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Mentor Screening Policy

It is the policy of the LITSports Mentoring Program that each mentor applicant completes a screening procedure. All staff members must be trained and required to carefully follow the screening procedures. At minimum, the following screening procedures are required for mentor applicants. Program staff must ensure that each applicant completes these established minimum screening procedures:

Mentor screening procedures

- The mentor must attend an initial orientation session.
- The mentor must complete a written application.
- The mentoring coordinator makes the following background checks: national or state criminal history, child abuse registry, and sex offender registry. Checks must be performed in all states the mentor resided in as an adult.
- The mentoring coordinator should check the mentor's driving record and get a copy of his or her current auto insurance coverage.
- The mentor must provide three personal references and employment information.
- The mentor must complete a personal interview.
- The mentor must fully participate in all pre-match training.

The decision to accept an applicant into the mentoring program will be based on a final assessment done by program staff at the completion of the mentor screening procedures. The mentoring program coordinator has final approval for an applicant's acceptance into the program.

No reason will be provided to mentor applicants rejected from participation in the program, although they should be informed of the determination in writing.

All LITSports mentors are expected to meet all eligibility criteria. However, extenuating circumstances may be reviewed at the discretion of the program coordinator, and acceptance may then be allowed with written approval of the executive director and a representative of the board of directors when all eligibility requirements are not clearly met. These instances are expected to be rare.

Documentation related to the screening process must be maintained for each applicant and placed in confidential files.