



# Mentor Recognition Kit 2008-2009



Mentors

Make

A

World

Of

Difference

## Introduction

Congratulations on your participation in a successful mentoring program at your school! Thank you! Thank you from the students whose lives have been positively enhanced through their interactions with their mentors. Thank you from all the teachers who have witnessed their students' behaviors and grades improve only after a few months of participating in mentoring. Thank you from the parents who have yet another ally in their pursuit of a quality education for their children. And thank you from all our community members who want to be engaged and a part of the great things that happen in our Duval School Public Schools every day.

**Thank you!**



Now, didn't that feel good! It always amazes me how a simple thank you goes such a long way in building relationships, trust and motivating positive behaviors. When I was a counselor, one of my favorite sayings was "Catch them being good!" Reward, acknowledge, honor and celebrate the desired actions and outcomes. It is easy to do and much more fun than the alternative.

One of the biggest gifts we can give to children is the gift of appreciation. Teach our young ones to say thank you and mean it! Model that behavior every day! You know as well as I do, they are watching us!

This little guide will help generate some simple and practical ways to honor the individuals who have given of their time, talents and hearts to join you in enhancing the lives of children through their academic and social growth.

The ideas and activities found in this reference are only that-- ideas and starter activities. You may already do your own creative ways of recognizing volunteers and mentors. If you do, please share them with your colleagues or send them to the Department of Community and Family Engagement to be included in this guide so your wealth of experience can be spread to others who have the responsibility of ensuring our students have happy volunteers and mentors in their corners.



## Daily Routines made into Moments of Gratitude

The best time to say thank you is whenever you feel grateful or think it's time to tell that person how much you appreciate them. All too often we wait for that perfect time or special date to share with people, "Kudos," when we could be missing a chance to build up another on a day they are a little down simply by saying thank you in the moment.

Every day a volunteer or mentor walks up to your school he or she is receiving the message of "come on in... we welcome you" or "alright, come in if you have to...you kind of are in the way."

It starts with a simple phone conversation for directions, a place to park in the parking lot, signs to know where the main office is located, a friendly smile and acknowledgement at the front desk, consistency in where the sign-in/sign-out book is located and how the "air" feels throughout the school.

The everyday routines can be turned into moments of gratitude with very little effort.

I am more motivated to mentor my student because the school staff helps me feel like I am an important part of the team—my mentee's team.

## It's What Month?



I used to think that National “*whatever month*” was a silly concept that some advertizing agent thought of to get their annual bonus that year.

While this hypothesis may be true, I now realize the power in having a special time set aside to **remind** us to acknowledge someone or something that deserves our acknowledgement...when masses of people focus on a person, role, or issue all at the same time-- amazing things can happen.

With that said, here are a few dates set aside to honor our volunteers and mentors from a national, state and local viewpoint.



**January= National Mentor Month**



**February= Florida School Volunteer Month**



**March State Parent Involvement Award Nominations are due**

*(submit to the Department of Community and Family Engagement)*



**April= National Volunteer Appreciation Week (19-25)  
Gold and Silver School Award Nominations due**



**May= National Teacher Appreciation Week (3-9)  
Florida Teacher Appreciation Day (15)**



**June= Five Star School Award nominations Due**



**September= Family Day (22)**



**November= Florida Parent Involvement Month  
American Education Week (16-22)**

“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

—Maya Angelou

The three “R’s” of volunteer management are:

- Recruit
- Recognize
- Retain.

Each of these “Rs” are of equal value. When we work hard to recruit volunteers **and** also remember to recognize our volunteers, we **will** reap the rewards of our work in retaining our valuable volunteers for years and years.

The best way to build up your school’s volunteer and mentor programs is by retaining the volunteers and mentors that are already there. They will be your best recruiters! Try at least one of the following ideas this year or continue or create your own way of saying “Thank you!” and let us know if you see a difference.

Early on, I mentioned that this is a *work-in-progress* reference guide of creative and practical ways to recognize your volunteers and mentors. General ideas and activities are found on the next few pages. It is only the beginning. We would love to add your best practices to these pages every year. PLEASE, share things you have done or ideas of things you may try so that others can gain from your creativity.



***Thank you for the extra things you do for our students!***

*“Gratitude is not only the greatest of virtues, but the parent of all the others”*  
--Cicero

**1. Say “Thank you!”**...and well, mean it!—Maya Angelou’s quote reminds us that it’s not the *words* but the *feeling* people remember-- eye contact, a smile and a gentle touch on the shoulder will go far!

**2. Encourage the students to tell their mentor, “Thank you for coming to see me today!”**...One day my mentee was questioning me over and over why I was five minutes late on a day I made special arrangements to see her (my boss stopped me in the hall on my way out) until finally I empathized with her feeling of disappointment and also reminded her that a thank you goes a long way. Each moment is a teaching moment.

**3. Picture this**...Buy a portable camera and have all the mentees take a picture of their mentor and create a “Mentors Make a World of Difference” Wall of Fame. Have the students interview their mentor and write up a short bio. The students can include what they like about their mentor or the mentoring experience.

**4. What I Appreciate About You is**...use simple 3 x 5 cards and have the students write, “What I appreciate about you is” at the top and encourage them to list at least three things that they like about their mentor. Then attach this card to the sign in page before the mentor arrives for the next visit. What a wonderful surprise!

**5. Mentoring Moments**...Create a folder and use the Mentoring Moment page found on page 21 & 22 of this guide to encourage mentors to share their positive experiences—these vignettes can be used in school newsletters or on school web sites. Send them to the Department of Community and Family Engagement to be posted on the district-wide website and in printed publications.

**6. M&Ms...** Keeping with the mentor moments theme mentioned above, buy a jumbo bag of M & Ms and tell them M & M stands for Mentoring Magic as you hand them a bag.



**7. Share student Successes...** Mentors want to know the good things that are happening in the lives of their mentees. Have a preprinted note that reads, “Mentoring Success Moments.” See page 23.

**8. Mentors make a world of difference cards...** make up business cards that reads, “My mentor makes a world of difference!” signed (first name of student) so that the mentees can give their mentors a card when the mentors helps with something or just because. These business cards can be collected in the office and periodic drawings could be held for small rewards, a pencil with the school name, and free drink coupon from a convenient store, etc.

**9. Certificates...** Invite your mentors to a school-wide assembly or special event and present them with a

***It’s nice to be important, but it’s more important to be nice!***

*~Author Unknown*

Mentors Make a World of Difference Certificate.

**10. Nominate...** Remember to nominate extra special mentors for the district volunteer of the year award. Your school’s nominee may have an opportunity to win recognition from the Florida Department of Education. Contact the Department of Community and Family Engagement for the due dates.

**11. Public Acknowledgement...** Thank your mentors by name on a banner posted where all can see. If you have a school marquee, thank your



mentors during January's mentor

**12. Mentees Commitment Coupon Book...**create a blank coupon book (see page 25) and ask the mentee, their teachers and family to create some promises to their mentor based on some of the areas the mentees needs help with such as, "I promise to do my homework," or "I will go to school every day for a whole month," or "I will read 20 minutes a night," etc. The last pages of the coupon book include agreed upon incentives that states once the tasks are completed, then X occurs, for



month.

example, "If I complete one of my commitments, my mentor will bring in lunch for me", etc. The coupon book is given to the mentor to "cash in" whenever he or she deems appropriate. A teacher can mention that a mentees attendance has been slipping and the mentor will "cash in" their attendance commitment coupon. Once the mentee completes the designated tasks, they can "cash in" on the prior agreed upon incentive.

*As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.*

~John F. Kennedy

### **13. Celebrate Milestone**

**Ribbons....**Mentors usually don't pay attention to how many hours they have invested (don't forget about travel time, one hour of mentoring is usually really 1 ½ - 2 hours).

with the teachers, staff and The Department of Community and Family Engagement.

Celebrate these valuable hours (in increments of time) by creating a ribbon for certain number of hours, See page 26.

**14. Hour glass....**Make a large hour glass poster and post near the sign-in/ sign -out book. Color in the total number of mentoring hours logged in per month or per grading period, etc. You pick the amount of time. Visually show how many extra hours of help your students are receiving from their community. See page 24.

**15. Quotes....**There are many famous quotes about gratitude. I am sure our students can create their own special quotes to make a one-of-a-kind quote book. Give the quote book to all volunteers and mentors at the end of the year. Don't forget to share it

**16. Match the recognition with the person....**Everyone has their own "little thing" that makes them special. Highlight something about their personalities or something they have shared with their mentee (love of dogs, sewing hobby, etc.) and make or find a little token.



**17. Caricatures...** Funny representations of mentors and mentees done by a talented student or art teacher will lighten up any hallway and bring awareness to the importance of the mentoring relationship.

**18. Cartoons...** Have the kids write and draw funny cartoons of real or imagined adventures of the mentor and mentee...let their imaginations fly free!

**19. Bake ...** Nothing says thank you better than home cookin'—bake a batch of chocolate chip cookies just for your volunteers and mentors on different days of the month so that you can capture most of your volunteers.

**20. Apples...** Bring in a bushel of apples and hand to the mentees to give their mentor an apple.

**21. Poems...** Have the kids write poems about their mentors or about mentoring in general and post them throughout the school. Make sure to send some to the Department of

Community and Family Engagement so that we can highlight students' works.

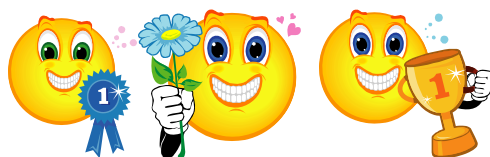
**22. Pick a favorite song...** Make a list and CD of positive songs and have mentees pick the song that most reminds them of their mentor.

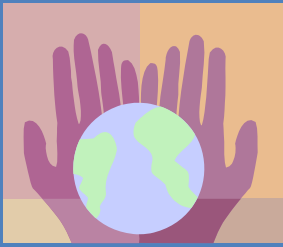
Search the lyrics for the song on the internet using a search engine like Google and have the student copy (in their own handwriting) the part of the song that reminds them of their mentor.

**23. Acknowledge Anniversaries ...** Make a calendar of your school's mentors' start dates and give them a happy anniversary card every year.

**24. Use the holidays...** When the kids make their hand turkeys at Thanksgiving or other special projects, have them make one more for their mentors.

**25. Ask the students...** If I had to pick only one idea, this would be it. Ask the students how they want to say thank you and encourage and help them follow-through.





## Volunteers Change the World

### Out-of-the-Ordinary Gifts for Volunteers

*Ideas taken from Energize Inc website where people share their recognition ideas...*

<http://www.energizeinc.com/ideas/gift.html>

Energize, Inc., 5450 Wissahickon Ave.,

Philadelphia PA 19144

Phone: 215-438-8342, Fax: 215-438-0434



#### Day of Pampering

For your Volunteer Recognition event, create a spa--do facials, manicures, massages. Set up a room set for meditation with incense. Include the small details--lots of fluffy towels, relaxing music, flowers. The Avon lady, Mary Kay and local spa were thrilled to participate in exchange for some advertizing. The chiropractor from our town came too.

*Edited--Submitted on 25 May 2008 by Sandy Fleck*



#### Hands-On Thanks

As an organization which mobilizes volunteers for many other organizations through our Retired & Senior Volunteer Program, we looked for a special way to say thank you to in-house volunteers who provide leadership, training or support to those who serve other groups. At this week's event, we hired (at greatly reduced cost - and the promise of pro bono next time!) a licensed massage therapist to give each one a chair-massage. That was our "hands on" thank you and they were surprised and rejuvenated by the gesture. (Please keep in mind -- there are those who do not want a stranger touching them. For those people we had discount coupons for other personal services.)

*Submitted on 2 May 2008 by Joan E. Thompson*



### **Time Sheets with Special Notes of Thanks**

On the first of every month, I collect and replace time sheets for volunteers (we have 3 separate buildings where volunteers work). Each month I attach a note of thanks to their timesheets. The note could be from me, personally, from a member of our staff who has made positive comments about the volunteer, or from a resident with whom the volunteer has been spending time.

*Submitted on 4 March 2008 by Phil DuBois*

### **Sweet Sorbet Thank You Note**

I needed a small thank you for volunteers who completed a big project we were working on. Since our budget is VERY little I wanted something small that would fit in a thank you card and send in the mail. So I found recipes for making a drink/dessert using those Crystal Light "On the Go" packs. I attached them to a card that said "Thanks for contributing to our success. Have a treat on us!" I got the Raspberry Ice flavor and found a recipe for a Double Raspberry Float. I gave them directions to mix the packet with a bottle of water and then pour over 1/2 c raspberry sorbet. I attached them to a small drink umbrella or you could use those squiggly straws or drink swizzle sticks. Hope this helps!

*Submitted on 26 March 2008 by Jennifer*



### **Customized Cookbooks**

One of my most popular gifts was a cookbook. I collected recipes from each volunteer; some included a personal story about the recipe which made it even better. I put them together into a booklet. One year, I used postcards from our institution for the covers, the next I bought paper doily valentine hearts & stickers on the cover. It was a very inexpensive project.

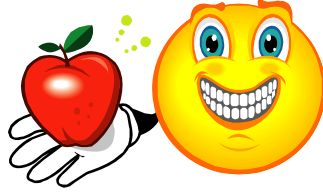
*Submitted on 5 September 2007 by Deborah*

### **Unique "Roots" Vase**

An inexpensive and personal gift that we give to our priceless volunteers comes from the local dollar store and our home. The gift consists of presenting a large vase full of water with colorful rocks at the bottom and a live plant at the top. There is a plastic piece holding the plant from falling down into the water. In appreciation we say to the person thank you for helping us establish our roots.



*Submitted on 28 February 2007 by Kijafa*



### **Lifesavers**

For the last volunteer recognition event, we handed out rolls of Lifesavers candy with a mailing label stuck to it that read "Thanks for being a lifesaver! This was a simple project that really didn't take much time. We just had to create and print the labels at our office and they fit perfectly on the roll of candy.

*Submitted on 24 April 2006 by Sarah*

### **Dollar Store**

I go to the dollar store and find cute cheap things that I can write nice sayings with for my student staff. For example, I buy Pop Rocks candy and attach a note telling them "you rock for..."

*Submitted on 1 April 2005 by Rachelle*

### **Gift Ideas**

Here are a few ideas that I've used to thank volunteers who work with the Army's Family Readiness Groups.

- *Candle* - Present a candle with a card saying "You light the way" or "No one can hold a candle to you"
- *Light bulbs* - "You light the way -- thanks for your glowing enthusiasm."
- *Permanent marker* - "You've made a lasting and permanent contribution to your group."
- *Lucky Charm cereal* - "We're so LUCKY to have you!"
- *100 Grand candy bars* - "Volunteers are priceless."
- *Payday candy bar* - "Volunteers don't receive a salary because they're worthless... it's because they're priceless!"
- *Gold chocolate coins* - "Volunteers are worth their weight in gold."
- *Andes mints/ peppermint patties* - "Your service is worth a mint to us!"
- *Ruler/Tape measure* - "It's easy to measure the difference you've made in our group -- you're amazing!"
- *Clock* - "Thanks for the time you've given to our group!"
- *Group's logo Hat* - "Our hats are off to you! Thanks for all you do!"
- *Shirt* - "We know you'd give the shirt off your back... so here's an extra one for the next time you give your all."
- *Plant* - "We grow luckier every day you're with us."

*Submitted on 18 March 2005 by Danielle*



### **Unique "Thank You" Chocolate Bars**

I obtain flat chocolate bars and design individual candy bar covers with our logo and/or a design with a "thank you" for your contributions...etc. These can be given out as individual recognitions, or at group events. The designs can be easily changed so they are always unique. A variety of software packages can be used. I then just cut them to size on a paper cutter and tape them around the candy bars. Flat bars are easiest to use. When they are distributed, they generate smiles.

*Submitted on 2 December 2004 by Laurie Eytel, CVA, Volunteer Manager, Children, Youth and Family, Fairfax County Dept. of Family Services, Virginia, USA*

### **Digital Photo of Volunteer**

Whenever we have a function where we give out certificates and awards, we always take a digital photo of the volunteer with their award. Invariably, the volunteers then follow up asking for a copy of the photo, so what we now do is create a simple card using publisher. An A4 piece of paper is folded into 4, and on the front cover we print our logo and the words 'thank you'. We then print the digital photo of the volunteer inside the card and write a hand written personal note and send it off to each volunteer as a follow up to the more formal celebration. The feedback has been amazing - the volunteers get their photo, and we gain an extra chance to say thanks in a very personal way!

*Submitted on 17 May 2004 by Andy Fryar, Executive Officer, Lyell McEwin Regional Volunteers Inc. Adelaide, South Australia*

### **Seeds of Kindness**

Our theme to recognize our senior volunteers is "Volunteers Plant Seeds of Kindness" and we are giving each volunteer a packet of flower seeds at the recognition banquet....where they are to wear their favorite garden hat. *Submitted on 15Apr03 by Patty Dreiman, Director, Knox County RSVP, Indiana, USA*

### **Placemats**

Since 2001 was International Year of the Volunteer, we decided in 2000 to take random photos of our volunteers while doing their various volunteer work. We then downloaded 6 pictures on legal size paper to make "placemats". We were able to make 4 different placements, which we laminated and will use at each place setting. These and the other photos not used we made into a PowerPoint presentation which we will show at the ceremony. *Submitted by Judy Gaby, Secretary, Logansport State Hospital*

**A Penny Saved...** We have a volunteer who has been with us for quite a while. Looking back over her hours, I noticed she had worked over 1000 hours. My coworker, Betty Baker, thought it would be a neat idea to collect pennies -- one to represent each hour she had worked. We presented them to our volunteer in a clear flower vase that we had around the office and tied a

red ribbon around it (our organization color). It was a very inexpensive way to show how much we appreciate what she has done. It also helped present the number of hours she has dedicated in a tangible way. It's amazing how much longer 1000 hours seems when you look at it this way. If the volunteer doesn't want to keep the pennies, it might be a nice gesture to donate that amount of money to a charity of the volunteer's choosing in his or her name.  
*Submitted by Jessica Brown, Tourism Sales Manager, Austin Convention & Visitors Bureau*

### **Framed Photographs**

Our agency got a large donation of flat lucite frames that we have had on hand for ages, without knowing what to use them for. I found large, inexpensive letters at a party store that we strung together saying "BBI Loves Volunteers," and our entire staff assembled, holding this banner, for a photograph. We had several copies made, which I labeled on the back with each staff member's name and title. We framed them in the donated frames and made them into magnets (you can purchase an inexpensive roll of stick-on magnetic material at craft stores, which can be cut into strips of any size). We gave them to our volunteers during national volunteer recognition week. People loved them and thought it was really great to have a picture of their friends on the staff. They really appreciated the gesture, and it was very inexpensive.  
*Submitted by Cathy Theodore, Volunteer Program Supervisor, Brother to Brother International*



### **Student Art**

I am a Volunteer Coordinator with a long-term, tutoring/mentoring program that works with inner-city youth called A.C.E.S. The majority of our volunteer tutor/mentors are undergraduate students and even a few medical/graduate students. We adore the students in our agency, and we also love their art or "kid art." As part of our volunteer recognition work plan, we make sure each volunteer receives a work of student art at least once a year - sometimes twice. This ranges from really cool thank you cards (not just marker and paper) and we also discovered that kids love to make buttons. We had our students make buttons for tutors this year and actually had the button maker at an event. One can either rent a maker or just cut out the appropriate size circles on white paper and have a button maker do the rest of the work. The volunteers loved these. It is meaningful, creative, customer-generated and inexpensive.  
*Submitted by Stacy Gustafson, Volunteer Coordinator, A.C.E.S. (Athletes Committed to Educating Students)*





### **Thank You for Helping Us Grow!**

For our annual volunteer recognition gift, we had the children in our after-school tutoring program, in which a majority of our volunteers work, paint terra-cotta pots. On the rim we wrote in gold paint "Thank you for helping us grow!" Inside we put a packet of flower seeds and a certificate. At the recognition (held as a part of our annual meeting) we had the children present the pots to the volunteers. The children put such care into painting the pots. They were so colorful and expressive. The volunteers said it was the best recognition gift they had ever received. *Submitted by Natalie Elwell, Volunteer Coordinator, El Barrio, Inc.,*

### **Saying Goodbye to Volunteers with a Care Package**

Our volunteers are youth 15-29 years old. Many of our volunteers resign their positions to go onto school or full time work. In order to recognize these volunteers and to say "thank you" for their work during their time with us, we send them off with a care package. The items are "wrapped" in a reusable plastic container. The items within are tailored to the journey the volunteer will be pursuing. For example, one volunteer was leaving us to go to the West Coast. In her container, we included a small clay pot and forget-me-not seeds to plant in her new home, a wooden spoon to help her make nutritious meals, a scented candle to light her way in her new path, and the container itself to carry valuables in from one home to another. Writing small notes on each gift explained the meaning behind each one. All this for under \$10; and her smile and appreciation was priceless. *Submitted by Louise Elliott, Community Program Coordinator, YMCA-YWCA Career Contact Centre For Youth*



### **Thanks for "Raisin" All Those Funds**

I took a small box of raisins, attached a strip of magnetic tape to the back and attached a small note saying "Thanks for raisin all those funds" This was given out to our MS Super Cities Walk committee to put on their refrigerators or filing cabinets at work. *Submitted by Patricia Salberg, Volunteer Resources Coordinator, Multiple Sclerosis Society of Canada, Ottawa/Carleton Chapter*

*Here are a few other versions of this idea:*

- We gave our county board officials bags of mixed nuts. A note was attached stating, "We would go 'nuts' without your support!" This was a great, but simple, recognition for volunteers.
- We used "Yankee" votive candles for National Volunteer Week. We wrapped them in cellophane and tied them with a note stating, "You light up the lives of so many!" We also used notes stating, "You lighten our load by volunteering." Our 4-H Leaders loved the candles! *Submitted by Debra Hoyer-Denson, 4-H Extension Assistant, University of Illinois,*



### Unique Bookmarks

Use children's drawings to make a bookmark. Laminate it and include a message on the back. It's a wonderful token and also inexpensive! *Submitted by Cathy Dennen, Volunteer Coordinator, Lutheran Family Services*

Thank You Posters by Children. Our United Way does the usual recognition dinner, certificates, plaques, personally signed letters, etc. However, our most popular recognition program are "Thank You Posters" created by children from our local agencies. These hand-drawn posters are so popular-- they hang in the main lobby of several large companies. They don't cost much to produce just some poster board and crayons/markers. Plus, the children enjoy creating them and often create more than one. We have been doing this for five years now and it gets more popular each year. If we fall behind schedule in getting them out I often get phone calls from loyal volunteers wondering when they can expect their new poster to hang in the lobby. *Submitted by Joe Delmar, Director of Marketing & Communication, United Way of Gloucester County (Southern New Jersey)*



### Volunteer Caring Kit

I work with a large number of volunteers on a yearly basis to help manage a 4-H Youth Development program within the county. A few years ago, I came across this volunteer caring kit and thought it was a neat recognition idea. Hope you can use it for your organizations!

- Paper Clips: Paper clips have many uses, just like each volunteer has many talents. Paper clips are also used to hold the 4-H program together and provide guidance to youth.
- Rubber Bands: Rubber bands represent the flexibility that all volunteers need to have. You can adapt to any different situation. As volunteers, you can also stretch your own abilities to have new opportunities.
- Band Aids: Band aids help others and are sensitive to others feelings, just as volunteers have to be keyed-in to the feelings of those they work with.
- Coin: This coin represents a quarter to call and ask for help and to remind you that you are not alone.
- Paper Bill: This money calculates the contribution that volunteers make to the 4-H program through their donation of time.
- Balloon: This balloon expands and grows as you learn from others.
- Heart Sticker: This heart represents the ability to reach out to youth. You care about our youth and what they are doing.

- Mint: This mint represents the fact that each of you is worth a mint. You are very special and really make a difference.
- Lifesavers: Lifesavers represent the special contribution to the 4-H program that each of you makes and emphasized that each of us are unique and different just like the rainbow color of lifesavers and that there is a place in 4-H for everyone.
- Hershey Kiss: This kiss represents a big thank-you from the many kids whose lives you have touched over the years. I compiled all of these items in Ziploc bags and photocopied the "instructions of the caring kit" and each volunteer received a small token. *Submitted by Tina Veal, Extension Assistant, Youth Development/4-H, University of Illinois McLean County Extension Unit*

### **A Spirit Kit**

This idea is similar to the 4-H Caring Kit above, but I liked it so much it is worth repeating. Our Board President just gave me this "Spirit Kit" In a Zip-Lock Bag I found a cotton ball, 5 pennies, a rubber band, a band-aid, 2 tissues, a safety pin, a balloon, and a Hershey's Hug and a Hershey's Kiss, along with this note: There may be times when we might find ourselves feeling a little "dis-spirited". This SPIRIT KIT is designed to help us all keep a focus on the small-but-so-very-important things. In your SPRIT KIT you will find:

1. A soft fuzzy cotton ball to rub when you need to remember the gentleness of the human heart.
2. A rubber band to remind you that you are flexible and can stretch to fit just about any demand or challenge.
3. A band-aid to remind you that, even though there may be times when you feel hurt for what you are trying to do, you will heal and be even stronger.
4. Two tissues, one for you and one for a colleague when you have faced a tough time together and need some mutual support.
5. A safety pin to remind you that you are bright and sharp and utterly indispensable.
6. Five pennies to remind you of the song by Danny Kaye called "Five Little Pennies". If you know the song, you will remember that one penny was to dream on, one was to wish on, one was for dancing, one was to love on. The song ends with these words, "There's just five little pennies, but with these five pennies you'll be a millionaire". How very true!
7. A balloon to celebrate your accomplishments!
8. And last but not least, Hershey's Hugs and Kisses - for when you need them! *Submitted by Elliott Pitts, Coordinator of Wish Granting and Volunteers, Make-A-Wish Foundation of Maine*

### **Hershey Kisses--An Old Time Favorite**

Because we have so many wonderful volunteers who do so much for the Center's clients, I try to have "hugs" and "kisses" to show my appreciation. These are, of course, the Hershey variety, put in a cellophane bag (or one that is decorated with "Thank You" messages), and tied with a variety of bright curling ribbons. They aren't expensive, look very festive, and, although they're not the real thing, these hugs and kisses are enjoyed a lot! Submitted by Katherine Scoggins, Executive Director, Shepherd Center of Kingsport



**Share Your ideas...**

School: \_\_\_\_\_

Person Submitting: \_\_\_\_\_

Describe Your Volunteer/Mentor Recognition Best Practice:

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Materials used:

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Overall cost: \_\_\_\_\_

*Submit to: The Department of Community and Family Engagement, 1701 Prudential Drive, Room 606, Jacksonville, FL 32207 or fax: 390-2659.*



## Mentoring Moment

Mentor's Name: \_\_\_\_\_

Age of Mentee: \_\_\_\_\_

School: \_\_\_\_\_

Please share with us your positive mentoring moment. Your experiences are important to us. We want to hear about how the mentoring process has affected you. In order to protect our students, please reframe from telling personal stories that reveal personal conversations between you and your mentee. Please don't use students' names. Thank you!

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**Mentors Make  
A World of  
Difference!**

# Mentoring Moments Notebook

School: \_\_\_\_\_



Mentors Make  
A World of  
Difference!

### Mentoring Success Moments



To: \_\_\_\_\_

(Mentor's Name)

We are happy to report that \_\_\_\_\_

(Student's First Name)

succeeded in \_\_\_\_\_

\_\_\_\_\_.

From: \_\_\_\_\_



Mentors Make  
A World of  
Difference!

### Mentoring Success Moments



To: \_\_\_\_\_

(Mentor's Name)

We are happy to report that \_\_\_\_\_

(Student's First Name)

succeeded in \_\_\_\_\_

\_\_\_\_\_.

From: \_\_\_\_\_



**Mentors Make  
A World of  
Difference!**

R *We Value our Mentors and the time they spend with our students!*



Final Number \_\_\_\_\_

May \_\_\_\_\_

February \_\_\_\_\_

November \_\_\_\_\_

School Name: \_\_\_\_\_

Total Number of Mentoring Hours for 2008-2009 \_\_\_\_\_





Mentors Make a World of Difference Coupon Book Page # \_\_\_\_\_

I, \_\_\_\_\_, commit to \_\_\_\_\_

Teacher's or Parent's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Mentor's Signature \_\_\_\_\_ Date redeemed \_\_\_\_\_



Mentors Make a World of Difference Incentive Page # \_\_\_\_\_

Good for \_\_\_\_\_.

Teacher's or Parent's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Mentor's Signature \_\_\_\_\_

Date redeemed \_\_\_\_\_ For completed task \_\_\_\_\_

**Ribbons of Honor:** Make it a game out of volunteering. This could be a onetime event at the end of the year or a game throughout the year. It's up to you. Volunteers or mentors could trade in their ribbons to correlate with their number of hours (in increments) and wear their ribbons proudly. For example, if I mentored 25 hours, I would have a yellow and red ribbon to attach to my mentor badge or name tag. See below...



White equals one hour of volunteering



Red equals five hours of volunteering



Blue equals ten hours of volunteering



Yellow equals twenty hours of volunteering



**Mentors Make  
A World of  
Difference!**

What I appreciate about you is \_\_\_\_\_

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**Mentors Make  
A World of  
Difference!**

What I appreciate about you is \_\_\_\_\_

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## ***Other Ideas...***

### **Harvard Mentoring Project**

**[www.whomentoreyou.com](http://www.whomentoreyou.com)**

### **National Mentoring Partnership- PSA**

**[http://www.mentoring.org/about\\_mentor/marketing\\_resources/](http://www.mentoring.org/about_mentor/marketing_resources/)**

### **National Mentoring Center**

**<http://www.nwrel.org/mentoring/pdf/v2n1.pdf>**

**The Duval County Public Schools Department of Community and Family Engagement is here to help. Please feel free to contact us at 390-2960.**



*We will continue to add resources as we find them or as they are given to us by all the wonderful folks who oversee the volunteer programs at our schools.*