CITY OF PITTSBURGH

"America's Most Livable City"

Office of Mayor Luke Ravenstahl

March 22, 2011

Dear City of Pittsburgh employees:

Pittsburgh's future is in the hands of its youth. It was with this belief that I co-founded the Pittsburgh Promise scholarship program, and continue to work hand-in-hand with Pittsburgh schools to improve educational outcomes for students.

Building on this success, I am proud to announce the Mayor's Mentoring Initiative, a new program enabling City of Pittsburgh employees to receive up to two hours of administrative leave per week to serve as mentors to Pittsburgh's young people.

Through this initiative, the City will be partnering with the Be A 6th Grade Mentor project, the largest mentoring initiative in our region's history. Initiated by the leadership of the Youth Futures Commission and developed through the collaboration of United Way of Allegheny County, Pittsburgh Public Schools, and the Mentoring Partnership of Southwestern Pennsylvania, Be A 6th Grade Mentor is a unique opportunity for adults with work experience to influence a young person's life.

Simply by sharing your time, you can make a tremendous impact. In a recent survey of mentoring relationships, mentored youth were shown to have better school attendance, a better chance of going on to higher education, and better attitudes towards school. In addition, mentoring appeared to help prevent substance abuse and reduce negative youth behaviors.

I invite you to join me in becoming a mentor for the 2011-2012 school year. The time to apply is now. Please see the attached application and FAQ for additional information.

If you have any further questions, please call 412-255-4765 or email servepgh@city.pittsburgh.pa.us. I hope that you choose to take advantage of this exciting new opportunity to support our youth and the future of Pittsburgh!

Sincerely,

Luke Ravenstahl

Luke Ravenstahl
Mayor, City of Pittsburgh

Information Form

be a 6thgrade mentor.org

The Mentoring Partnership of Southwestern Pennsylvania · Youth Futures Commission · Pittsburgh Public Schools · United Way

Thank you for your interest in becoming a mentor.
Please provide the following preliminary information.

Please PRINT clearly:

First Name:_____ Last Name:_____ Email:_____

Address: _____
(Street) (City/Zip)

Daytime Phone Number: _____Cell Phone Number: _____

Employer: CITY OF PITTSBURGH Department: _____

Occupation: _____

Why are you interested in becoming a mentor? _____

_____

☐ I am interested in learning more about co-mentoring.

Ethnicity: ***(optional, choose one)*** ☐ American Indian and Alaska Native ☐ Asian ☐ Black or African American ☐ Hispanic or Latino ☐ Multiracial ☐ Native Hawaiian and Other Pacific Islander ☐ White

Gender: ***(optional)*** ☐ Female ☐ Male

Please list your preference for placement by indicating 1st, 2nd or 3rd choice

PREFERENCE	SCHOOL	NEIGHBORHOOD	DAY	TIME
1 2 3	Pittsburgh Allegheny 6-8	North Side		
1 2 3	Pittsburgh Schiller 6-8	North Side		
1 2 3	Pittsburgh South Hills 6-8	Beechview		
1 2 3	Pittsburgh King K-8	North Side		
1 2 3	Pittsburgh Arsenal 6-8	Lawrenceville		
1 2 3	Pittsburgh South Brook 6-8	Brookline		
1 2 3	Pittsburgh Sterrett 6-8	Point Breeze		
1 2 3	Pittsburgh Classical 6-8	West End		

Mentoring days and times for each school in the 2011-2012 school year will be determined in Summer 2011.

☐ *Please check here if you would prefer to wait to provide your school preference until this information becomes available.*

Background clearances are part of the Screening Process. If you have not completed background clearances within the past 12 months, they will be completed as a part of the application process. Please indicate if you have current clearances, within the past 12 months, for: ☐ FBI ☐ PA Act 33

To help us improve our recruitment efforts please let us know how you heard about us:

☐ Recruitment Presentation
☐ Email
☐ Intranet postings
☐ Pittsburgh Cares
☐ Workplace
☐ School
☐ Brochure
☐ Place of worship
☐ Website
☐ Special Event
☐ Mentoring Matters
☐ Newsletter
☐ Radio Station
☐ Television Station
☐ Newspaper
☐ Billboard
☐ Mayor's Mentoring Initiative
☐ Other: _____

_____
Director or Designee Signature Date

Please return to: Office of Mayor Luke Ravenstahl, c/o Mayor's Mentoring Initiative, 512 City -County Building, 414 Grant Street, Pittsburgh, PA 15219, by September 1, 2011.

412- 255-4765
servepgh@city.pittsburgh.pa.us
FAX (412) 255-2687

Visit www.bea6thgradementor.org and click on "Watch the stories of mentors and mentees" to learn what happens during mentoring!

City of Pittsburgh
Mayor's Mentoring Initiative
Frequently Asked Questions

#1: What is the Mayor's Mentoring Initiative?
On March 22, 2011, Mayor Ravenstahl signed an Executive Order creating the Mayor's Mentoring Initiative and encouraging City employees to serve as mentors to school-aged youths.

The Mayor's Mentoring Initiative provides up to two hours of administrative leave time per week for full-time City of Pittsburgh employees to serve as mentors through the Be A 6th Grade Mentor Program. Up to one hour is allowed for mentoring, and up one hour is allowed for transportation to and from the school.

#2: Why should I become a mentor?
There is a wealth of research available that supports the positive effects of school-based mentoring. At its most basic level, mentoring helps because it guarantees a young person that there is someone who cares about them. A child is not alone in dealing with day-to-day worries.

Research confirms that mentoring works. A Brief published by Child Trends and titled "Mentoring: A Promising Strategy for Youth Development" found that young people who participate in mentoring relationships experience a number of positive benefits.

- In terms of educational achievement, mentored youths have better attendance; a better chance of going on to higher education; and better attitudes toward school.
- In terms of health and safety, mentoring appears to help prevent substance abuse and reduce some negative youth behaviors.
- On the social and emotional development front, taking part in mentoring promotes positive social attitudes and relationships. Mentored youths tend to trust their parents more and communicate better with them.

#3: What do mentors do?
Be A 6th Grade Mentor is designed to match caring, well-prepared adults with sixth grade students in Pittsburgh Public Schools to help them develop career aspirations and encourage academic excellence. During meetings, mentors will assist students in completing assignments from a Career Education Workbook provided by the program.

Mentors are assigned to a United Way mentoring agency and a specific school that is responsible for contacting, screening, and supervising them. Mentoring partner agencies are Communities in Schools, Big Brothers & Big Sisters, World Class Industrial Network, and Mt. Ararat Community Activity Center.

Mentors commit to visiting their assigned mentee at the mentee's school during appointed Mentor Hours (determined by each school, but generally between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday). Mentors agree to visit their mentee

for 45 minutes per week from October 2011 to May 2012. In addition, mentors agree to maintain supervised contact (via email or visits) over the summer months for a total commitment of at least 12 months. Mentors spend weekly time reviewing and completing assignments from the Career Education Workbook. These assignments usually take 15 minutes of the meeting time. The remaining time is spent listening, interacting and being a supportive, caring adult to the student. Mentors may provide academic assistance and support when appropriate.

Participating schools include: Pittsburgh Allegheny *(North Side);* Pittsburgh Arsenal *(Lawrenceville);* Pittsburgh Classical *(West End);* Pittsburgh King *(North Side);* Pittsburgh Schiller *(North Side);* Pittsburgh South Brook *(Brookline);* Pittsburgh South Hills *(Beechview);* Pittsburgh Sterrett *(Point Breeze).*

#4: How can I participate?
Steps for participation include:

1. Complete and submit the attached application to the Office of Mayor Luke Ravenstahl c/o Mayor's Mentoring Initiative. Please note that your Director or a designee must approve and sign the application for consideration in the program, and continued participation is at the City Department's sole discretion. You are encouraged to submit your application early; however, applications will be accepted until **September 1, 2011**.
2. After you submit your application, you will participate in a brief phone call with the Be A 6th Grade Program Director. This is a great opportunity to ask any remaining questions that you may have.
3. Beginning in June, you will be invited to a four-hour training session that will cover Mentoring 101, Cultural Awareness, and the Career Education Workbook used in the program.
4. You will be asked to complete an interview with the mentoring agency. Act 33/34 and FBI clearances will be completed at this time. *
5. Weekly mentoring will begin in October 2011.

**Clearances will be reviewed by the mentoring agency and Pittsburgh Public Schools staff. Final decisions on suitability are the responsibility of the partner agency and the assigned school.*

#5: If I work 2nd or 3rd shift, can I still participate?
You may still participate in the Be A 6th Grade Mentor program. However, to receive administrative leave time the activity must fall within your normal work schedule.

#6: What if my position with the City is grant-funded?
For those employees who are not paid by general fund dollars, you should have written permission from the grantor/funder prior to participation in the program.

#7: May I use a City vehicle to drive to and from the school that I am assigned to?
City vehicle use may be permitted at your Director or designee's discretion.

#8: Is co-mentoring allowed?
Co-mentoring (i.e., two adults serving as mentors to the same mentee on alternate weeks) is allowable at the following schools: Pittsburgh Allegheny *(North Side)*; Pittsburgh King *(North Side)*; Pittsburgh South Brook *(Brookline)*; and Pittsburgh

Sterrett *(Point Breeze)*. If you are interested in co-mentoring, please be sure to note this on your application.

#9: What if I still have more questions?
For more details about the Mayor's Mentoring Initiative, please check out servepgh.pittsburghpa.gov. You may also call 412-255-4765 or e-mail servepgh@city.pittsburgh.pa.us.

For additional information about the Be A 6th Grade Mentor program, please check out www.bea6thgradementor.org/. You may also call 412-456-6770 or email mentoring@uwac.org.