

The ASPIRE program provides one-on-one mentoring to help students continue their education beyond high school. Adult volunteers meet with assigned students to assist them with a variety of activities such as academic preparation, scholarship search and application, career exploration, college choice, and college application. All volunteers are screened, including a criminal background check.

ASPIRE volunteers will not replace paid staff.

Responsibilities

- Meet on a regular basis with 1-10 assigned students
- Assist students in defining their goals; use the "Student Tracker" to record their activities and progress
- Attend volunteer meetings and trainings (orientation, ASPIRE Fall Conference, etc.)
- Become familiar with ASPIRE curriculum materials, website, and other web resources
- Follow ASPIRE guidelines, site policies and regulations regarding confidentiality, meeting times, safety, etc.
- Report any volunteer accident or incident to the ASPIRE Coordinator
- Participate in the program year-end evaluation

Qualifications

- Desire and ability to work with teenage students
- Sensitivity to challenges faced by teenage students
- Interest in being trained in the college financial aid process
- Dependability and a strong sense of commitment
- Ability to maintain patient, non-judgmental attitude

Time Commitment

1-4 hours per week for the school year

Training

- Information on careers, schools, college applications/admissions, and financial aid/scholarships
- Mentoring and communication techniques; confidentiality requirements

Benefits

- Satisfaction of creating opportunities for more Oregonians to attend college and trade schools
- Tort liability insurance coverage

Site Name (Please Print): _____ Date: _____

ASPIRE Volunteer Name (please print): _____

ASPIRE Volunteer Signature: _____

Confidentiality Agreement

Confidentiality is the preservation of any privileged information concerning students that is disclosed in a professional working relationship.

The ASPIRE volunteer mentor will keep the communication with his or her student confidential. All records dealing with specific students must be treated as confidential and be maintained according to school policy. ASPIRE volunteers will not discuss students' confidential information outside the program.

General information, policy statements, or statistical material that is not identified with any individual or family is not classified as confidential.

Although the ASPIRE site is liable for a volunteer's acts within the scope of his or her duty, giving information to an unauthorized person could be interpreted as not acting within the scope of that duty and the site could refuse to support the volunteer in the event of a legal action. Violation of the Oregon Revised Statute regarding confidentiality of records is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment in the county jail for not more than 60 days, or both.

The only exception to confidentiality restrictions is if a volunteer thinks a student is being physically or sexually abused or is involved in a life-threatening activity. This must be reported immediately to the site administration and/or the police or the Oregon Department of Human Services.

My signature below certifies that I have read the material above and understand the confidentiality policy. I understand that my duty as an ASPIRE volunteer mentor is to abide by the laws and policies regarding preservation of confidential information. I agree to the responsibilities described in the position description.

Signature: _____

Date: _____

ASPIRE Publicity Authorization

I give permission for the site and the ASPIRE program to use my name, photograph or quotes in any form of ASPIRE publicity. I understand that I may withdraw my consent at any time by submitting a written request to the ASPIRE Coordinator.

Signature: _____

Date: _____