

100 BLACK MEN OF GREATER CHARLOTTE MENTORING PROGRAM HANDBOOK

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100 Black Men of Greater Charlotte Mentoring Program Handbook

Welcome to the 100 Black Men of Greater Charlotte Mentoring Program! We are excited to have you as part of our community of parents and mentees. This handbook is designed to provide you with important information about the program and our expectations. Please read it thoroughly and feel free to reach out to us if you have any questions.

Section 1: Program Overview

1.1 Purpose and Mission: The 100 Black Men of Greater Charlotte, Inc., (The 100) improves the quality of life for the communities we serve. Mentoring is the core service delivery of the 100, the largest network of African American male mentors in the nation. We influence and transform the lives of underrepresented and disenfranchised youth, with a focus on African American youth.

Through our platform of Mentoring The 100 Way®, across a lifetime, we provide programmatic services in education, health and wellness, economic empowerment, and leadership development, which makes a fundamental difference in the lives of the youth we touch and the communities we serve.

The mentoring program aims to empower young men through positive role modeling, community engagement, and personal development. Our goal is to foster positive relationships and help mentees achieve their full potential.

1.2 Bi-Weekly Schedule: Mentoring sessions will be held bi-weekly on Saturdays inside the Health and Human Services building on the campus of UNCC. The program will begin promptly at 9:00 AM and conclude at 12:30 PM. Lunch will be provided for all mentees from 12:30PM to 1:30PM. All parents will be notified if there are any changes or deviation from our regularly scheduled meeting time and/or meeting location. For instance, there will be field trips which may require adjusted meeting times and certainly different meeting locations. Please ensure your mentee arrives on time to make the most of the mentoring experience.

1.3 Overview of Organizational Programs

STEM and Robotics: The STEM and Robotics program aims to inspire and educate students in science, technology, engineering, and mathematics (STEM) fields. Through hands-on activities and projects, participants learn about cutting-edge technologies, coding, and problem-solving skills. The program fosters creativity and critical thinking while nurturing a passion for innovation.

Tutoring: The tutoring program provides academic support and personalized assistance to all students in our program who need it. Qualified tutors offer one-on-one or group sessions to help students improve their understanding of various subjects, enhance study skills, and boost academic performance.

Pathways to Success (Soft Skills in the Corporate World): Pathways to Success is a comprehensive program designed to equip individuals with essential soft skills needed in the corporate world. Participants learn effective communication, teamwork, time management, leadership, and conflict resolution skills. The program aims to enhance professional development and increase employability.

Coding (Coming 2024): Scheduled to launch in 2024, the Coding program will introduce participants to the world of programming and computer science. From coding fundamentals to advanced software development, the program will empower learners to harness the power of technology and prepare them for future careers in the tech industry.

Drone Certification (Coming Spring 2024): The upcoming Drone Certification program will provide participants with the necessary knowledge and skills to safely operate drones for various purposes. Students will learn about drone regulations, flight operations, and practical applications, opening opportunities in industries like photography, agriculture, and logistics.

Titans: Titans is a transformative initiative offering young men aged 18 to 24 free college-level training and certification in a range of vocational competencies. The program equips participants with hands-on skills and knowledge, preparing them for promising careers in trades such as carpentry, HVAC, electrical work, plumbing, and more.

Triple P (Positive Parenting Program): Triple P is a parent-focused program that equips parents with simple and practical strategies to manage their children's behavior confidently. The program helps prevent behavioral problems from developing and fosters a positive home environment. Parents gain insights into their role as mentors, enabling them to support their children effectively.

These diverse organizational programs provide opportunities for personal and professional growth, catering to various age groups and interests. By empowering individuals with knowledge, skills, and certifications, the organization aims to positively impact communities, creating a brighter future for all participants.

Section 2: Attendance and Timeliness

2.1 Attendance Policy: Our program places great emphasis on the importance of regular attendance for the success of the mentoring experience. We strongly encourage all mentees to attend each session to maximize the benefits of the program. However, we understand that certain unavoidable circumstances may arise. Therefore, we permit absences in cases of family or medical emergencies, sickness, or the unfortunate loss of a family member. In such instances, we request mentees to promptly notify us as soon as possible. By adhering to this attendance policy, we aim to create a supportive and understanding environment while ensuring that our mentees receive the full value of the program's guidance and support. Together, we strive to foster a positive and transformative mentoring journey for all participants.

2.2 Sign-In Requirements: All mentees are required to sign in at the beginning of each session to verify their attendance. This helps us keep track of participation and evaluate progress.

2.3 3-Strike Rule: At our organization, we uphold a strict 3-strike policy to ensure the commitment and dedication of our mentees to the program. Mentees are permitted up to two unexcused absences, understanding that unforeseen circumstances may arise. However, on the third unexcused absence, the mentee will be dismissed from the program.

We take this policy seriously to maintain the integrity and effectiveness of the mentoring experience for all participants. Genuine family or medical emergencies will be the only exceptions, and the final decision regarding dismissal lies with the SVP of Mentoring, Duvalé Murchison, who will also inform our President, Aaron Means, of the outcome.

By adhering to this policy, we aim to ensure the program's success and provide an optimal environment for mentorship and personal growth.

2.4 Tardiness: Punctuality is important. Mentees should arrive on time for each session. Our program begins at 9:00 AM. Any Mentee arriving more than 20 minutes late will be counted as absent. It is therefore important that the SVP of Programming be alerted to tardiness in advance. Consistent tardiness may lead to disciplinary action up to and including dismissal from the program.

Section 3: Code of Conduct

3.1 Conduct and Behavior: Mentees are expected to display respectful and positive behavior during all mentoring activities. Any disruptive, verbally abusive, or violent behavior will not be tolerated.

3.2 Fighting, theft, extremely disruptive behavior, verbal abuse, or assaultive behavior will result in immediate dismissal from the program. Depending on the severity of the offense, police involvement may be deemed appropriate.

3.3 Cell Phone Use: Cell phone use during mentoring sessions is strictly prohibited. Mentees should keep their phones off or on silent and store them away during the program to avoid distractions. Wearing earbuds is also prohibited. Any Mentee found utilizing their phones will be immediately sent home. The parent will be first notified of the Mentee's actions and then asked to come pick him up.

3.4 Hygiene and Uniform Requirements: Mentees are expected to maintain proper hygiene and wear the provided uniforms during each session. No exceptions. A Mentee's uniform consists of either a white button-down shirt, black t-shirt, or khaki pants. We provide the shirts. Parents are required to provide the pants. Hats, hoodies, and sagging pants are not allowed during mentoring sessions.

Section 4: Parental & Mentee Involvement

4.1 Report Cards: At our organization, meeting mandatory academic expectations is essential not only for the mentee's educational progress but also for our organization's funding and grant reporting requirements. Submitting report cards is a crucial component of our grant reporting process, and failure to do so could jeopardize our funding. Therefore, it is not only the responsibility of the mentee but also a critical requirement to maintain the continuity and success of our mentoring program.

We emphasize the importance of timely report card submission, with a deadline set within one week of the mentee receiving it. Additionally, to facilitate accurate and standardized evaluations, we mandate that report cards must be submitted in PDF format and not as screen shots. By adhering to these academic expectations, we ensure that our mentees receive the necessary support and guidance while safeguarding the long-term sustainability and impact of our organization's mission.

4.2 Mandatory Parenting Classes: All parents are required to attend mandatory parenting classes Triple P unless they have already completed the training. The Triple P Program gives parents simple and practical strategies to help them manage their children's behavior more confidently, prevent behavioral problems from developing and create a positive home environment for their family. These classes are designed to support parents in understanding their role in the mentoring process.

4.3 Pick-Up Policy: Parents must pick up their sons no later than 12:30 PM at the end of each mentoring session UNLESS the Mentee is staying for lunch that will be provided at NO COST. Lunch lasts for 1 hour. Parents need to pick up their son(s) by no later than 1:30pm. Punctuality in picking up mentees is essential for ensuring their safety and efficient program operation.

4.4 Communication with Mentors: Maintaining regular contact with their mentor is crucial for a mentee's growth and development. By actively responding to text messages, answering phone calls, and reaching out to their mentor without prompting, the mentee demonstrates commitment and respect for the relationship.

Regular communication fosters a sense of trust and openness, allowing the mentor to better understand the mentee's challenges and aspirations. This, in turn, enables the mentor to provide more personalized guidance and support, leading to more effective learning and skill development. Moreover, consistent contact allows the mentee to seek timely advice and feedback, accelerating their progress towards their goals.

Ultimately, a great mentee-mentor relationship enhances the mentee's overall learning experience, promotes self-confidence, and maximizes their potential for success in both personal and professional spheres. Failure to do so may result in the mentee losing their one-on-one mentor. Any such decisions will be made by the VP of Mentoring.

Section 5: Community Service

5.1 Community Service Hours: At our organization, community service holds a central role in our mission and values. We are deeply committed to making a positive impact on the communities we serve. As part of our mentoring program, mentees are actively encouraged to engage in community service activities.

Not only does community service foster a sense of compassion and social responsibility, but it also provides invaluable opportunities for mentees to develop leadership, teamwork, and communication skills.

To ensure accountability and dedication to this essential aspect of our program, mentees are entrusted with the responsibility of keeping track of their community service hours.

By fulfilling their commitments, our mentees actively contribute to creating a brighter and more inclusive future for our communities. Together, we strive to inspire positive change and empower our mentees to become well-rounded, empathetic individuals who make a lasting difference in the world.

Section 6: Organizational Contact Information

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We thank you for your commitment to the 100 Black Men of Greater Charlotte Mentoring Program. By adhering to these guidelines, we can create a positive and impactful experience for all participants. If you have any questions or concerns, please feel free to contact us.