



City Mentors Pre-Application

Name: _____ Employee Number: _____

Phone: (Work): _____ (Home): _____ (Cell): _____

Email Address: _____

LFUCG Division: _____ Position Title: _____

Supervisor: _____ Supervisor's Email: _____

Payroll Coordinator: _____ Payroll Coord. Email: _____

Director: _____ Director's Email: _____

Commissioner: _____ Commissioner's Email: _____

Program Preference

(Indicate top two preferences. If you only want to mentor at one, indicate by selecting one):

- Big Brothers Big Sisters
- Fayette County Public Schools
- Lexington Leadership Foundation
- LFUCG Parks & Recreation

Day/time you wish to mentor each week: _____

Why are you interested in becoming a City Mentor?

Please list any interests, hobbies or special skill you have that may be used to match you with a mentee:

Signatures:

Employee: _____ Supervisor: _____

Director: _____ Commissioner: _____

Submitting form to Laura Hatfield lhatfield@lexingtonky.gov indicates the employee is approved & ready to move on to the referral phase. The employee will be contacted by the City Mentors program partner to begin the application, background check & training process.

**Lexington City Mentors Program
(Mentoring Hours Sheet)**

Employee Name: _____ Employee #: _____

Department: _____ Supervisor: _____

Mentoring Program:

Big Brothers Big Sister FCPS Lexington Leadership Foundation Parks & Rec

Date/location of Mentoring: _____

Employee Signature

Mentoring Program Name (Print)

Mentoring Program Name (Signature)

Lexington City Mentors Program

Frequently Asked Questions

1. **Why City Mentors?**

The City Mentors Program allows you the opportunity to make a difference in the life of a child through spending consistent time investing in their future. We believe this investment will have a positive impact in our community through your involvement.

2. **I want to mentor but would like to mentor at a location other than the organizations selected by the City Mentors Program.**

In order to participate in this program, you must mentor at one of the four predetermined organizations.

3. **Will I go through a formal training to become a City Mentor?**

If your department gives you approval to participate in this program, you will be referred to the organization of your preference. Each organization has their own requirements for mentors (i.e. applications, references, background checks, trainings, etc.). The organization you work with will walk you through their requirements.

4. **I want to mentor but what if my department doesn't approve me?**

The City Mentors Program is a privilege that not all city employees can take advantage of at once as our commitment to our jobs takes first priority. Department leadership will take into account workloads and days/times interested employees are requesting off to make determinations on an individual basis. If you are not approved initially, you can always ask to be approved in the future.

5. **If I am a City Mentor, how would I be paid for the time?**

Mentoring is considered paid leave, similar to Blood Donation leave and Community Projects leave, and you will record all mentoring time on your time sheet. As a paid leave category this leave is not eligible for overtime or compensatory time accruals.

6. **Can I mentor my family member?**

This program is not intended for you to mentor a family member. Rather, City Mentors will be matched with children and youth in need of a mentor outside of their family system.

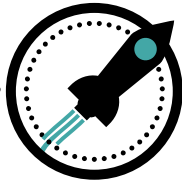
Lexington City Mentors

LFUCG Employees



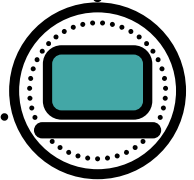
Recruitment

Partners for Youth & Local Partner Agency



Pre-Application

Partners for Youth & Interested LFUCG Employee



Referral

Partners for Youth, Local Partner Agency & LFUCG Finance & IT



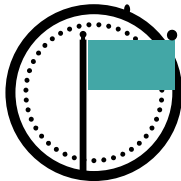
Training

Local Partner Agency & City Mentor



Placement

Local Partner Agency & City Mentor



Mentoring

City Mentor, Student Mentee & Local Partner Agency



Accountability

Local Partner Agency, City Mentor, Partners for Youth & LFUCG Payroll Coordinators