

Frequently Asked Questions:

LUNCH BUDDY PROGRAM

1. What am I committing to as a Lunch Buddy?

You are committing to your student (mentee) lunch once a week on all weeks that apply. Instances when you will not meet are due to school dismissals, breaks, sicknesses, and vacations by either party.

2. How often will I need to participate in MAYN's events?

As a Lunch Buddy – you will receive the following:

- ✚ An invitation to a beginner's Lunch & Learn where you can meet other mentors and ask questions. If you remain a Lunch Buddy for several years, then other small meetings might pertain to you as well.
- ✚ An invitation to a "party" at the beginning of the school year where you can meet your buddy in a group setting. This will be during the students lunch hour.
- ✚ A bi-monthly MAYN newsletter that has information regarding volunteers, and schedules that pertain to both students and mentors. In these newsletters, I will mention Fundraising events for MAYN and if you choose to participate in these events, you can get ahold of a MAYN employee.
- ✚ An invitation to a "party" at the end of the school year where we will celebrate a great year in a group setting. This will be during the student's lunch hour.
- ✚ Emails as needed asking for mentor participation:
 - This might include a short statement regarding how you and your lunch buddy are doing.
- ✚ Yearly surveys will be given, mailed, or emailed to you at both the beginning and end of the school year. Only the Director and Coordinator will see these surveys. We want to improve our programs by listening to what the students, mentors, and teachers have to say regarding MAYN and the lunch buddy program.

3. What if I don't get along with my student?

You can simply request that you wish to discontinue with the student. It does take up to four weeks to develop a sense of trust between mentor and mentee. Most mentors continue with their mentees until they graduate 6th grade or high school.

4. **What do the other students think of the Lunch Buddy program?**

As most mentors can attest to, children rarely comment negatively regarding the Lunch Buddy program. In fact, most children ask when they will be getting their own lunch buddy. If you stand in line with your child for lunch, then you will get to know all the children in line next to your student. A “rock star” status is given to Lunch Buddies who visit the schools. Marshall has successfully implemented a program where positive comments greatly outweigh any negative comments.

5. **What do I do once I get to the school to see my Lunch Buddy?**

- ✚ Check in at the office and grab a visitors tag
- ✚ Wait in the hallway to wait for your buddy
- ✚ Either wait in line with your buddy if they are a “tray” or you can officially “cut” to the front of the line if you feel too much time will be wasted on waiting.
- ✚ If the student is a bucket, then continue with the next step
- ✚ Go to a designated area and eat lunch
- ✚ The student will let you know when they are ready to leave
- ✚ Dump your tray with the student
- ✚ Sign out at the office

6. **Where are the designated areas to eat?**

- ✚ Pics attached
- ✚ DO NOT EAT one-on-one in classroom, in cafeteria,
- ✚ If you eat in art room at North school, make sure to put stools back up on tables!
- ✚ If you eat in art room – MAYN bag full of goodies to play or create (changed monthly or bi-monthly)!

7. **How do I order a lunch from the school?**

Each week, when you sign in, a calendar will be placed in MAYN’s binder for the following weeks in the current month. If you know your schedule ahead of time, then you can sign up for lunches as far in advance that you would like. You may call the MAYN office and we can contact the schools if you wish. IF YOU WANT TO MEET WITH YOUR BUDDY, THE SCHOOL MUST KNOW THE DAY BEFORE BY 1 PM. This is so your lunch buddy’s name will be called in the announcements and the school has a lunch count for the cafeteria!

8. **What do I need to do if I have scheduled a lunch and need to cancel?**

Get ahold of either the school or a MAYN employee.

9. **How was my Lunch Buddy recommended to this program?**

Most students are recommended by teachers. However, there are instances when children can be recommended by parents. Parents sign permission forms for the student to participate in the Lunch Buddy program. About 75% of all students recommended end up in the program.

10. **What if I don't know what to talk about?**

- ✚ Please do not be intimidated by talking to these children. Ask those questions about school life, home life, and the friends they hang out with. We are not there to get “secrets” but just to listen, encourage, and have fun! However, if you do hear a “secret” that is inappropriate, do not forget that we are mandated reporters that must turn in any violent activities that we hear of during our meetings (refer to packet regarding abuse or neglect)
- ✚ All students are different. If you are struggling eating in the art room with your student because other lunch buddies are in there too, you can always leave to sit in the hallway at the tables provided. Sometimes just getting away from other students and their buddies helps!
- ✚ If you have a loud and boisterous student, you need to help keep your student calm and from disrupting other buddies with their students. If this remains a problem, the school office or MAYN needs to know! Remember, this is a privileged program and they do need to remain respectful to all those involved.
- ✚ A MAYN employee will meet with your student first and ask them briefly to describe themselves so you will know a little bit about them beforehand. A picture will also be given to you with the information obtained ☺
- ✚ South School – a cabinet in the hallway outside of the lunch room has games you are more than welcome to play.
- ✚ North School – games will be changed monthly and will be placed on book shelf in the office where you sign in and get your visitors tag!

11. **What if I don't want to continue with the program?**

It would be great if you could finish out the school year. If you aren't interested in continuing, simply let a MAYN employee know.

Frequently Asked Questions:

CAREER MENTORING PROGRAM

12. **What am I committing to as a Career Mentor?**

You are committing to meeting with your 7th-12th grade student weekly at your place of business. Instances when you will not meet are due to school dismissals, breaks, sicknesses, and vacations by either party.

13. **What is my goal as a Career Mentor?** MAYN's goals of the program are the following

- ✓ Mentees (students) will develop a trusting relationship with mentor
- ✓ Mentees will show improvements in educational success, attitudes, and/or risk-avoidance

14. **How do I help meet these goals?**

Help your mentee understand future options and importance of school attendance in obtaining future goals. Through careful listening, reassuring positive attitude, interaction, communication, and by being a caring adult, students and mentors will develop a trusting relationship.

15. **How often will I need to participate in MAYN's events?**

As a Career Mentor – MAYN will send the following items to you:

- ✚ An invitation to a new mentors Lunch & Learn where you can meet other mentors and ask questions. If you remain a Career Mentor for several years, then other small meetings might pertain to you as well. Lunch & Learns are typically small (10 – 15 persons).
- ✚ An invitation to a kick-off “party” at the beginning of the school year where you can meet your student in a group setting. This will most likely be during the students lunch hour.
- ✚ A quarterly MAYN newsletter that has information regarding volunteers, and schedules that pertain to both students and mentors. In these newsletters, Fundraising events for MAYN will be mentioned and if you choose to participate in these events, you can get ahold of a MAYN employee.
- ✚ An invitation to a “party” at the end of the school year where we will celebrate a great year in a group setting. This will most likely be a quick after school get together (2014 was a bowling party at Marshall Bowl).
- ✚ Emails as needed asking for mentor participation:

- This might include a short statement regarding how you and your lunch buddy are doing.
 - ✚ Yearly surveys will be given, mailed, or emailed to you at both the beginning and end of the school year. Only the Director and Coordinator will see these surveys. We want to improve our programs by listening to what the students, mentors, and teachers have to say regarding MAYN and the Career Mentoring program.
16. **What if I don't get along with my student?**
You can simply request that you wish to discontinue with the student. It does take up to four weeks (or longer) to develop a sense of trust between mentor and mentee. However, MAYN's program has been extremely successful and most mentors continue with their mentees until they graduate.
17. **What do the other students think of the Career Mentoring program?**
As most mentors can attest to, students rarely comment negatively regarding any of MAYN's programs. Marshall has successfully implemented a program where positive comments greatly outweigh any negative comments.
18. **How do I get involved?**
- ✚ Email, call, or Facebook message MAYN
 - ✚ Schedule an appointment to come to the MAYN office for a packet of information regarding the program. If you are unable to visit MAYN's office, a MAYN employee can come to your place of employment for a quick introduction to the program.
 - ✚ Fill out a CANTS form (State of IL background check); it usually takes 4 weeks for this to return to MAYN office
 - ✚ Fill out a volunteer request form so MAYN has your personal information (phone, email, place of employment, etc.)
 - ✚ Wait for placement with a student
19. **How is the student transported?**
- ✚ MAYN offers transportation if needed.
 - i. If you have a job (teacher, medical profession, etc) where you absolutely can not leave – MAYN will provide transportation both ways for the student
 - ii. If you have a job you can leave freely, it is of great help if you can transport student both to and from school during their class period

- iii. If you have a job that will allow you to leave once, but not twice, then MAYN will provide transportation the other direction. You can either pick the student up or return them to school.
20. **When does MAYN need to know about my next scheduling event with my student?**
✚ When you meet with your student, he/she will have a scheduling slip that you will both need to sign. Your student will turn it in at the office upon returning to the school. It is important that MAYN has this scheduling form weekly. The complete schedule for all schools is done first thing Monday mornings and is sent to the secretaries upon review. The sooner this is done, the better!
21. **What do I need to do if I have scheduled meeting with my mentee and need to cancel?**
Get ahold of a MAYN employee or the school office and let us take care of the rest!
22. **What if I don't know what to talk about?**
Some students are quiet while others won't stop talking. Before MAYN sets you up with a mentee, please express your concerns to the Director or Coordinator of MAYN's mentoring programs. MAYN has plenty of resources to direct you towards in regards to new and neat ideas with relating to your mentee.
23. **How long do I meet with my mentee?**
Class periods are approximately 40 minutes long.
24. **What if I don't want to continue with the program?**
It would be great if you could finish out the school year. If you aren't interested in continuing, simply let a MAYN employee know.
25. **What if I want to get involved, but not with this program?**
MAYN offers a variety of other programs where you could help! We offer BAC/GAP to 5th and 6th grade students as well as MAYN-KIDS for 2nd graders. These are workshops held 2 times per school year. This is a great way to offer positive youth development on a much smaller scale than meeting weekly with a mentee. YET – it is still impacting Marshall's youth, and helping MAYN complete our goals!