



Sample Recognition Policy

Board Approval Date: _____

Revision Date: _____

It is the policy of << school/district name >> Mentoring Program that all participants— including mentors, mentees, and parents/guardians—be recognized as important to the success of the mentoring program. Particular emphasis will be placed upon recognizing the program’s volunteer mentors.

It is the responsibility of the program coordinator to, at minimum, plan and implement the following recognition activities:

- Host an annual recognition event including selection of a mentor, mentee, and parent/guardian of the year along with other outstanding service or performance acknowledgments
- Feature a mentor, mentee, parent/guardian, or general match success story in each quarterly newsletter
- Establish a mentor recognition award system for length of service
- Utilize outstanding mentors to help deliver orientation and training sessions for the recruitment and matching of new mentors.