Thanks Jan!

For a job well done on mentor bios! :)

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Mission Statement

Horizons Mentoring Organization, Guam (Horizonsguam)

Håfa Adai! We are a group of college students from Guam who are interested in giving disadvantaged/under-resourced high school students from home the opportunity to gain a better understanding of applying to and attending institutions off-island. Our goal is to mentor students in one-to-one or group settings with the intention of helping them understand their individual strengths and gain confidence as applicants. Our areas of mentorship include, but are not limited to, personalized advising sessions, college application breakdowns, essay proofreading, and college/university networking opportunities.

We hope that our contributions to the high school population will inspire local students to eventually return home and further enrich our island community with a diverse range of knowledge obtained beyond Guam's horizon. Let us help you explore past your horizon!

Help on the Horizon for the future of our island

Where our Org is Going

2020-2021

Individual project started by Rae

Summer of 2021

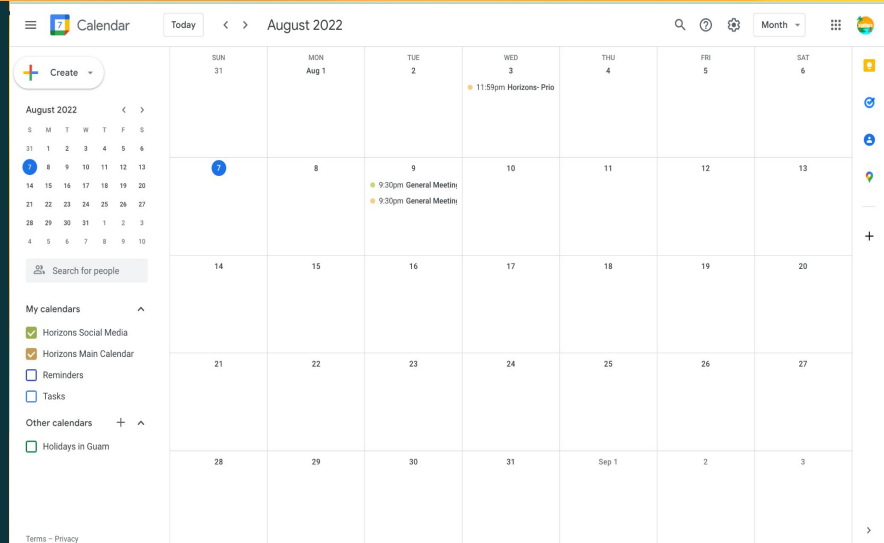AOLG Recruits; First gathering under the name 'Horizons'

Focused on AOLG students

Summer of 2022 and beyond

Beginning of expansion…. and?

Meetings

- Frequent use of Google Calendar
  - Make sure you have either/or Main Calendar, Social Media Calendar
  - Meetings
  - Deadlines
  - Important Updates
  - Etc.

Meetings

- Consider using <u>schedule mode</u> to see everything better
- Only board members are allowed to create notifications on calendars
- To have an important date inputted, keep reading through slides for instructions
- You are responsible for staying updated!
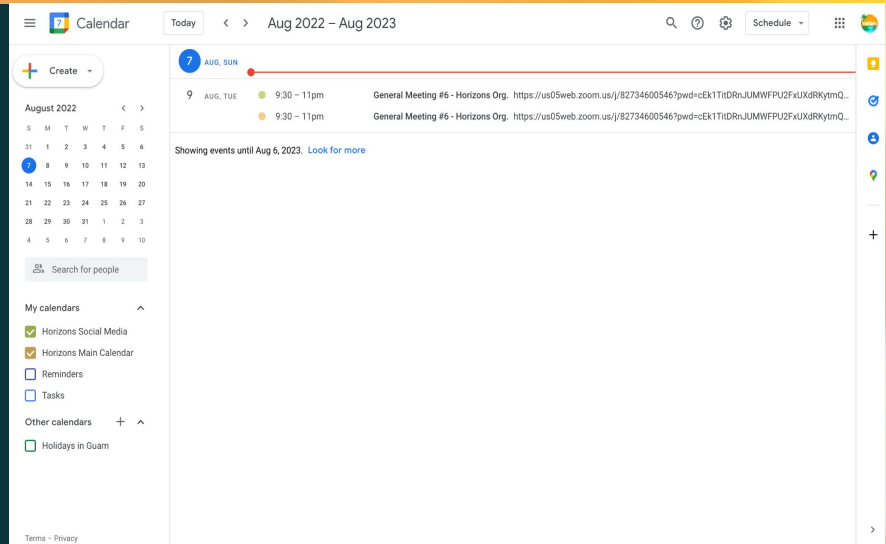
How often are meetings?

General Meetings

At least once a month

Board Meetings

Every 2-3 weeks

Mentorship

Schedule is up to mentor and mentee

Structure of Org (so far)

```
              Founder/Pres
                 (Rae)
             Oversee Everything

        |                        |

    Vice Pres              Social Media
     (Steph)                  Manager
  Mentoring; sub               (Jan)
    for pres              Social Media: IG

    Mentoring               Social
      Team                   Media
                              Team
```
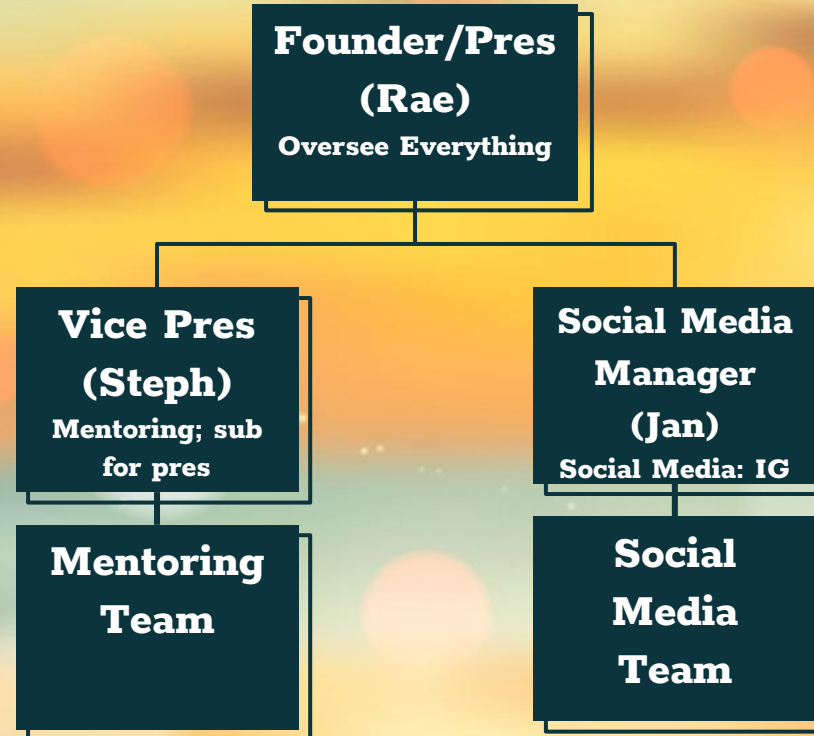
CMs vs. SMs

Committed Mentors (CMs)

As the name suggests, CMs may stick to primarily one mentee with a negotiable schedule arranged at the beginning of mentorship. Time between meetings must not exceed 3 weeks (exceptions can be made with permission of board). CMs are flexible in terms of mentoring, and can help with apps, essays, or networking. At a CM's discretion, they may specialize or also take additional mentees if mentor count is insufficient. CM substitutes are highly discouraged as this partnership relies on building a high level of trust.

Specialized Mentors (SMs)

Specialized mentors choose to focus on SELECTED services and are not bound to follow the 3 week rule or stick to one mentee strictly. Time between meetings must not exceed 4-5 weeks. SMs may have multiple assignments for one service category and are free to get substitutes if they cannot meet with mentee on certain day.
*Highly likely that one-time consultations for any specified category can occur if mentee has variable schedule

Oversimplification of how I match people

1. Evaluate numbers and see who signs up first

2. Organize sign-ups by category (preferences) from mentor and mentee

3. Match based on major, University, or Career Path

Priority Group (Fall Only)- Have access to CMs and SMs

Rolling Apps Group (throughout the year until summer)- no CM access, only SMs

Committed Mentors (CMs)

"All efforts of the mentor should be geared toward preparing the mentee for the best possible outcome in the college application process. Both Mentor and Mentee must consistently and frequently communicate with each other, for the benefit of the mentee and the convenience of the mentor."

Ask Yourself:

- Is my mentee well-rounded or do they have a niche?
  - How can I help them stand out as an applicant with this information?
- How frequently do we need to meet? What important obligations do we have that may affect our meeting times?
- What categories of mentorship can I actively help with, and what do I need to delegate to a specialized mentor?

App Building (CM or SM)

"mentees will learn how to put their applications together on either the CommonApp, Coalition, UC Applications, etc., in order to effectively display themselves in a genuine and appealing manner. Mentees will align critical components of the application (course choices, extracurriculars, volunteer experience, and leadership positions (if applicable)) with their perceived ability to adapt to college as well as their future goals. "

Ask Yourself:
- **What is my mentee using to apply to college? Do I understand how this application system works?**
- **What is the "anatomy" of a college application and how can I help my mentee understand this**
- **How do I help my mentee bring their app together in a way that "makes sense" with their desired major/ future career goal? (or overall story)**

Essays (CM or SM)

"Mentors assigned to this particular role will be expected to read through their mentees' shared essays, offering suggestions to improve the quality of the compositions with regard to elements such as grammar, concision, coherence of ideas, flow of paragraphs, and relevance to mentee's application."

Ask Yourself:
- What is my mentee's story?
  - What is my mentee's overall goal during or beyond college?
    - Is this information evident in their writing?
- Do details obviously align with the mentee's goals or take away from them?
- Are there any writing errors that decrease the overall quality of the composition?

Networking (CM or SM)

"...provides an opportunity for interested mentees to delve deeper into these schools and determine what aspects of each college/university they like or dislike. "

Ask Yourself:

- Why is my mentee interested in this school?
- Did I help my mentee form a better idea of the values, academics, social life, costs, etc. associated with my school?
- Does my mentee know what attracts them to a school? What repels them?
- Is my mentee looking for a prestigious institution? Do they want a school that is generous with aid/ opportunities?

Communication

Case Review System / Flow of work

- Review the email and attached pdf sent a while back
- CRs an be adapted for general inquiries, comments, concerns about mentoring (for the board- don't always have to follow email template)
- Always go to VP or SMM first! In some cases you can talk to Pres too

-> Want to start an individual project or get an important date on the calendar?
- Simply send an email to Steph or Rae

- Other means of communication
  - Email/ Google Groups
  - Whatsapp

- Be aware of Rae's pet peeves

Page of Random Info

- 2021 Applicants to mentees (21:18) - Let's bring these numbers up over time!
- Focus on expanding this cycle and for following cycles
  - **Help promote our org, we are already beginning to build a presence with the diversity in students following us**
  - Rae still wants to fill in remaining seats for priority group.
- Application Update:
  - Mentors: When apps reopen, future mentors will be put on standby
  - Mentees: Fill in remaining 9 seats for PG. After this we switch completely to rolling applications
  - **Part of your duty as mentors is to help spread the word :)**
- **Steph will take over while Rae is unavailable**
  - **We will message the dates through whatsapp and email**
- **NEW MENTORS WILL BE PRIORITIZED ; RETURNING MEMBERS WILL BE ADVISORS**

Mentorship Assignments

- **Link to Google Drive will be released after this meeting**
- **Finalized assignments will be released Wednesday morning (Aug 10 @ 8 AM)**

    - **Once you receive your assignment via email**
        - **Before greeting your mentee:**
            - Set up a document that will be put into your folder (board will assign a folder to you)
                - Each mentee gets one doc
                    - Write how often you plan to meet mentee, create a tentative schedule
                    - Include additional info board will send to you
        - **For committed mentors only (to build a better understanding of where your mentee may stand in college app process)**
            - Set up your doc to collect the following info
                - Standardized Test Scores
                - GPA/Rank
                - Extracurriculars / Orgs they're involved in
                - Progress regarding college apps (have they started?)
            - **NOT MANDATORY, AND ONLY IF YOUR MENTEE IS WILLING TO SHARE**

Mentorship Assignments

- **After receiving your assignment, contact your mentee via text/whatsapp/email**

- **After establishing contact with your mentee**
  - Update your document with the requested information obtained from your mentee
  - Get the link to your document (or your folder)
  - Send the link to **Stephanie Fukuda (VP), do not send to Rae unless she explicitly said so**
    - Information will reach me via case-review-style flow

Advising Mentors:
- **Status will be on standby until they are formally assigned a mentee**
- Provide support for new mentors
- May sit in on mentoring meetings and provide input
- How the dynamic will work between new and returning mentors up to discretion of both parties
  - Make sure to update the board how you plan to work with each other
- Advising mentor may step away from role after 1 or 2 months

Thanks for attending? Questions?