



Rural eMentoring BC

Policies and Expectations for Mentors

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Program Policies

Mentors must abide by these policies. Violating these policies is grounds for dismissal from the program.

- Respect your eMentoring match's opinions and experiences.
 - This includes respecting your match's background, experiences, culture, religion, ethnicity, gender and sexual orientation.
 - Though we encourage you to share your opinions, it is not appropriate to push your political, religious, or other agenda on your match - for example: feel free to share how your religion adds meaning to your life, but it is inappropriate to try to convert your match.
- Do not create or share any content that is rude, discriminatory or inappropriate.
 - This includes using inappropriate language, such as swearing or using racial/ethnic slurs or terms that demean or target certain groups.
 - Do not share media (images, videos, music) with inappropriate content, such as violence/gore, nudity, drug use, etc.
 - This program does not tolerate discrimination of any kind. Please do not share negative views or stereotypes that harm specific groups or individuals.
- Do not communicate with your eMentoring match outside the MentorCity platform without first speaking to the eMentoring staff. This includes finding them on social media, gaming platforms, online communities/forums, etc.
- Do not provide identifying information including, but not limited to, last names, phone number, email addresses, online platform usernames, and social media handles.
- Respect your match's privacy. All information that you and your match create or share on the platform is confidential and should not be shared with anyone beyond the eMentoring staff or, if applicable, the mentee's teacher.
- Respond to your eMentoring match within 3 days (72 hours). If you are unable to do so due to sickness, vacation, business, etc. please let your match know!
- Commit to participating in eMentoring until you and your eMentoring match complete the program. Stopping the program without informing your match is unacceptable – and rude!
- Fill out your biweekly progress reports for your mentee.

- Notify the ReMBC team of any changes to your criminal record.
- Familiarize yourself with and follow all emergency procedures. These will be accessible on the platform when you are onboarded.
- Contact the ReMBC staff with issues or concerns about the program, including technical issues, violations of program policies, or if you have any questions: e.mentoring@ubc.ca

Time Commitment

Regular and RELIABLE communication is the key to building a trusting and productive mentoring relationships – there are research articles that have shown this! Therefore, please ensure that you are able to make the following time commitments to the program:

- **You are required to respond to your mentee's messages within 3 days (72 hours).**
- MentorCity will send you an email every time your mentee has messaged you. Therefore, we recommend checking your email for messages from your mentee EVERY DAY so that you know when you need to respond.
- If you need a break (sick, exams, vacation, etc.) LET YOUR MENTEE KNOW!!! You don't want them to think that you abandoned them. Your mentee will not trust you if you ghost them or take too long to respond.
- **Three Strikes Policy:** If you take longer than 3 days (72 hours) to respond to your mentee, without informing them that you will be away, the eMentoring staff will send you a reminder email. If you receive three reminder emails within a relationship, your relationship with that mentee will be terminated, the mentee will be assigned a new mentor, and you will be removed from the program.

Length of Commitment

You are REQUIRED to participate in this program until the end of June 2024 (the end of the high school year)

- It is VERY damaging to your mentee and reflects poorly on you and the program if you drop out before your relationship has run its natural course. If you MUST drop out of the program, please inform the eMentoring staff AND your mentee AS SOON AS POSSIBLE!
- Many mentees are trying to complete class requirements, so the eMentoring staff will need to rematch them quickly so that they can get credit for their course. If you delay informing us of your departure, your mentee's performance and grades might suffer.

If you have any issues with time commitment, please contact the ReMBC staff (e.mentoring@ubc.ca).