



### **Mentor Requirements - Cybermentor Program**

*Updated Fall 2014*

Cybermentor is an online mentoring program that inspires girls in grades 6-12 in science and engineering. Cybermentor relies on its many volunteers to match girls with positive female role models in science, technology, engineering and math – THANK YOU for making this commitment!

#### **As an active mentor, I understand and agree to the following:**

- € I am a woman working or studying in a field of science, technology, engineering or math (STEM). I have a strong background in a STEM area, and I am eager to share my experiences with a girl.
- € Before being accepted as a volunteer mentor in the Cybermentor program, I will need to complete the following screening, for the safety of all participants:
  - o An interview with the Cybermentor Team (in-person or via phone).
  - o A waiver as a University of Calgary volunteer (provided after your interview).
  - o Two reference checks.
  - o A volunteer police records check (paid for by the Cybermentor program).
- € The mentoring season runs from September to the end of June, and once my account is fully activated each season, I may be matched any time between September and March, as new girls join the program.
- € Once matched, I will correspond with my mentee (i.e. the girl I am matched with) **at least once a week** for the duration of the mentoring season.
  - o I will keep all communication with my mentee within Cybermentor's secure chat system and members-only community forum. I will never communicate using external email, phone, or initiate an in-person meeting. Should a special opportunity arise to meet my mentee in person, I will contact the Cybermentor Team to arrange this with the permission of my mentee's parent or guardian.
  - o If I will be without an internet connection for a short period of time during the season (i.e. 2 – 4 weeks), I will let my mentee and the Cybermentor Team know, and when my communication will resume.
- € I will take a leadership role in the mentoring relationship, by using the provided Mentor Resources (available once your account is fully activated), and being a reliable and supportive role model.
- € I will read the monthly Cybermentor Newsletters, as I understand the Cybermentor Team relies on these newsletters to communicate important news and opportunities to our hundreds of volunteers.

- € I may also have the opportunity to mentor more than one girl in a season, but the Cybermentor Team will always check with me prior to assigning more than one mentee.
- € While Cybermentor works very hard to find a suitable match for every mentor, matches are dependent on the relative numbers of girls and mentors in a given season, and of the interests of the girls participating. In addition to volunteering as a mentor, I understand that there are many other ways to support the program, as listed on the [Volunteer page of the website](#).
- € I will provide feedback to Cybermentor via annual surveys, and understand that I am encouraged to contact the Cybermentor Team at any time for support or questions.

I understand that I will be asked to make this commitment at the beginning of each mentoring season.

**Should my circumstances change such that I will be unable to fulfill my mentoring responsibilities, I understand that I have the option to take a leave of absence from the program for one or more seasons, and allow another eager mentor to take my place. I agree to contact the Cybermentor Team at [cybermentor@ucalgary.ca](mailto:cybermentor@ucalgary.ca) or 403-220-8283 to notify them of any changes in my volunteer status.**