



# The DREAM Institute Mentor Program

*“The best and most beautiful things in the world cannot be seen or even touched, they must be felt with the heart” ~ Helen Keller*

Dear Prospective Mentor:

Thank you for your interest in wanting to volunteer with the DREAM Institute as a **mentor**. We are excited about having you become a mentor and we hope that you will find your experiences with us rewarding. Our **mentors** are unpaid volunteers who mentor the Institute scholars to help achieve their goals.

The DREAM Institute *is dedicated to enriching and increasing the success of the higher educational experience of students with disabilities through a three-fold approach, which includes: academic and professional mentorship; academic assistance and scholastic awards.*

As a volunteer non-profit organization, we rely heavily on our volunteers and mentors. Our mentors are a vital aspect to our organization. The Institute has two kinds of mentors that we rely on to help achieve our mission: *academic mentors and professional mentors.*

An **academic mentor** is an individual who provides educational and emotional support, and promotes and builds self-advocacy skills in the student, during their higher educational experience. At least one of the student's academic mentors should be located in the city or on the campus where the student is studying. The academic mentor can be, but is not limited to the following: guidance counselor, favorite teacher, upper classman, academic counselor, professor in the student's field of study, professor outside the student's field of study, alumni of the DREAM Institute.

A **professional mentor** is a community member, who is experienced in the industry the student is studying. This mentor plays a vital role in the career placement of the student after graduation. The mentor is introduced to the student once the student declares his/her major, to ensure that the student has the proper direction in the area of career preparation and job placement after graduation. We also help our recipients find internships at companies where they can groom their professional skills and, if possible, we locate a mentor in the company in which the recipients are interning.

Upon the Institute's approval, you would be expected to make a commitment for at least one year as an academic mentor or professional mentor.

Thank you so much for your interest in becoming a mentor. We look forward to having you a part of our organization. Catch the DREAM!

Sincerely,

The DREAM Institute



# The DREAM Institute Mentor Application

Date: \_\_\_\_\_

(If you are a couple who would like to mentor, please have spouse fill out portion identified as For Married Couples Only)

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_  
Home with area code Work with area code Pager/Cell

Email Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(Must be over 18 years of age)

Gender \_\_\_\_\_ Ethnicity: \_\_\_\_\_ (optional)

You must have a driver's license and have dependable transportation.

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Emergency Information:

\_\_\_\_\_  
Name Relationship Phone

\_\_\_\_\_  
Name Relationship Phone

I am interested in becoming a:

\_\_\_ Academic Mentor \_\_\_ Professional Mentor

How did you hear about us? \_\_\_\_\_

Education:

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Last School Attended

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Degree Earned

Please provide the following information: *(Please attach your most current resume.)*

Employment: Please list your most recent employer first and then previous employer.

May we contact your most current employer? \_\_\_ Yes \_\_\_ No

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Company

Position

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Supervisor and phone#

Years of Service

My employer offers a: \_\_\_ time-off program \_\_\_ donation matching program

Previous Employment:

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Company

Position

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Supervisor and phone#

Years of Service

Professional References (People who have known you for more than two years):

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Name

Relationship

How long have you know this person?

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Complete Address

Phone Number

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Name

Relationship

How long have you know this person?

---

Complete Address

Phone Number

**For Married Couples Only (For other spouse)**

Name: \_\_\_\_\_  
Last First Middle Initial

Phone: \_\_\_\_\_  
Home with area code Work with area code Pager/Cell

Email Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(Must be over 18 years of age)

Gender \_\_\_\_\_ Ethnicity: \_\_\_\_\_ (optional)

You must have a driver's license and have dependable transportation.

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Education:

\_\_\_\_\_  
Last School Attended

\_\_\_\_\_  
Degree Earned

Please provide the following information: *(Please attach your most current resume.)*

Employment: Please list your most recent employer first and then previous employer.

May we contact your most current employer? \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
Company Position

\_\_\_\_\_  
Supervisor and phone# Years of Service

My employer offers a: \_\_\_ time-off program \_\_\_ donation matching program

Previous Employment:

\_\_\_\_\_  
Company Position

\_\_\_\_\_  
Supervisor and phone# Years of Service



Before **signing** below, please review the DREAM Institute Code of Business Conduct and Ethics enclosed in this application packet.

I certify that the statements made in this mentorship application are true and correct, and have given it voluntarily. If the information in this document is found to be untruthful, I understand I will be released from the program. I am aware this information may be disclosed to any party with legal and proper interest, and I release the agency from all liability whatsoever for supplying such information.

Furthermore, I understand by submitting this form, I authorize The DREAM Institute to secure any information from medical, employment, educational, law enforcement or any other sources the DREAM Institute deems necessary to evaluate your application to be a mentor. All records and information gathered are the property of the DREAM Institute. Applicants shall not have access to such information except as authorized by the DREAM Institute policies.

I also have read and understand the Code of Business Conduct and Ethics. I agree and plan to maintain the utmost ethical standards according to this code and understand the consequences of not upholding the code of ethics. I understand that I am accountable to the board of trustees for my actions as a mentor of the DREAM Institute. I agree to keep a level of confidentiality in dealing with information that I may come in contact with in dealing with scholars and their files.

I understand that I will not be paid for my services as a mentor, and that filling out an application for the program does not guarantee acceptance into the program.

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Applicant's Signature

Date

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Applicant's Signature (for spouse)

Date

**Important Processes to take note:**

After your application has been received and accepted. An Institute representative will contact you to arrange an interview. During this interview, the Institute representative will do a profile and help determine an appropriate match with a scholar and most importantly give the Institute the opportunity to get to know you. Once you have been accepted to be a mentor, depending on the current pool of scholars and their needs, we will match you with a scholar to mentor. At that time, if we currently do not have a scholar for you to mentor, we will store your information and maintain you as a reserve mentor to be available for future scholars.



# Code of Business Conduct & Ethics

The DREAM Institute considers ethics to be vital to maintaining high quality programs and services. The DREAM Institute is committed to the highest ethical standards and to conduct its business with the highest level of integrity. The highest level of integrity is important and that level of integrity is what makes the DREAM Institute successful.

Each DREAM Institute representative is responsible for the consequences of his or her actions. Every representative of the DREAM Institute must be honest in their personal conduct as well as in their professional activities with the DREAM Institute. Professional Business Ethics are no different than personal ethics. The Leaders of the DREAM Institute shall lead by example with an attitude that projects ethical values in their performance. Leading by example sets the tone of the Institute and provides example to everyone involved with the Institute to maintain a standard of excellence and to treat everyone with respect and honesty. This applies to everyone – as volunteers, employees, donors, scholar recipients, trustees, prospects, suppliers, collaborative partners, higher education institutions, and anyone who might be involved with the Institute is required to maintain the highest standard of ethical behavior.

Misconduct will not be excused or accepted. The Dream Institute's Trustees and Leadership expect you to report any misconduct such as illegal, dishonest or unethical act to them. The report will be held confidential and will be handled with the utmost respect. A violation of the Code of Business Conduct and Ethics will result in corrective action and/or dismissal from the DREAM Institute.

The DREAM Institute is committed to treating everyone fairly. The DREAM Institute will not discriminate based on race, color, religion, national origin, gender, marital status, disability, age, or other characteristics protected by the law.

It is the responsibility of every DREAM Institute representative to uphold a high quality of professionalism that exemplifies ethical standards. All respective collaborative partners and entities shall conduct business with a high ethical code of conduct and professionalism helping to maintain the Institute's reputation as an ethical, honest and fair organization.

The DREAM Institute's policy is to comply with all laws, rules, and regulations that are applicable to its business, both in the United States and in other countries.

Selection of scholars, mentors, volunteers, and employees, are decided by subcommittees of the Board of Trustees and approved by the Board of Trustees. While scholarship applicants, volunteers, mentors, and employees must meet the criteria and requirements established by the DREAM Institute, each interested person must be given the equal opportunity to the full extent provided by the law and without regard to race, color, religion, national origin, gender, marital status, disability, age, or other characteristics protected by the law.