

**Cabrini Dream Mentor Program
(CDMP)
Student Referral & Mentoring Process**

**Cabrini School
High School**

**Status: Original
Version #: 001
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Cabrini Dream Mentor Program Director

Initiative/Offer Name:	Cabrini Dream Mentor Program (CDMP) High School Student Referral & Mentoring Process
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Executive Owner:	Gregory M. Campbell
Title / Department:	Director - CDMP

Document Owner:	Gregory M. Campbell
Title / Department:	Director - CDMP
Phone Number:	(313) 928 – 6610 x 1020
e-mail Address:	campbellcms@yahoo.com

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CDMP – Roadmap To Your Dreams

Document Synopsis:

Initiative/Offer Name: CDMP – Student Referral & Mentoring Process
Executive Owner: Gregory M. Campbell Director - CDMP

Status:	Original
Version #:	001
Date:	08/12/2008
Abstract:	This document describes the Cabrini Dream Manager (CDMP) High School Student Referral & Mentoring Process. Step by Step Work Process Flow describing the activities that take place for a student to be Mentored.
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Table Of Contents

Purpose.....	1
Director.....	2
High School Student Referral & Mentoring Process Flow.....	3
CDMP Web Site Appointment Form.....	5
4.1 Schedule an Appointment Form.....	5
Appendix: Acronyms and Definitions.....	6
Supporting Documents, Website, Forms & Records.....	6

Purpose

What is the Purpose of the Cabrini Dream Mentor Program Student Referral and Mentoring Process?

The purpose of the Student Referral and Mentoring Process is to identify and describe the end-to-end process flow that takes place once a student begins to be mentored.

In addition to the work steps the Student Referral also describes the Conditions, Communications, Consequences and Contingencies supporting the process.

What are the Goals and Objectives of the Cabrini Dream Mentor Program?

- Help students find the joy in learning
- Provide students with academic and occupational exploration prospects both inside and outside of the classroom.
- Assist students in discovering their abilities, talents & passions
- Aid students in creating short and long term educational plans
- Create a Dream Roadmap with student that follows the student from year to year based on the student's interests and goals.
- The roadmap will assist the student by identifying what he or she wants to accomplish while in high school and in the future.
- The goal will be to meet with student at least three times a year
- Better chance of student going on to higher education
- Facilitate students with transition from grade to grade

Director

This section will identify the CDMP Director and how the process will be describe the activity flows associated with each step in the Student Referral and Mentoring Process.

1.1 Director

Greg Campbell is the Developer and Director of the Cabrini Dream Mentor Program Student Referral and Mentoring Process.

1.2 Director Responsibilities

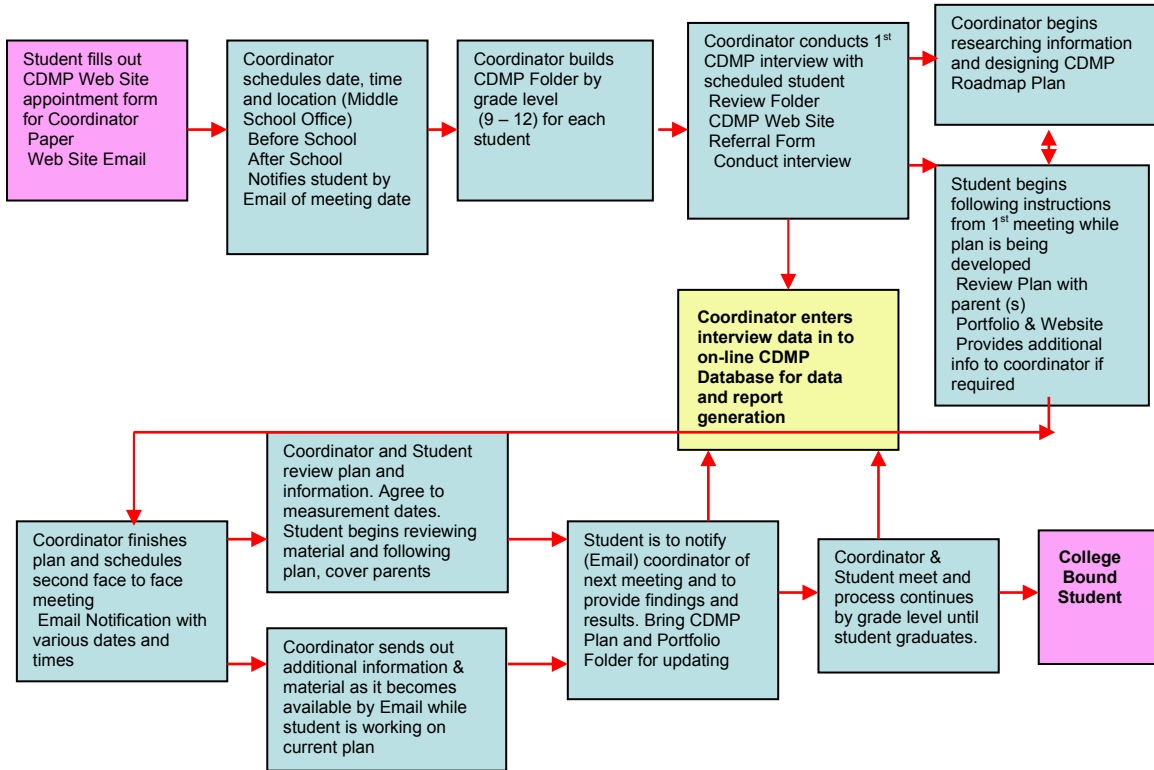
Responsibilities of the Director of the Cabrini Dream Mentor Program:

- Dream Process must be built through design quality, standardization and a Plan, Do, Check, Study philosophy.
- Continue to use Design Dream Program using for input, guidance and teamwork.
- Design in Efficiency & Effectiveness
- Must Be Tested for long lasting established process
- Determine & Design Who, What, Why, Where, When & How
- Develop Dream Mentor Position based on tests groups.
- Develop and ID Second Tier Support (Business & Educational Professionals, Experts in Field, Alumni, Job Shadowing).
- Develop requirements & qualities in order to become a Dream Mentor.
- Begin Identification and Marketing of Mentor Candidates to be discussed by Dream Team.
- Design Excel/Access Database for housing student information & create reports for Dream Team.

High School Student Referral & Mentoring Process Flow

1.3 High School Student Referral Steps

CABRINI DREAM MENTOR PROGRAM STUDENT REFERRAL PROCESS HIGH SCHOOL (9-12)



SIPOC – Supplier Input Process Output Customer

Conditions – High School Students mentoring is done before and after school hours because Coordinator is also Dean of Students for middle school and conducts mentoring for eighth graders during school hours.

Communication – Mentoring meeting are done face to face and Web Site Email is used to communicate schedules for meeting and the forwarding of additional information from coordinator to student and vice versa.

Consequences – CDMP is a positive influence in helping students plan for their academic and career exploration. In contrast without the program the student is left on their own for the "How To's" of preparing for life after high school.

Contingencies – Coordinator has built in control measures to make sure quality of mentorship is done regardless of inside and outside influences for quantity and favoritism.

CDMP Web Site Appointment Form

4.1 Schedule an Appointment Form

DATE AND TIME WILL BE DETERMINED BY YOUR REQUEST AND MR. CAMPBELL'S SCHEDULE

MEETINGS WILL TAKE PLACE IN MR. CAMPBELL'S MIDDLE SCHOOL OFFICE

Student Info

Name (first and last): * required

Grade Level:

E-Mail Address: **Invalid E-Mail!**

Parent E-Mail Address: **Invalid E-Mail!**

First Hour Class

(teacher and room #): * required

Requested Times

(check all that apply) * required

Before School

7:00-7:45am

After School

2:30-3:15pm

3:30-4:15pm

Other

Best day(s) of the week to meet according to your schedule

(check all that apply) * required

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5

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CDMP – Roadmap To Your Dreams

Monday Tuesday Wednesday Thursday Friday

Enter Password (hint: school mascot/nickname)

Remember – I will take the information you provide and schedule you according to the schedules of school activities and to my schedule. - Greg Campbell

Appendix: Acronyms and Definitions

Acronyms	Definitions
CDMP	Cabrini Dream Mentor Program
TBD	To Be Determined

Supporting Documents, Website, Forms & Records

Document	Definitions
CDMP Initial Meeting Folder	For the initial meeting the Director of the Cabrini Dream Mentor Program creates a folder by grade level for each student.
CDMP Roadmap & Plan	A folder is developed by the CDMP Director that provides data, information, facts and figures based on the initial meeting. An example is provided.
CDMP Items List	Document that provides student with a list of items need for Portfolio Folder as described in CDMP Roadmap Plan.
CDMP Website	The CDMP Website is the main work tool for all stakeholders (Students, Parents, Teachers, Administrators, Community).

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6

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