

2024-2025 Elevated Mentor Policy Manual

Mission Statement

The Elevated Program seeks to empower Black youth and their families by providing mentorships, equitable opportunities, and collegiate access to succeed in higher education and beyond.

Program Overview

Aligning with Sachs Foundation values, the Elevated program provides intentional mentorships to students who identify as Black in El Paso and Denver County, Colorado. Through cohort mentorships and targeted programming for 8th to 12th grades, Elevated provides students with the tools and knowledge necessary to research, navigate, and thrive in higher education. ***Mentors support their students over the course of several years. The robust relationships formed between the students and mentors allow for youth to receive the support and guidance that are critical to their growth in education and beyond.*** Families are supported through a holistic approach with financial assistance, resources, and case management as needed.

Mentor Role and Responsibilities

Role

- Develop strong relationships with middle/high school students and their families in the Pikes Peaks and Denver regions
- Plan and execute programming that aligns with the Sachs Foundation Elevated Mentoring Program mission statement
- Support Black students and their family's navigation and exploration of higher education
- Be a positive role model for students that promotes honest communication and mutual respect

Responsibilities

- Willingness and dedication in providing quality mentoring to students
- Actively engage and communicate with students at Elevated events
- Assess, track, and monitor student's success through a shared database
- Clear and reliable communication with students, families, and the Sachs Foundation
- Work as part of a team and collaborate with colleagues to plan and implement intentional programming that incorporates the following focus areas:
 - Leadership
 - Academics
 - Emotional-Well Being
 - Collegiate Access

Mentor Schedule

- Mentors are expected to plan and execute an ***event once a month*** (more if needed for college trips)
- Mandatory attendance required at 2-day planning session/retreat prior to school year, dates provided before end of current school year.
- Consistent and regular communication with families.
- Maintain active employment for at least ***one academic school year to encourage relationship continuity.***

Supervision/Training

- Mentors must provide proof of 3-5 completed professional development hours each academic year, specific to the topic of working with youth of color and/or Black youth
 - Professional development opportunities will be shared with mentors as available if needed
- Mentors agree to an employment evaluation at the end of each academic year
- Mentors in their first year of employment agree to meet with Sachs Foundation staff once a month to ensure program alignment.
 - Monthly check-ins to be done virtually

Preferred Experience & Background

- Experience working with youth for more than 2 years
- Connection to the community served
- Completed at least a bachelor's degree, *associate degree allowed*, on a case-by-case basis
- All applicants **must submit to a background check**, and the fee will be waived
- All applicants must be CPR/1st Aid Certified, if applicable, class fee can be reimbursed.

Overnight College Visits

- Mentors are expected to submit a charter bus form no less than 4 weeks before the expected departure, beginning of the school year is preferred. A change in dates or schedules once bus, hotel, and college tours are confirmed may result in a cancellation of the trip. The Sachs Foundation will plan and coordinate all college visits and campus tours.
- Mentors are required to review all trip details including but not limited, rooming lists, hotel selection, confirmed schedule, and bus contract, no less than 2 weeks from scheduled departure.
- Mentors are required to meet with the Sachs Foundation staff to review all trip details before departure.
- The Elevated Program will provide all meals, housing, and activity expenses for students; all purchases must be logged on an expense sheet and receipts uploaded within 48 hours after travel.
- Mentors are advised to call the number on the back of their credit card to inform bank of travel plans before their trips to avoid disruption of service.
- Mentors are expected to contact the charter bus driver to introduce themselves and ensure the schedule is confirmed.

Communications

- Mentors will have an email, firstname@elevatedstudents.org. ***It is the sole responsibility of mentors to regularly check and respond to Elevated emails.***
- Mentors will communicate with families, any changes or updates to the schedule as needed with Band app, each cohort will have a designated Band app for all communications.

Mentor: Student Ratio

Cohort ratio will not exceed 16 students for every 2 mentors, unless explicit permission was given by Chief Operations Officer for special circumstances.

Mentor Payment

- Mentors will be paid monthly, beginning in September 2025 ending in May 2025
- Payment for mentoring will total \$10,000 for the length of one academic school year.
- Longevity Bonus Calculation,
 - \$0, 1st year
 - \$0, 2nd year
 - \$1,000, 3rd year
 - \$1,000, 4th year
 - \$2,000, 5th year + *CONSECUTIVE YEARS

Termination Policy

Mentors who are found to be in violation of the above roles and responsibilities are subject to termination.

Elevated Program Policies for Students

(please see Elevated Student Program Manual for more detailed information.)

Mandated Reporting

All Sachs Foundation (full-time or part-time) and interns are mandated reporters. Sachs Foundation employees or contracted positions are required by law to make a report if abuse is suspected or reported. If appropriate the report will be shared with the parent or guardian of the student. Mentors are not obligated to inform the student's guardian or parent if they deem fit or fear for the safety of the student. Except as otherwise provided by section 19-3-307 , section 25-1-122(4)(d), C.R.S , and paragraph (b) of this subsection (1), any person specified in subsection (2) of this section who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the ***child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system as set forth in section 26-5-111, C.R.S*** .

Grievances

If an Elevated mentor feels as though they have been mistreated, misled, prohibited from receiving the programming and/or experiences expected as outlined in this program manual, please feel free to contact the Program Director. If your complaint involves the Program Director, please contact the President of the Sachs Foundation. All contact information is listed at the end of this manual.

Elevated Student Scholarships

Any student who supports good standing will be provided with a scholarship or educational grant, at the completion of their high school career.

Students will be awarded as follows:

- \$2400 if they've been in the program for only one year
- \$3400 if they've been in the program for two years
- \$4200 if they've been in the program for three years
- \$4800 if they've been in the program for 4 years
- \$5000 for more than 4 years

Elevated Family Support

Elevated understands that the family is part of the student's education journey, as well. Mentors can refer families to Program Director, *case management is supplied as asked*; case management is provided by Program Director, Elevated staff members, social work interns, and/or volunteers.

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| Criteria for family support <ol style="list-style-type: none"> 1. Student must be an Elevated program participant 2. Student must reside with the adult who is applying for financial support 3. Family and student must be in good standing with regular participation from student and family 4. Completed application, monthly budget expenses, and proof of overdue bill 5. <i>Financial support not to exceed a term of 3 months</i> | |
| Consideration for acceptance <ol style="list-style-type: none"> 1. Completed application 2. Verification of bill or past due bill 3. Bill is in the name of adult residing in Elevated student's household 4. Previous requests for assistance | |
| Assistance given for the following area of needs | |
| Rent/Mortgage* | |
| Utilities* | |
| Car repairs / Transportation support* | |
| Unexpected Medical Expenses, to include, dental and vision* | |
| Education Institution Related Costs & Fees (Education Related Fees will be calculated as separate total amounts, unless otherwise noted.) | School Fees: technology, library, calculators/devices. <i>Assistance provided up to \$250/academic year</i> Extracurricular Activities: team registration, uniform, rentals/equipment, sports physicals, fees for sports teams outside of school association, afterschool/club, and/or travel teams. <i>Assistance provided up to \$250/academic year</i> Course Fees: IB course fees, AP test fees, academic related fees. <i>Assistance provided up to \$500/academic year</i> Camps/School Trips: tuition for approved camps and excursions, and/or registration fees. <i>Assistance provided up to \$1000/academic year</i> |
| <i>* overall assistance, to not exceed a combined total \$5,000 for the entirety of program enrollment</i> | |
| Any family who is approved of family support agrees to the following: <ol style="list-style-type: none"> 1. Completed monthly budget form for length of assistance 2. At least 3 checkpoints between case manager (Program Director/social work intern/Sachs Foundation staff member/volunteer) and family 3. Completion of pre/post survey | |

By signing below, you are hereby stating you have received a copy of the Elevated mentor policies and procedures. Mentors agree to the outlined roles, responsibilities, and employment requirements.

Elevated Mentor

Date

Printed Name of Elevated Mentor