



Cinnamongirl Mentor Name:

(please print your name)

Dear Mentor:

We are excited to offer you an invitation to be a part of Cinnamongirl for a year of building life-long friendships, learning fresh new perspectives, mentoring motivated young girls, and more.

Our mission at Cinnamongirl, Inc. (CGI) is to empower and inspire girls of color to realize their highest personal and professional aspirations. Cinnamongirls participate in monthly round-table discussions with mentors and attend enrichment trips and workshops throughout the greater Bay Area. All Wednesday meetings are held at the Barnes & Noble author loft in Jack London Square, 98 Broadway, Oakland.

Because of the small number of openings available, please thoughtfully consider this invitation; a two year commitment and pro-active involvement is expected.

Cinnamongirl Mentor Commitments: Please initial the boxes to note that you have read & understood each commitment. In order to ensure the greatest experience for all, each mentor pledges to:

- Commitment:** Mentors commit to the 10-month program, attending on average two (2) structured meetings per month. Meetings are generally held one Wednesday and one weekend day of the month. Wednesday meetings begin at 4:00 p.m. and end by 6:00 p.m. with a prompt pick-up of Cinnamongirls by 6:10 p.m.
- Informal CGI Activities:** Mentors will participate in 2-3 non-structured CGI events with Cinnamongirls (no less than 2) during the program year.
- Privacy & Trust:** There is confidentiality within the program. In order to build trust within the girls and mentors, please respect one another's privacy. Personal information that is shared in CGI meetings is not repeated with other friends or acquaintances.
- Pro-Active Participation:** Mentors are expected to take a pro-active approach to keeping their contact information current and staying up to date with CGI activities. CGI staff is small and will not be likely to send out meeting reminders and check ins; it is our hope that each group of mentors is self-starting and creates a supportive environment where they are able to check in and keep each other up to date. CGI uses project management system to assist in the management of schedules, current contact information, and dissemination of event details; mentors commit to joining this CGI online group.
- Participation in CGI Events:** Mentors are expected to participate in the major CGI events throughout the program year. These consist of the Ladies Tea, Cinnamongirl fundraiser, gala, informational meetings, and other possible events. (These events are not designed to be overly taxing, as we recognize that the mentors have many commitments outside CGI.)
- Official Paperwork:** Mentors will keep the following updated and have current documents on file with CGI: Dept. of Justice background check/ID scan auto insurance. Mentors will comply with CGI's insurance and not, at any time, have less than two (2) Cinnamongirls with them at any kind of meeting, fieldtrip, or carpool.

Mentor's Signature

Date

Emergency Form - Mentors

Cinnamongirl Mentor Information:

Name: _____
 Last First

Street Address _____ City Zip

Telephone: _____ *note which is best number to call
 Home Cell Work

_____ personal email work email

Employer: _____
 Contact Name & Title

Contact phone: _____ Office Address _____ City _____

Emergency Contacts - please list two:

Name: _____
 Last First Street Address City Zip

Telephone: _____
 Home Cell Work Relationship

Name: _____
 Last First Street Address City Zip

Telephone: _____
 Home Cell Work Relationship

Name: _____
 Last First Street Address City Zip

Telephone: _____
 Home Cell Work Relationship

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Dear Prospective Mentors,

Cinnamongirl Mentors are required by the state to pass a background check. You can fulfill this requirement by getting a LiveScan, digitally scanned fingerprinting. Current paperwork from the state needs to be on file with the Cinnamongirl (CGI) office at all times.

The fee ranges from \$18 - \$35 depending on the service location.

This background check must be completed by **August 15, 2009**.

For the Department of Justice

Your photo ID and the CGI ORI number are required for the background scan application.

The CGI ORI number is: A7779

Please send the receipt from the background check to the CGI office:

Cinnamongirl
Attn: Mentor Paperwork
Post Office Box 27297
Oakland, CA 94602

Listings are below for Oakland LiveScan locations. You can find more locations online at <http://ag.ca.gov/fingerprints/publications/contact.php>

A 1 Fingerprinting
11 Burma Road
Suite B
Oakland, CA 94607
(510) 836-0448
\$18.00

Prints on the Run
580 Grand Avenue
Suite 301
Oakland, CA 94610
(510) 268-9940
\$25.00

Prominent Services
1440 Broadway
Suite # 712
Oakland, CA 94612
(510) 367-5261
\$20.00

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