

## MentorWorks Mentor Onboarding Process

Mentors are valuable assets to our schools and communities. Quality mentoring programs have been shown to impact students socially, emotionally, and academically, thus creating safer, healthier, more productive citizens in our society.

The MentorWorks office will guide prospective mentors through the mentor onboarding process.

### Before mentoring can begin, the individual (NON-FCPS employee) will:

1. Complete the following forms and send to [MMacdonald@fcps.edu](mailto:MMacdonald@fcps.edu):
  - [Mentor Application Form](#)
  - **TWO** [Personal Reference Forms](#) or **TWO** letters of recommendation
2. Complete the **FCPS background check** (Regulation 4119) (active law enforcement are exempt)
3. Attend **Mentor Orientation Training** (approx. 1 hour)

### FCPS Background Check *AND* Mentor Orientation Training:

For your convenience, there are two options:

1. Attend a pre-scheduled **Mentor Onboarding** session.  
**Location:** Gatehouse Administrative Building  
8115 Gatehouse Rd - Rm 1180  
(1<sup>st</sup> Floor - through the welcome center)  
Falls Church, VA 22042  
  
**Time:** 2 p.m.to 4 p.m.  
  
**2018-19 Dates:** September 14, October 5, November 9, December 7,  
January 11, January 25, February 8, February 22,  
March 8, March 22, April 12, May 3

**Register Online:** <https://goo.gl/forms/jORjacheaeHzgohU2>

2. If your organization has 5 or more potential mentors, FCPS HR Client Services will conduct the background checks onsite. Mentor Orientation Training will occur concurrently. Please email Martha Macdonald at [MMacdonald@fcps.edu](mailto:MMacdonald@fcps.edu) arrange this option.

**Contact Information:** Martha Macdonald, 571-423-4273 or via email [MMacdonald@fcps.edu](mailto:MMacdonald@fcps.edu)