**Peer-to-Peer Mentoring Application Instructions**

Dear Student,

Thank you for your interest in joining the new **CB West Peer-to-Peer Mentoring Program**. If selected, you will have a unique opportunity to help shape and develop a brand-new initiative designed to support underclassmen as they transition to high school.

Before completing the application, please review the required time commitments to ensure your availability:

**Mandatory Training Sessions:**

* **Summer Training**: A full-day session on **August 18th, 2025**, from 9 am – 3 pm at CB West. *This is the only training session offered, and attendance is required to participate in the program.*
* **Follow-Up Trainings**: Two half-day sessions on **September 30, 2025**, and **November 7, 2025**, from **11:15 AM – 2:30 PM**. These sessions fall on scheduled half-days and are also mandatory.

**Program Events & Responsibilities:**

* **Welcome to West Day**: August 21, 2025, from **9:00 AM – 12:00 PM**.
* **First Day of School**: Spend approximately 30 minutes with your advisory group leading icebreakers and giving a tour of the building.
* **Mentor-Mentee Event**: Attend one scheduled football game night in the fall with your mentee.
* **End-of-Year Debrief**: May 22, 2026, from **11:15 AM – 2:30 PM**.
* **Monthly Lunch & Learn**: One mandatory meeting each month during the entirety of the Lunch & Learn period.
* **Advisory Presentations**: Present once a month to a sophomore advisory group (approximately 20 students) during a 30-minute advisory period.
* **Weekly Advisory Visits**: Visit your assigned sophomore advisory group once a week to run activities or facilitate Q&A sessions.

**Expectations for Mentors:**

As a mentor, you are expected to:

* Serve as a respectful, responsible, and positive role model.
* Demonstrate punctuality, preparedness, and active engagement.
* Support your mentees while maintaining professionalism and fostering an inclusive environment.
* Uphold all school rules and expectations to remain in good standing within the program.

**Application Requirements (Due May 23, 2025):**

1. Complete and submit the [**Peer Mentor Application Form**](https://forms.office.com/Pages/ResponsePage.aspx?id=j0gLqp78hUGl4zhCIN8jyp_qt2iNqfZFj15Wk3015ftURDAxRjc4UDJWWFpDVDROQUhXWkVGVFhGSiQlQCNjPTEu).
2. Have a parent/guardian read and sign the **Parent Consent Form**. This form must be returned to the main office in a sealed envelope labeled with your name and "Peer-Peer Mentor Application" on the back.
3. Request **two teacher recommendations** using the [**Peer-to-Peer Mentor Recommendation Form**](https://forms.office.com/Pages/ResponsePage.aspx?id=j0gLqp78hUGl4zhCIN8jyp_qt2iNqfZFj15Wk3015ftUNFJHOE9WOUpERVpKNUdGREhITERMUlBCNSQlQCNjPTEu). Please request the recommendation from your teacher IN PERSON first and then use this draft email to make a request from your teacher:

Dear [Teacher's Name],

I hope you are well. Thank you for providing a recommendation for me to join the Peer-to-Peer Mentoring Program for the 2025-2026 school year. The deadline for submission is May 16, 2025.

Here is a [link](https://forms.office.com/Pages/ResponsePage.aspx?id=j0gLqp78hUGl4zhCIN8jyoiJf4MxGRNLn6hFo9l3JzhUNkxUVURIUDRRVFJEOFQxT1NWNzVCTlVHTS4u) to the recommendation form, the form should take less than 5 minutes to complete.

Best Regards,

[Student Name]

Applicants will be notified of their status via email by the end of the school year.

We’re excited to launch this program and look forward to your application!

Sincerely,

The CB West Peer-to-Peer Mentoring Team