



## **Request for Program (RFP)**

### **Application for TeamMates Mentoring**

*6801 "O" Street  
Lincoln, NE 68510  
[www.teammates.org](http://www.teammates.org)  
1-877-531-TEAM*

# TEAMMATES<sup>SM</sup>

## MENTORING

School District: Spearfish School District 40-2 – Spearfish High School

Primary Address: 525 East Illinois

City Spearfish State SD Zip 57783 County Lawrence

Primary phone number: (605) 717-1212

Fax number: (605) 717-1211

Authorized Signature: \_\_\_\_\_  
(Superintendent)

Printed Name: \_\_\_\_\_  
Kirk Easton  
(Superintendent)

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*To be Completed by Mentoring Program*

TeamMates Central Office: \_\_\_\_\_

Date RFP Received: \_\_\_\_\_

Anticipated Program Start Date: \_\_\_\_\_

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# TEAMMATES MENTORING

## SPEARFISH HIGH SCHOOL

### Request for Program

#### Needs Statement

Spearfish High School has a student population of 700 students in grades 9-12. As the program grows, it is also our plan to expand to Spearfish Middle School (600 students) and Creekside Elementary 5<sup>th</sup> grade students (170). There are a large number of students who can and will benefit from an additional adult relationship to foster support, encouragement, and guidance.

The formal training that TeamMates provides for the program will be a great benefit for the board of directors, school personnel, mentors and students involved in the program. Spearfish High School is always looking for ways to additional support our students. We see the following as benefits to our students:

#### Benefits of being a student in the TeamMates program

- Gain practical advice, encouragement and support
- Learn from the positive experiences of others
- Increase social and academic confidence
- Become more empowered to make positive decisions
- Develop communication, study and personal skills
- Develop strategies for dealing with both personal and academic issues
- Identify goals and establish a sense of direction
- Gain valuable insight into the next stage of life – post secondary

We expect mentors to pass along communication and personal skills that will help our students to develop leadership and management qualities and skills. Mentors will also reinforce study skills and knowledge of subject(s), work to increase confidence and motivation and assist student by installing a sense of fulfilment and personal growth.

#### Community

Community engagement is an undeniably critical part of ensuring that mentoring isn't left to chance. It is our goal to involve as many business partners as possible. Community members can support policies that promote mentoring as part of comprehensive educational and youth development initiative. Teachers, counselors and school administrators can ensure mentoring is integrated into all student supports. Business leaders can encourage employee engagement in youth mentoring by partnering with the school and offering time to mentor during business hours. Spearfish High School will work with local businesses to foster a culture of volunteer mentoring by encouraging employees to serve as mentors in either short or long-term opportunities through robust mentoring volunteer partnerships in local communities and offering employees one hour a week to volunteer and meet with students. In doing so, local leaders have the possibility of reviving the old idea that a strong society, like a strong business, ensures a skilled future workforce and a prosperous community. Business leaders understand that mentoring can be essential to their own future and the future of our community — and that as educational and employment pathways have become more complicated, the private sector role must evolve. Working in conjunction with the school can and will be a “win win situation.”

Possible partners: Local Banks, Local Churches, YoungLife, Local Construction Companies.

## School

The Spearfish School District Strategic Plan includes the following:

*The Spearfish School District will use a comprehensive approach to create safe and supportive learning environments to promote the social, emotional, and physical safety of our students.*

The October 9 school board meeting included a report listing strategies to meet this goal. School board members will receive additional reports at future meetings. The school board will be asked to support the development of a TeamMates Mentoring Chapter to begin the 2019-2020 school year.

The administration team is in favor of the TeamMates program and understands the programs value for our students.

- 1) Number of students to participate in the first year: 50
  - a. Grade Levels: 1-12 with the emphasis in grades 8-11 in year one.
- 2) Coordinators: Matt Koehler SHS Teacher, Steve Morford SHS Principal
- 3) School Board approval
  - a. February 11, 2019
- 4) The school district will provide in-kind donation of space, office supplies, printing and transportation for group activities.
- 5) Advisory Committee: Steve Morford, Jim Seyer, Matt Koehler, Shelly Lammers, TJ Gusso, Micah Schiller, Don Lyon, Eric Skavang, Michael Yost, Dan Olson

## Potential Funding:

Black Hills Energy, 1<sup>st</sup> Interstate Bank, Spearfish Foundation for Public Education, Spearfish High School Principal Trust & Agency Account, Spearfish High School Classroom Connections Trust & Agency Account, Spearfish School District General Fund, Spearfish High School Student Council, AT&T

## Timeline

April 2018

- Steve Morford and Dan Olson attend Teammates presentation in Rapid City

August 2018

- Steve Morford meet with DeMoine Adams, Robert Parsons, Tom Osborne in Spearfish

September 2018

- Steve Morford attend TeamMates Celebration & Awards Ceremony in Lincoln

- Met with Executive Director Sarah Waldner, Program Director DeMoine Adams, mentors from several Nebraska schools, student mentees from several Nebraska schools, and TeamMates contributor Gary Scharf
- Also attending from South Dakota: Representatives from Custer and Bob Fischer family from Rapid City

#### September 2018

- Submit column in Black Hills Pioneer referencing the TeamMates program
- Recruit coordinator (Steve Morford will assist to get program started)
- Recruit board members
- Recruit potential mentors
- Inform District staff of program
- Talk funding with many sources

#### October 2018

- Present information to the school board (with strategic planning)
- Get letters of support

#### November 2018

- DeMoine Adams provide information for Program Coordinators and Board Members (November 7, 2018 7:30 am)

#### December 2018

- Presented to school board

#### January 2019

- School Board updated along with Strategic Planning

#### February 2019

- Final School Board Approval

#### August 2019

- Full implementation to begin the 2019-2020 school year
- Student Assembly – September Advisory Day



## Guidelines for TeamMates Mentoring Program RFP Process

*A TeamMates Proposal submitted by a school district reflects the collaborative effort of the community and school. Please provide a narrative, including data, which explains the need for a TeamMates Mentoring Program in your school district and community.*

1. **SCHOOL** – Clarify the role of the school district in providing support for the TeamMates Mentoring Program.
  - a. Number and grade level of the students who would be chosen to participate in TeamMates during the first year. **The minimum number of students required to start a TeamMates program is 15.** By year two, chapters need to maintain a minimum of 20 or more matches. Generally, the program is initiated with approximately 10% of 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, or 7<sup>th</sup> students who continue with the program until graduation from high school.
  - b. A coordinator that is an employee of the local school district needs to be identified as the TeamMates Coordinator. It is recommended that school administrators not act in the capacity of the coordinator. The school district may compensate this position in a variety of ways including a stipend, planning period, or the position may be written into the job duty. The TeamMates Coordinator will be trained by a TeamMates representative from the Central Office on the TeamMates Mentoring policies and procedures.
  - c. Identify other school support that may include in-kind donations of coordinator time, space, office supplies, printing, telephone etc.
2. **COMMUNITY** – Clarify the role of the community in supporting TeamMates Mentoring and possible businesses and/or organizations where mentors could be recruited from. Mentors are recruited to volunteer in a one-to-one relationship once a week at the school during the school day.
3. **ADVISORY COMMITTEE** – An advisory committee is established to provide guidance in raising funds, recruiting mentors, and developing community support. Identify school administrators and leaders in the community who will oversee the TeamMates Mentoring Program. Include representatives from the school district, city government, business community, banking, legal field, and marketing/media area. The person(s) identified as the program coordinator(s) cannot serve as an advisory committee member due to conflict of interest. It is recommended that advisory committees meet a minimum of four (4) times per year.
4. **FINANCIAL SUSTAINABILITY** – Identify the possible funding sources for the costs of implementing the TeamMates Mentoring Program, including the Implementation fee, annual participation fee and any other local operational costs, such as program coordinator stipends, mentor/mentee activities and local scholarships, if applicable.
5. **LETTERS OF SUPPORT** - Please provide a minimum of **three (3)** letters of support from school administration and community leaders. A letter of support from the school board for TeamMates Mentoring or acknowledgement of support in school board minutes must be attached to the proposal.

*A draft of the RFP should be submitted to the TeamMates Central Office for review. After approval, the RFP original, including a signed cover page and letters of support and budget should be submitted to:  
TeamMates Mentoring Program, ATTN: DeMoine Adams, 6801 O Street, Lincoln NE 68510*



## TeamMates Program Coordinator Job Description

*The Program coordinator provides direct oversight of the program to ensure quality mentoring. This individual will work collaboratively with the school district, TeamMates advisory committee, and the TeamMates Central Office.*

- **Represent the TeamMates Mentoring Program for your school/community**
  - a. Market program at various venues in the community utilizing the TeamMates brand guide
  - b. Inform school staff/school board on TeamMates impact
- **Align local program with TeamMates policy and procedure**
  - a. Attend TeamMates Partnership Conference annually for updates and additional training
  - b. Adhere to policy and procedure as outlined in the Program Management Manual
  - c. Ensure quality control measures are in place for safe mentoring practices
- **Provide consistent communication to Regional Coordinator /TeamMates Central office, school district/board, and local TeamMates advisory committee**
  - a. Attend local TeamMates advisory committee meetings and provide coordinator report
  - b. Provide updates and information to TeamMates Central office as requested
  - c. Inform school personnel on TeamMates benefits, events, process, etc.
- **Collaborate with local TeamMates advisory committee to establish and carry out annual and strategic goals and assist with program budget**
  - a. Assist local TeamMates advisory committee with setting the meeting agendas
  - b. Provide program updates and data, including successes and needs
- **Assist advisory committee with mentor recruitment and program marketing**
  - a. Communicates program benefits and expectations for both mentors and mentees
  - b. Promotes program using key marketing and recruitment materials (brochures, banner, videos)
- **Coordinate the training and matching process for mentors and mentees**
  - a. Mentor and mentee training using TeamMates materials and guidelines, including periodic renewal trainings
  - b. Make matches based on common interests and life experiences
- **Coordinate initial meeting of mentor and mentee**
  - a. Communicate specific details for sign-in, parking, resources, meeting time and location etc.
- **Develop match support and match activities**
  - a. Communicate with mentor and mentee on a monthly basis (via e-mail, newsletter, etc.)
  - b. Promote access to online resources
  - c. Coordinate any group activities and assist with recognition and appreciation for matches
- **Oversee match closure process**
  - a. Implement Closure process including written notification and database update
- **Ensure accurate and updated records in database**
  - a. Maintain current data on all mentees, mentors, and board members
  - b. Report student data to the Central Office on a bi-annual basis
- **Facilitate annual program evaluation to ensure best practices**
  - a. Complete annual reporting requirements including site visits, progress report surveys, action plan and activities/events for insurance purposes
  - b. Facilitate and encourage mentors and mentees to participate in the annual program surveys



## Request for RFP Review Checklist

1. **Need Statement** - Must include why TeamMates will benefit students in the district and statistics are encouraged, but not required. TeamMates can positively impact all students and it isn't just for "at-risk" students.
2. **School Support**
  - a. Double check for school board approval and make sure your Program Coordinator is a school employee and that they will be given time to engage in their TeamMates responsibilities. Please note that compensation may or may not be provided, depending on your school district, but is not required so long as the coordinator is a school employee because the coordinator role can be written into their job description.
  - b. Make sure the school will provide 1) space for matches to meet, 2) transportation to events, 3) office supplies, and 4) other support necessary to ensure the smooth operation of your TeamMates Program.
3. **Community Involvement** - Make sure you have identified specific places in the community to recruit mentors – businesses, organizations, churches, community clubs, etc.
4. **Advisory Committee**
  - a. Make sure the committee includes school administrators, community members, and business leaders. It is recommended that you have at least 6-8 committee members.
5. **Financial Sustainability**
  - a. Make sure you develop a yearly budget (including in-kind donations of coordinator time, space, office supplies, printing, telephone etc.) and fundraising plan which includes specific fundraisers and business supporters for operational purposes to have sufficient funds that will meet all its resource and financial obligations.