pay for the whole bill but are not obliged to do so.

Mentors must bring along a hard copy of the receipt to YMCA's Cheung Sha Wan office for reimbursement. You will be able to reclaim the expenses in cash immediately after presenting the receipt to the staff.

## Our Guidelines

Dos	Don'ts
<b>General</b>	
<ul style="list-style-type: none"> <li>• Be a good role model</li> <li>• Respond cordially to mentees</li> </ul>	<ul style="list-style-type: none"> <li>• Ignore your mentees</li> <li>• Make unnecessary and inappropriate physical contact</li> <li>• Use inappropriate language (e.g. violent, abusive, discriminatory language)</li> </ul>
<b>Meetings</b>	
<ul style="list-style-type: none"> <li>• Place the safety of mentees as top priority</li> <li>• Approach mentees for gathering once every two months</li> <li>• Arrange meetings in public venues</li> </ul>	<ul style="list-style-type: none"> <li>• Meet no later than 10: 00 p.m. and not before 8:00 a.m.</li> <li>• Engage in any monetary exchange with mentees</li> <li>• Exchange valuable gifts</li> <li>• Arrange meetings in private venues</li> </ul>
<b>Offering advice</b>	
<ul style="list-style-type: none"> <li>• Maintain objectivity in your advice</li> <li>• Listen to and comment on mentees' thoughts</li> <li>• Respect the belief of your mentees (especially political and religious beliefs)</li> </ul>	<ul style="list-style-type: none"> <li>• Be patronizing or forceful</li> <li>• Force mentees to follow your advice, even if they're not willing to</li> </ul>
<b>Communication with Boundless Committee and YMCA</b>	
<ul style="list-style-type: none"> <li>• Contact us when you have any doubts about whether a certain issue is in compliance with our guidelines and expectations</li> <li>• Contact YMCA in urgent situations stated below; if you cannot approach YMCA, pass the message to Queenie.</li> </ul>	
<b>Confidentiality</b>	

<ul style="list-style-type: none"> <li>• Directly contact YMCA instead of Boundless Committee for specific issues of the mentee stated below</li> </ul>	<ul style="list-style-type: none"> <li>• Disclose mentees' personal information and discussion content in meeting</li> <li>• Disclose photos involving mentees on social media unless mutually agreed</li> </ul>
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You must report to YMCA **immediately and directly** when:

- i) the mentee shows suicidal tendencies or signs that the mentee might have suffered from any form of violence
- ii) accidents or injuries occur during the meeting/ activity

### **Whatsapp Group**

You may want to recommend some of the programmes to our mentees. We will set up a Whatsapp group with all our Committee members, mentors and mentees to facilitate dissemination of information. Please feel free to share any information you think would be useful for the mentees onto the group.

### **Upcoming events**

#### Orientation Day

We will hold the Orientation Day on 27 December, 2020 to officially start the programme and facilitate the initial meeting among mentors and mentees in a group setting. Attendance is compulsory.

#### Overnight Camp (not applicable to overseas mentors)

We will organize an overnight camp on 16-17 January 2020 to strengthen the bonding between mentors and mentees. Attendance is compulsory.

#### Gatherings

We will arrange a number of gatherings during long holidays (i.e. Chinese New Year, Easter). The format is casual. In addition, a review session will be conducted in mid-June to collect mentors' feedback and evaluate the programme.