

# Four Steps to Making a TeamMate Match



## Step 1: Student Referral Form

This form can be completed by anyone: teacher, counselor, principal, or parent/guardian. The completed form is returned to the TeamMates Facilitator, who will then make a copy and start the **STUDENT'S RED FOLDER**. The original is sent to the TeamMates office and the copy is kept in the student's Red folder.

**DO NOT COMPLETE THE PARENT/GUARDIAN PERMISSION FORM AT THIS TIME.\***

## Step 2: Waiting list

When the TeamMates office receives the original Student Referral form, the student will be entered into the computer system and placed on the waiting list.

## Step 3: Parent/Guardian Permission and Mentor/Mentee Agreement

When a mentor is available for the school, the TeamMates facilitator will receive a copy of the mentor's application from the TeamMates office. Next, the facilitator will select a student from their waiting list and send the Parent/Guardian Permission form home with the student to be signed. The facilitator may also send the Mentee/Mentor Agreement home at this time with a note indicating that a mentor is available for their son/daughter if they choose to participate. Make a copy of the signed Parent/Guardian Permission form and send the original to the TeamMates office. Keep the Mentee/Mentor Agreement to be signed by the mentor and the student at their first meeting.

**\* These forms are completed only when a mentor is available for a student.\***

## Step 4: Mentor Placement

When the Parent/Guardian Permission form is completed and turned into the TeamMates office, the facilitator needs to call the new mentor to set up a meeting with the mentor and the student they will be matched with. **The student and the mentor must sign the Mentor/Mentee Agreement form at this first meeting.** When all the signatures have been acquired on the form, the TeamMates facilitator will make a copy for the student's **Red** folder and send the original to the TeamMates office **via school mail**. This meeting should also include a tour of the school, instructions on using the LPS sign in computer system and any other important information the mentor should know about the school.

\*\*When the TeamMates office receives the signed Parent Permission and Mentee/Mentor Agreement forms, the information will be entered into the LPS AS400.

**PLEASE NOTE: Mentors cannot sign into the LPS sign in computer system as TeamMates until their information has been entered into the AS400.**