



PHILADELPHIA FUTURES

SPONSOR-A-SCHOLAR PROGRAM STUDENT-PARENT HANDBOOK

SPONSOR-A-SCHOLAR
hope • incentive • opportunity



WELCOME TO THE SPONSOR-A-SCHOLAR PROGRAM!

Dear Parents/Guardians and Students,

On behalf of Philadelphia Futures, I would like to congratulate all Sponsor-A-Scholar (SAS) students for your academic achievement and high expectations for a future filled with educational and professional success!

As you know, such achievement is supported by the caring involvement of adults in a student's education. Philadelphia Futures is proud to work with parents and guardians as you work to help your sons and daughters become their educational best.

In order to help all SAS participants better understand the opportunities and expectations of our program, we have put together this Student-Parent Handbook. Please take the time to read this entire book. In it, you will find important information that will be critical to your continued participation in the SAS Program. If you have any questions about the information contained in this Handbook, please do not hesitate to contact me or your SAS Coordinator.

We hope that SAS continues to support the dreams and academic achievements of all our students. Congratulations to all for your hard work, dedication, and commitment to academic excellence.

Sincerely,

Ann-Therese Ortíz
SAS Associate Director

CONTENTS

OVERVIEW OF THE SAS PROGRAM	3
What is the SAS Program?	
Who Can Become an SAS Student?	
Becoming an SAS Student	
THE MENTOR RELATIONSHIP	5
PARENTAL INVOLVEMENT	5
THE SAS COORDINATOR	6
SAS SPONSORS	6
SAS STUDENT ACTIVITIES	7
College Awareness Program	
SAS After-School Classes	
Class Meetings	
Tutoring	
SAS Academic Center	
Summer Programs	
Partner Programs	
Honor Roll Parties	
SAS Social Activities	
COMMUNICATIONS	11
Sharing Academic Plans	
Report Cards and Other Academic Issues	
Returning Phone Calls and E-mails	
Keeping Appointments	
SAS Publications	
SAS POLICIES	12
Academic Performance	
Program Attendance and Participation	
Behavior	
Use of Photographs	
Release of Academic Records	
Use of Technology	
Transportation	
Weapons and Illegal Substances	
Removal from the SAS Program	
PARTICIPATION AGREEMENT	17
Student Responsibilities	
Parent/Guardian Responsibilities	
Mentor Responsibilities	
IMPORTANT CONTACT INFORMATION	21

OVERVIEW OF THE SPONSOR-A-SCHOLAR PROGRAM

WHAT IS THE SPONSOR-A-SCHOLAR PROGRAM?

The goal of the Philadelphia Futures' Sponsor-A-Scholar (SAS) Program is to expand options and opportunities for college-bound high school students attending Philadelphia's neighborhood public high schools. Philadelphia Futures offers students the support of a mentor, \$6,000 for college-related expenses, after-school academic enrichment classes, individual tutoring, visits to college campuses, and a peer group of students with similar academic goals.

WHO CAN BECOME AN SAS STUDENT?

To be accepted into the SAS Program, eligible students must:

- Attend a Philadelphia neighborhood public high school;
- Have a desire to excel in school, attend college, and obtain a college degree;
- Demonstrate that they have obtained good grades, maintained satisfactory marks in behavior, and maintained a strong record of attendance in middle and high school;
- Be recommended by a middle or high school teacher or counselor;
- Meet the SAS income guidelines;
- Be excited about having a mentor; and
- Agree to participate in the SAS after-school enrichment program and all other SAS activities.

Eligible students are encouraged to fill out an SAS application.

BECOMING AN SAS STUDENT

The Application

To be considered for participation in the SAS Program, students and their parents/guardians need to complete an application and return it to the Philadelphia Futures office with the documentation listed on the following page:

- A copy of the student’s most recent report card.
- A completed recommendation form from a teacher or school counselor.
- A copy of the student’s signed Social Security card.
- A copy of the student’s latest PSSA or SAT-9 standardized test scores.
- Evidence that the student’s family income does not exceed program guidelines.

Examples of such proof of income include an EBT Access card, the first page of the parent/guardian Federal Income Tax Return (Form 1040), or evidence that the family receives SSI or TANF benefits. All family financial information will be kept confidential and will only be used to confirm student eligibility for academic programs.

The Interview

Once applications are completed and submitted to Philadelphia Futures, those students and parents/guardians who appear to meet our criteria will be invited for an interview at the Philadelphia Futures office. Interviews are scheduled at a mutually convenient time and usually last for about 45 minutes. At the interview, students and parents/guardians will be asked to discuss the student’s academic goals, strengths, and areas for growth. Program requirements and responsibilities are explained at length during the interview in order to determine whether or not a student’s academic goals and achievements reflect a good fit with SAS.

Prospective Student Orientation

As a first step toward becoming a member of the SAS program, students who meet all our eligibility requirements (see p. 3) and have successfully completed a personal interview, will be invited to attend an SAS Prospective Student Orientation. Generally, orientation is held over several sessions and is conducted at the Philadelphia Futures office. Students who successfully complete orientation will be invited to begin participating in SAS academic and program activities.

Acceptance

Students who successfully complete orientation will receive a letter informing them of their official acceptance into the SAS Program. Once accepted into the program, students are eligible to begin attending after-school classes and other SAS activities.

In some cases, students who are invited to orientation may not be admitted to the SAS Program due to behavior, attitude, participation, or other concerns. These students will be notified of their status by mail.

THE MENTOR RELATIONSHIP

A mentor is a volunteer adult from the community who shares life experience, promotes academic excellence, and helps students prepare for the future.

Philadelphia Futures was founded on the premise that students' chances of academic success are increased dramatically when they are matched with a caring adult who serves as a mentor. Accordingly, it is the goal of the Sponsor-A-Scholar Program to match each student with a volunteer mentor who will commit to support, guide, and advocate for the student through high school and into college. Commitment to the student and a clear understanding of Philadelphia Futures' mission are critical to a successful mentoring relationship.

Students will be matched with mentors who have common goals for the student's continued academic and personal success. When an appropriate mentor becomes available, students will be matched with the mentor at a meeting attended by the student, parents/guardians, new mentor, and SAS Coordinator. At this meeting, students, parents/guardians and mentors will review program expectations and sign a Participation Agreement that contains basic responsibilities of each student, parent/guardian, and mentor.

Once matched, students are expected to stay in frequent contact with their mentors through telephone calls, e-mails, and visits.

Generally, students and mentors will meet once a month for a shared activity. It is vital that students respond to mentor phone calls and messages in order to keep communication open and to help the relationship to grow.

Failure to honor responsibilities in this relationship may result in removal of a student from the program.

PARENTAL INVOLVEMENT

The active participation of parents/guardians in the academic life of SAS students is critical to student success. SAS is committed to helping parents/guardians help their children reach their full potential.

To better support SAS students, parents/guardians are urged to maintain open and frequent communication with the SAS Coordinator. Additionally, parents/ guardians are asked to

support the student-mentor relationship by encouraging frequent contact between students and their mentors.

Each year, parents/guardians are encouraged to participate in various SAS activities including our annual picnic, athletic events, and the SAS Annual Conference, as well as events planned exclusively for parents/guardians.

Parents/guardians will receive regular notice of SAS activities. Parents/ guardians need to keep Philadelphia Futures advised of their current address and telephone numbers.

THE SAS COORDINATOR

The SAS Coordinator is a member of the Philadelphia Futures staff who works closely with students, parents/guardians, mentors, and schools in order to assist SAS students in meeting their educational goals. Each student is assigned a Coordinator based on the school s/he attends.

The SAS Coordinator helps to facilitate the relationship between students and mentors, monitors student academic progress, links students with educational opportunities, and provides assistance when a student needs academic advice or educational support.

It is a student's responsibility to remain in close contact with his or her SAS Coordinator. It is important for students to notify the SAS Coordinator whenever there is an academic concern or change in telephone number/address.

SAS SPONSORS

Funding that supports students' academic success and provides the \$6,000 students use for college-related expenses comes from essential partners in the work of Philadelphia Futures. These partners — called sponsors — are individuals, foundations, organizations, and corporations whose financial contributions promote the academic excellence of SAS students and expand their options for educational opportunity.

SAS STUDENT ACTIVITIES

COLLEGE AWARENESS PROGRAM

SAS students will be offered a four-year college awareness program. On-going activities include visits to area colleges, visits by college recruiters, and the SAS Annual Conference. More specialized parts of the college awareness program are available to high school juniors and seniors.

College Visits

College visits are planned by SAS on a regular basis and are scheduled during school holidays. These visits are wonderful opportunities for students to learn more about area colleges, understand their own needs and preferences for college selection, and broaden their exposure to college opportunities.

College Recruiters

Because of their academic success and determination, SAS students are often recruited by colleges and universities throughout the area. Frequently, colleges contact the Philadelphia Futures office to arrange presentations about their schools. Students are encouraged to attend these information sessions whenever possible.

SAS Annual Conference

The SAS Annual Conference takes place in early January. This is an excellent opportunity for students, parents/guardians, and mentors to gather together and attend workshops about college readiness. Each year, academic professionals present workshops on topics designed to help students prepare for college. Attendance at the SAS Annual Conference is required for all students.

College Guide

The “Step Up to College Guide” is an annual publication of Philadelphia Futures that is distributed to all high school students in Philadelphia. The Guide contains valuable information about college preparation for high school students. All SAS students are encouraged to read the College Guide and to explore the activities it offers with their mentors and parents/guardians.

College Admissions Marathon

In the summer before their senior year, students will attend the SAS College Admissions Marathon. Students live on campus at a nearby college and become fully immersed in the

college admissions process by completing a résumé, filling out college applications, and writing a personal essay suitable for college application.

Individual College Counseling Sessions

At the beginning of the senior year, each student, parent and mentor will meet with the student's SAS Coordinator and a college placement professional to put together a customized strategy for the student's college selection and application process.

SAS AFTER-SCHOOL CLASSES

SAS provides on-going academic development, support, and enrichment opportunities to supplement students' high school curriculum. These classes are designed to further prepare students for academic success in college.

In general, SAS classes may be offered in the following areas: writing, math, reading, public speaking, positive personal decision-making, and career exploration. PSAT and SAT test preparation classes will be offered in addition to our regular SAS curriculum.

Classes are usually held on a weekly basis after school at convenient Center City locations. Tokens will be provided to attend classes on an as-needed basis (see p. 15).

Attendance at after-school classes is mandatory.

CLASS MEETINGS

Class meetings are an opportunity for students with similar academic goals from a variety of city high schools to connect with one another and with the mission of SAS. These meetings provide important information and program updates to students.

There are generally two class meetings each year — one at the beginning of each semester. Meetings are held at various Center City locations. Attendance at all class meetings is mandatory.

TUTORING

Individual and group tutoring is available for all SAS students. Students who wish to get further ahead academically are encouraged to attend tutoring sessions.

Students who receive a C or below in a major subject may be required to attend tutoring.

Arrangements for tutoring may be made with the student's SAS Coordinator.

SAS ACADEMIC CENTER

SAS has an Academic Center available to all SAS students each day after school from 3:00 – 5:30 p.m. at the Philadelphia Futures office.

Homework Help

On a regular basis, homework help from area teachers will be available to SAS students.

Students are encouraged to come to our office to complete homework assignments and to take part in other academic activities.

Computer Lab

Students have access to internet, word processing, and other tutorial software in the SAS computer lab. Computers are available on a first come, first served basis, with priority given to students working on homework and research assignments.

No food or drink is allowed in the computer lab. All students must comply with the policy on technology (see p. 14). Students are expected to use care at all times when using SAS equipment.

SUMMER PROGRAMS

Each student is expected to participate in an academic or personal/leadership development program each summer.

Participation in summer programs is an important way for students to stay academically sharp, improve their basic skills, and broaden their academic and personal horizons.

An important element of summer programming is the further exposure to and preparation for college achievement. SAS students will be introduced to summer programs which allow them to sharpen computer skills, do science experiments, become stronger public speakers, develop leadership abilities, and visit places far from home.

Programs may be offered by SAS, local colleges and universities, and other program providers approved by the student's SAS Coordinator.

PARTNER PROGRAMS

SAS works with a number of colleges, universities, and other organizations with a similar mission of promoting academic success. These programs provide additional opportunities to students in a variety of areas including academic development, financial assistance, and leadership development. Information about these programs will be made available to students by SAS Coordinators.

HONOR ROLL PARTIES

At the end of each marking period, students are required to bring copies of their report cards to their SAS Coordinators. SAS sponsors honor roll parties each semester to celebrate student achievement. All students are welcome to attend these parties.

SAS SOCIAL ACTIVITIES

Each year, SAS offers a variety of enriching and fun social activities for students, parents, mentors, and staff. These include the annual picnic, athletic events, plays, dinners, museum visits, and other cultural activities.

Participation in SAS social activities is strongly encouraged, though not required.

COMMUNICATIONS

Frequent and open communication by students with parents/guardians, mentors, and SAS staff is a critical component of academic success. In the SAS Program, there are some special areas of student communication that we would like to highlight.

Sharing Academic Plans

All students have a vision for academic success. Sharing this vision with parents/guardians, mentors, and SAS staff is an important part of creating an appropriate academic plan for students. Students are encouraged to explore and share their academic interests, special skills and abilities, and career plans with their parents/guardians, mentors, and SAS Coordinators.

Report Cards and Other Academic Issues

At the end of each academic marking period, students are required to bring copies of their report cards to their SAS Coordinator. Additionally, students should share their roster of coursework, midterm assessments, significant academic projects, and standardized test scores with their SAS Coordinator. If a student or parent/guardian has a concern about any academic issue, this should be brought up with the SAS Coordinator immediately.

The sharing of this information helps SAS to monitor student academic progress and allows us to offer appropriate advice and academic support to students.

Returning Phone Calls and E-mails

Phone calls and e-mails are an important way for information to be shared with SAS students. It is crucial that students return phone calls and e-mails from mentors and SAS staff in a timely fashion. Failure to respond to such efforts to reach a student may result in removal from the program.

Keeping Appointments

From time to time, students may be called to the Philadelphia Futures office for appointments with SAS Coordinators and other staff. Appointments are a critical time for information sharing, planning, and evaluation of progress in the SAS Program. When an appointment is made with a student, it is the student's responsibility to keep this appointment — and to show up on time. Missing an appointment with an SAS Coordinator for an unexcused reason is a serious matter. Students should always keep appointments with SAS staff in a responsible manner.

SAS Publications

Communication by mail with students, parents/guardians, and mentors is an efficient way to share information about events, meetings, and deadlines. SAS mails out its newsletter, “Spotlight,” on a regular basis. In addition to these newsletters, SAS often mails letters, postcards, and flyers to SAS participants. It is the student’s responsibility to read and respond to all SAS mailings.

SAS POLICIES

ACADEMIC PERFORMANCE

The goal of each SAS student is to attend college and obtain his/her degree. Strong academic performance is a necessary ingredient in achieving this goal.

SAS students are expected to maintain As and Bs in all major subjects. Additionally, students are required to maintain satisfactory marks in behavior as well as maintain a strong record of school attendance.

Students who receive a C or below in a major subject area will be expected to work with their SAS Coordinator to develop a plan — including tutoring — to improve academic performance.

If a student does not take steps to maintain the academic performance expected by SAS, the student may be removed from the program.

PROGRAM ATTENDANCE AND PARTICIPATION

Attendance at all SAS activities is a critical element of being an SAS student. Frequent, unexcused absences may result in expulsion from the SAS Program.

Excused Absences:

An absence may be excused by a student’s SAS Coordinator for the following reasons:

- Illness of student or family member.
- Family commitments.
- Other reasons excused at the discretion of the SAS Coordinator.

Except in the case of an emergency, for an absence to be considered “excused,” the student must inform his/her SAS Coordinator of the student’s inability to attend the event. This notice must be given **prior** to the event. Assignments will be given so that the student may make up for the information they failed to receive at the activity, class, or SAS event.

Varsity Sports and Extracurricular Activities

Students may be excused from certain SAS activities in order to participate in varsity sports and other extracurricular activities as approved by the SAS Coordinator when a student:

- Maintains solid grades;
- Obtains tutoring when necessary;
- Remains in regular contact with his/her mentor and SAS Coordinator;
- Completes on a timely basis all assignments given to the student in lieu of participation in the SAS event.

SAS recognizes the value of participation in activities that help prepare a student for college. If a student is interested in participating in a sport or extracurricular activity, s/he should discuss this with the SAS Coordinator.

BEHAVIOR

Students will participate in all activities with a positive attitude and will treat each other, their SAS Coordinators, mentors, and staff members with respect at all times.

Students will dress appropriately for all SAS events. Sunglasses, hats, and other head coverings will not be worn inside, unless required for religious reasons.

Headphones will not be used during SAS activities, classes, and events.

Cell phones, pagers, and other electronic devices will be turned off during all SAS activities, classes, and events.

USE OF PHOTOGRAPHS

From time to time, we will take photographs of students, parents/guardians, mentors, and staff participating in activities sponsored by Philadelphia Futures. By signing the Acknowledgement Form attached to this Handbook, you agree to allow Philadelphia Futures to use photographs of you and your child in our newsletter, reports, and other materials.

RELEASE OF ACADEMIC RECORDS

Philadelphia Futures respects the privacy of its students and their families and keeps sensitive information confidential. However, there may be times when information needs to be shared to ensure that we are meeting your needs. So that we may provide the most effective services possible, it is important that we track students' performance in school through grades, standardized tests, achievement levels, and other relevant records.

Special Note to Parents/Guardians:

By signing the Acknowledgement Form attached to this Handbook, you agree to allow your child's school to release these records to Philadelphia Futures for use during the program. The Buckley Amendment to the Family Education Rights and Privacy Act of 1974 prohibits schools from disclosing your child's academic records without your permission. Accordingly, you are authorizing officials of the Philadelphia School District to release your child's education records (standardized tests, graduation and promotion information, and copies of report cards) to Philadelphia Futures. This information will not be shared with any other organization without your permission.

USE OF TECHNOLOGY

Philadelphia Futures provides computer access to its students for the pursuit of the educational goals of the program. Acceptable use of the equipment and software includes any activity that is consistent with Philadelphia Futures' educational mission. Any activity that is illegal, malicious, or violates the privacy of others is unacceptable. In addition, any use that promotes violence, pornography, discrimination, or intolerance is unacceptable. Students are expected to exercise care in using SAS equipment.

TRANSPORTATION

Philadelphia Futures will provide students with tokens for transportation when needed. Students who use public transportation to and from school will be eligible to receive one token (plus transfer, if necessary) when attending weekday after-school programs and SAS sponsored activities for use in returning home.

Students who walk to school will be eligible to receive two tokens (plus transfers, if necessary) when attending weekday after-school programs and SAS sponsored activities.

All students will be eligible to receive two tokens (plus transfers, if necessary) when attending SAS sponsored weekend events.

Students will advise Philadelphia Futures of their token needs as requested. Any student who does not supply such information will not be eligible to receive tokens. Students who abuse the token policy will lose their transportation privileges and may be dropped from the program.

WEAPONS AND ILLEGAL SUBSTANCES

The possession, use, or sale of illegal substances, including alcohol, will not be tolerated on Philadelphia Futures premises or at SAS activities. The possession of any weapon on Philadelphia Futures premises or at SAS activities is also strictly prohibited.

Violation of this policy will result in the student's immediate removal from the Program.

In the event a student is arrested and charged with the possession, use, or sale of illegal substances or the possession of a weapon, the student will be suspended from the SAS Program until the charges against him/her are fully resolved. At that time a decision will be made as to whether the student may return to the program.

REMOVAL FROM THE SAS PROGRAM

What Happens If a Student Fails to Meet SAS Expectations?

If a student does not live up to the expectations of SAS or fails to comply with SAS policies, s/he may face a number of possible consequences, including, but not limited to:

- **Verbal warning** from SAS Coordinator;
- Writing or research **assignment** related to area of concern (see also “Program Attendance” section on p. 12);
- **Conference** with parents and mentors as needed;
- **Probation period** in which student — with the assistance of SAS Coordinator — drafts an agreement for appropriate behavioral changes. If goals are not met within a specified time frame, the student may be removed from the program;
- **Removal from program.**

SAS is not required to follow the incremental nature of this plan. Some student actions will result in immediate dismissal from the program at the sole discretion of Philadelphia Futures.

Removal from the SAS Program

A student may be dropped from the Program if the student does any of the following:

- Repeatedly fails to return phone calls or remain in regular contact with his/her SAS Coordinator.
- Repeatedly fails to return phone calls or remain in regular contact with his/her mentor.
- Repeatedly fails to attend and positively participate in SAS classes, activities, or events.
- Exhibits a poor attitude with his/her SAS Coordinator, mentor, classmates, teachers, or Philadelphia Futures staff.
- Receives poor grades and fails to participate in a plan for academic improvement.
- Is charged with a crime.
- Violates the Philadelphia Futures policy on the use of technology.
- Fails in any way to represent Philadelphia Futures in a positive and appropriate manner.

In the event that a student uses, possesses, or sells illegal substances or brings a weapon to the Philadelphia Futures premises or to any SAS activities, classes, or events, the student is subject to immediate dismissal from the program.

The decision to drop a student shall be made at the sole discretion of Philadelphia Futures.

PARTICIPATION AGREEMENT

The goal of the Philadelphia Futures Sponsor-A-Scholar (SAS) Program is to expand options and opportunities for college-bound high school students attending Philadelphia's neighborhood public high schools. Philadelphia Futures offers students the support of a mentor, \$6,000 for college-related expenses, after-school enrichment classes, individual tutoring, visits to college campuses, and a peer group of students with similar academic goals.

The relationship between an SAS student, the student's parents/guardians, and the student's mentor is very special. This group forms a "triad" with the shared goal of helping the student excel in his/her high school studies, attend college, and receive his/her college degree. Each member of the triad receives great rewards from the program. With these rewards, however, come responsibilities. Each person must fulfill his/her responsibilities to ensure that the triad's goal is achieved.

Accordingly, each member of the triad — the student, parents/guardians, and mentor — are asked to sign the Participation Agreement to confirm the understanding of their responsibilities as participants in the Philadelphia Futures' Sponsor-A-Scholar (SAS) Program. The responsibilities for students, parents/guardians, and mentors are listed on the following pages.

Students, parents/guardians, and mentors understand that if they fail to fulfill their responsibilities, they may be dropped from the SAS Program. The decision to drop a student or mentor from the program shall be made at the sole discretion of Philadelphia Futures. This agreement is simply a guideline for participation in the Sponsor-A-Scholar Program and is not intended to form a binding contract.

STUDENT RESPONSIBILITIES

Students who participate in the SAS Program are highly motivated and are willing to work hard to successfully complete high school, get admitted to college, and earn a college degree. SAS students are responsible for the following:

Participation/Attendance

- Attend school regularly, arrive on time, cut no classes, and have no unexcused absences.
- Participate in SAS weekly classes, regularly scheduled meetings, and SAS activities scheduled throughout the year.
- Be on time for appointments made with mentor and SAS staff. If a student is unable to attend, s/he must contact the appropriate people well in advance of the meeting.
- Participate in academic summer programs and approved employment opportunities.
- Be involved in extracurricular and community activities.

Academic Performance

- Use time productively to obtain the best grades possible. Complete homework assignments, review notes, and prepare thoroughly for exams and quizzes.
- Attend SAS academic enrichment classes, including SAT prep classes and skills workshops.
- Take the PSAT test in the fall of junior year. Students will also take the SAT test in the spring of junior year and the fall of senior year.
- Work with SAS Coordinator to develop a plan for academic improvement in the event of receiving a grade of C or below in a major subject area.

Communications

- Return phone calls from mentor and Philadelphia Futures staff. Students will respond to meeting notices in a timely manner.
- Read all Philadelphia Futures materials sent in the mail, especially the SAS “Spotlight.” Students will share information about the SAS Program with their families.
- Inform SAS Coordinator and mentor immediately if there is a change in address or telephone number.
- Share academic news with mentor and SAS staff, including information about honors and awards received. Students also share information about academic problems or concerns with SAS staff and mentor as soon as possible.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians of SAS students agree to continue supporting the strong academic performance of their sons/daughters, participating in SAS activities, and doing all that is necessary for students to successfully complete high school, get admitted to college, and earn a college degree. SAS parents/guardians are responsible for the following:

Communication

- Plan with student to ensure that family responsibilities do not conflict with school and SAS activities.
- Stay in regular contact with student's SAS Coordinator. Inform SAS Coordinator of any changes in address, telephone number, and employment.
- Communicate with student's mentor regularly. Parents/guardians work together with the mentor for the student's benefit. Regular communication also helps to avoid scheduling conflicts.
- Read the SAS "Spotlight" to stay up to date on program events. Pay special attention to the student's class activities.
- Make sure that student attends all SAS scheduled activities.
- Stay informed of parent activities and program events.
- Meet the student's high school counselor. Make sure the counselor has appropriate contact information for parents/guardians.

Participation

- Attend the SAS Annual Conference with student and his/her mentor.
- Participate in SAS parent activities.
- Ensure that student attends school daily and on time.
- Attend report card conferences at student's high school.
- Attend individual conferences with student, SAS Coordinator, and mentor as needed. These appointments will be scheduled at mutually convenient times.

MENTOR RESPONSIBILITIES

Mentors agree to encourage and support their students throughout their high school years and (at least) through the student's first year of college. SAS mentors are responsible for the following:

Communication

- Communicate with student's family regularly to assure that mentors and parents/guardians are working well together for the student's benefit. Regular communication also helps to avoid scheduling conflicts.
- Encourage student to take responsibility for his/her own decisions. Help students to learn about problem-solving and decision-making skills.
- Stay in monthly contact with SAS staff. Raise concerns and issues before they become major problems.
- Be an advocate for student at school and in the community.
- Be available to student with a listening ear when needed. Be nonjudgmental.
- Read the SAS "Spotlight" to stay up to date on program events. Encourage student to attend scheduled activities.

Participation

- Meet with student as often as possible, but no less than once a month.
- Maintain phone contact between meetings. Inform student and advise SAS staff if circumstances prohibit monthly contact.
- Attend the SAS Annual Conference with student. Learn about college preparation activities as necessary to support student's educational goals.
- Attend at least two mentor workshops or events per year.
- Participate with student in cultural and recreational activities.
- In consultation with student's SAS Coordinator, provide as many employment related opportunities as possible for student, either at mentor's workplace or with other professional contacts.
- Give recommendations as appropriate to colleges and potential employers.

IMPORTANT CONTACT INFORMATION

Philadelphia Futures SAS Program

230 South Broad Street – 7th Floor

Philadelphia, PA 19102

215-790-1666 or Toll Free 1-800-538-5316

FAX 215-790-1888

Program Directors:

Ann-Therese Ortíz, ext. 21
Director, Sponsor-A-Scholar
atortiz@philadelphiafutures.org

Andrea Leerman, ext. 26
Director, Academic Programs
andrealeerman@philadelphiafutures.org

SAS Coordinators:

Sheila Brown, ext. 20
sheilabrown@philadelphiafutures.org

Debra Durso, ext. 13
debradurso@philadelphiafutures.org

Joyce James, ext. 25
joycejames@philadelphiafutures.org

Kristin Haskins, ext. 19
kristinhaskins@philadelphiafutures.org

Michael LeeYow, ext. 16
michaelleeyow@philadelphiafutures.org

SAS Program Assistant:

Maggie Scott, ext. 11
maggiescott@philadelphiafutures.org

Mentor Contact Information

Name: _____

Address: _____

Telephone: _____

E-mail: _____