



**ROCKFORD PROMISE**  
CHANGING LIVES. TRANSFORMING OUR REGION.

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## MENTOR APPLICATION

*(The information in this application will be kept confidential. Retirees should list most recent employment information.)*

Name \_\_\_\_\_  Male  Female  
Last Name First

Company \_\_\_\_\_ Length of Employment \_\_\_\_\_

Job Title \_\_\_\_\_

Preferred Mailing Address

\_\_\_\_\_  
Street Number City State Zip

Email \_\_\_\_\_

Phone \_\_\_\_\_

I am interested in students majoring in:

Accounting/Finance  Business  Education  Engineering  Information Technology  
 Nursing  Pre-Med  Other \_\_\_\_\_

Briefly describe the focus of your career:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever participated in a formal mentoring program?  Yes  No

If yes, what did you like or dislike about the program? \_\_\_\_\_

\_\_\_\_\_

Is there any other pertinent information that would further assist us in matching you?

\_\_\_\_\_

\_\_\_\_\_

I have read and understand mentor responsibilities. Additionally, I have read and agree to comply with the Confidentiality Requirements.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Send to:** [ecbreck@gmail.com](mailto:ecbreck@gmail.com).

# Mentoring Program Responsibilities

## MENTOR RESPONSIBILITIES

All business professionals or retirees are eligible to become mentors if they meet the following requirements:

- Attend mentor trainings and meetings
- Can and will make the time to devote a minimum of two contacts per month while school is in session and a minimum of one contact during summer break with assigned Promise Scholar(s). Contact can be as simple as a text or email.
- Guide Scholar in developing a network list of business contacts and possible internship opportunities.
- Conduct an in-person informational interview with Scholar.
- Complete Rockford Promise necessary correspondence and reports on a timely basis.
- The mentor/mentee relationship may be terminated upon the Scholar's graduation
- Rockford Promise must be updated regarding the termination of the relationship.

## CONFIDENTIALITY REQUIREMENTS

There are two considerations to the issue of confidentiality in the mentoring partnership:

- Personal Confidentiality
- Academic Confidentiality

The mentoring partnership is based on trust, honesty, and truthfulness. It is therefore understood that all information shared within the relationship will remain confidential. Mentors may, however, divulge personal information about the Promise Scholar to the appropriate authority in the following cases:

- The Scholar talks about suicide.
- The Scholar discusses intentions to do personal harm or harm another person.

It should be noted that in addition to the above confidentiality between mentor and Scholar, the College is required to comply with the regulations of **FERPA** (Family Educational Rights and Privacy Act: also known as the Buckley Amendment). The College and its employees will not, without prior consent of the student, disclose personally identifiable information from education records.

Therefore the Mentoring Program personnel will neither receive nor distribute academic information about a Scholar without prior consent from the Scholar. Scholars are asked to sign a "Consent and Release Form" when they apply to the program. The consent form will allow the program to release the pertinent information regarding the Scholar.