

# Four Steps to Making a TeamMate Match



## Step 1: Student Nomination Form

Student Nomination Form. A nomination can be made by anyone: school staff, parent/guardian or the student. The facilitator should copy the completed form and keep it to place in the **STUDENT'S RED FOLDER**. The original is sent to the TeamMates office, and the **STUDENT'S RED FOLDER** is sent back to the school as soon as the nomination is entered into the AS400.

**DO NOT COMPLETE THE PARENT/  
GUARDIAN PERMISSION FORM  
AT THIS TIME.**

## Step 2: Match Process Begins

When mentor(s) become available for the school, a copy of the Mentor Application form will be sent from the TeamMates office. It will include their interests, hobbies and contact information. The facilitator should interview the mentor and review their waiting students, making a match based on compatibility and similar interests.

## Step 3: Parent/Guardian Permission

Once a match is planned, the facilitator will send the Parent/Guardian Permission form home for parent signature. When it returns, copy it and place the copy in the **STUDENT'S RED FOLDER**. Send the original to the TeamMates office now or later with the Mentee/Mentor Agreement.

## Step 4: First Mentee/Mentor Meeting

Contact the mentor for a time for the match to meet. Ask the student to come and train him/her on what it means to be a TeamMate. Give them a Student Brochure and have them complete the checklist on the back of the Mentee/Mentor Agreement. Introduce the match, and plan a meeting schedule. **The student, mentor and facilitator sign the Agreement at this time.** No parent signature is required. After the student goes back to class, orient the new mentor to the school and give them the Mentor's School Information form. Ask them to complete the checklist on the back of the Agreement.

Make a copy of the Mentee/Mentor Agreement for the **STUDENT'S RED FOLDER** and send the original to the TeamMates office via school mail as soon as possible. Once the TeamMates office has the Nomination Form, the Parent/Guardian Permission Form and the signed Mentee/Mentor Agreement, the match will be entered into the AS400 and the mentor will be in the Vis ID system. **Then the facilitator will be emailed that the match is complete and meetings may begin.**

**Please note: Getting the match into the LPSAS400 in a timely manner is very important to TeamMates. If there is difficulty obtaining any signature, the facilitator should contact the school's TeamMate Liaison for assistance.**