

## Overview

- Before meeting with students, community mentors are **required** to complete a background check form provided by the site coordinator.
- Mentors and students must meet:
  - on-site, unless otherwise decided with site coordinator
  - during operating hours
  - in the presence of paid staff
- Mentors may not transport students in personal vehicles.
- Mentors should avoid conflicts of interest (e.g., promoting personal religious or political beliefs, selling to students, etc.).

## Confidentiality

Mentors, upon signing the Mentor Agreement, agree to keep all student information private and confidential. This includes:

- Financial information
- College applications
- Scholarship applications
- Transcripts
- Personal identity and contact information

## Site Safety Protocol

All ASPIRE mentors should be aware of the site's safety measures and policies, including:

- Bell system
- Lockdown procedures
- First aid resources
- Infection control
- Fire extinguisher locations
- Weapons policy

## Mandatory Reporting

All community mentors working with Oregon youth are considered mandatory reporters; cases of suspected child abuse and neglect must be reported. For questions about mandatory reporting visit the [Oregon Department of Human Service](https://www.oregon.gov/OSAS/ASPIRE/Pages/ASPIRE-Program-FAQ.aspx) website.