



New mentor application steps (not necessarily in this order):

1. Complete and return the Mentor Application and the Volunteer Agreement to the MMP address below.
2. Give the Reference forms to three references; have them complete and return the forms to the MMP address.
3. Once you have been matched with a school, a request will be sent to Human Services at the school district office to generate a fingerprinting purchase order for you. Your Mentor Center Coordinator will call or email you when your purchase order is ready to be picked up from the district office and will give you further instructions about the fingerprinting process.
4. Get fingerprinted (in Santa Rosa or Sebastopol). You will need to take exact change cash with you, in the amount of \$57.00. (See the attached letter for reimbursement opportunity.)
5. Attend a New Mentor Orientation session with the Program Director.
6. The Mentor Center Coordinator at your school site will contact you about a site visit and the first steps of the matching process.
7. If you mentor at a school within the Petaluma City Schools District you will need to take a TB test. Tests are offered free of charge the second Tuesday of every month from 2:30-3:30 at the Petaluma City Schools District Office, 200 Douglas Street. You must be able to return to the District Office the following Friday to have the test read. If you have had a TB test within the past four years you do not need to get another one, but will need to submit proof of it to your Mentor Center Coordinator. Old Adobe Union School District does not require TB tests.
8. Sign the Mentoring Contract.
9. Begin mentoring! (You will not be able to meet with your child in the Mentor Center until you have passed your TB test and fingerprinting/background check and have taken the New Mentor Orientation. This is for the security and safety of everyone involved in the program.)