Process to Apply to Become a Pacific Alliance Project Mentor

I. Fill out a:

a. Mentor Application Form
b. Mentor Confidentiality Agreement
c. Demographic and Background Information Form (information will be kept confidential and random coding assigned)
d. WH-1 Form.

e. Send originals (Please note: WH-1 Form has to have an actual signature) to:
Steve Brown, Pacific Alliance Mentor Coordinator
Center on Disability Studies
1776 University Ave., UA4-6
Honolulu, HI 96822
808-956-0996
808-956-7878 (fax)
sebrown@hawaii.edu

f. Steve will facilitate a match between you and a mentee. This will include mentee contact information.

g. Please contact your mentee within 48 hours of assignment, introduce yourself, and arrange your first meeting. Let Steve know the details of this first meeting so that he can arrange for a Pacific Alliance staff to attend if appropriate.

h. Meet your mentee! Get to know each other and what your mentee hopes to gain from your mentorship, what his or her goals are, and how you might help them achieve these goals. Be sure to cover the following during your meeting:

<i>(info that will be needed for Mentoring Contact Documentation Form)</i>

i. Complete the Mentoring Contact Documentation Form after each meeting:
<i>(http://hawaiidphs.qualtrics.com/SE/?SID=SV_5yVoFU5I3fWdMQzW)</i>
You must complete the form for each meeting in order to be paid. You will have until the first day of the next month to complete and submit a form for that month’s meetings. E.g., you will have until February 1st to submit forms to document each meeting that occurred in January. If there were four meetings, you will complete the form four times, one for each meeting. The mentor document will inform the project of your working hours and your pay.
j. Steve will notify you of Pacific Alliance Mentor Training Sessions, which you are required to attend and which will be held approximately every other month. Attendance at the trainings will be counted as part of your hours.

k. **Stipends:** Stipends for Mentoring will be $10/hr (based on information entered in Contact Documentation Form-See #6). Stipends may increase to $12 per hour after completion of an online Professional Development Training (you can find the training at: [www.ist.hawaii.edu/training](http://www.ist.hawaii.edu/training)) and receipt of a Certificate of Completion and after attending and filling out all needed forms from at least 2 mentoring trainings.