Peer Mentor Handbook
Congratulations on becoming a Peer Mentor!

Your new title brings responsibility, professional expectations, and accountability. This guide outlines what Student Tutoring And Retention (STAR) Services expect from you during your employment. Read this manual carefully. Although these pages are not meant to be all encompassing, most issues are addressed. Your direct supervisor is always available for questions, concerns, or suggestions about the program. The effort expected from you will be equally reflected in the efforts of your supervisor. Throughout your employment with STAR Services/Cardinal Communities, this manual will be used to keep you on course and to assist you.
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2
Expectations/Responsibilities

**Academic Expectations**

Please, always remember that you are a student first. You came to Lamar University to earn a college degree and that will remain your number one priority. Your second priority should be to **FYE/Cardinal Communities** and your Peer Mentor responsibilities.

In order to help you focus on your number one priority (college), you are expected to maintain a term GPA of **3.00**. Grades will be reviewed every semester. Peer Mentors who have a term GPA of less than 3.00 will be put on probation and given one semester to return to the required GPA.

You are expected to balance your time in an effort to maintain this GPA while still effectively and efficiently performing your Peer Mentor duties. If you are having trouble maintaining balance, it is your responsibility to meet with your direct supervisor before your studies or your job responsibilities falter. Your supervisor is available to support and assist you.

**Cardinal Community Expectations**

You are a Lamar University employee who is subject to disciplinary action including probation and termination, if required. If you do not do your job appropriately or fail to meet the deadlines or expectations laid out in this manual, you will be held accountable and can be terminated. The following lists of expectations explain what is required of all Peer Mentors:

**Confidentiality**

- Maintain the confidentiality of your students as much as possible. However, as stated in Title IX and other Lamar University Policies, do not promise to keep secrets for your students if they or others pose a danger to themselves or the program. You must share your information with your supervisor or another member of the professional staff within STAR Services immediately.
- Maintain staff confidentiality. Abide by FERPA (Family Educational Rights and Privacy Act) and do not disclose any student record information (e.g. student L#s, majors, grades, personal data, etc.).
- Do not look up any student record information without permission or probable cause.
University Policies

● In accordance with Lamar University Policy Number 2.9.1, NEVER attend any Lamar University event, program, or work related activity under the influence of alcohol or illicit drugs.
● Do not violate any of the University rules/regulations/policies listed in the student handbook and catalog, as well as any STAR Services policies.

Office Space

● The Cardinal Community office is to be kept neat, clean, organized, and professional at all times.
● The use of state property including telephones, supplies, and office equipment such as computers and copiers are restricted to official business only.
● The Cardinal Community computers are to be primarily for work related usage.
  ○ Peer Mentors may use the computer for academic related use if all responsibilities are completed, assistance is not required by any other staff member, or computer in question is not needed for official use.
  ○ Continued misuse of the computer or viewing inappropriate sites will result in termination.
● Please logout of all computers and laptops when you leave. Also, if someone is logged in when you arrive, please double check and make sure that person is not here before you log them off.
  ○ Due to the confidential nature of student records, all computers should be locked if you leave a computer unattended.
● Keep copying and printing to a minimum and for official business only. Also, keep color copying to a minimum and only use color when permission has been granted.
● Portable office equipment, such as laptops, should remain in the Cardinal Community office, unless needed for work related reasons, (i.e., need a laptop for a cardinal community meeting). In this case, laptop needs to be checked out and in by a professional staff member.
● No food is allowed in Cardinal Community office. Drinks with a lid are allowed, but food needs to be kept and eaten in the break room.
● Noise is to be kept to a minimum. Remember the 6th floor of the library is occupied by professional offices as well as student study areas. Be respectful to others.
● The Cardinal Community office is for employees only. Please do not use it as a hangout for you and your friends.

Cardinal Community Responsibilities

You are a Cardinal Community employee who is subject to specific responsibilities during your time of employment. Each component of CC is designed with the success of the program in
mind. Any confusion about the necessity of tasks should be addressed with the assistant director or an office assistant. The following lists of responsibilities explain what is required of all Peer Mentors:

**Administrative**

- Check your email and GroupMe daily.
  - “Heart” messages on GroupMe to acknowledge that you’ve read them.
  - Do not mute the group message with all of the peer mentors in it.
  - GroupMe is for professional communication only; personal communication should be conducted outside of the thread.
- Complete all paperwork and assignments neatly and on time.
- Respond to administrative requests promptly.
- Communicate regularly with students and staff.
- Maintain a positive and supportive relationship with all Peer Mentors, STAR Services Staff, and students.

**CC Weekly Meetings**

- Maintain attendance logs weekly via your G-Drive folder.
  - This will be due every Monday by 12pm.
- Show up to each CC meeting prepared with activities and/or speaker.
- Arrive to each CC meeting at least five minutes early and stay at least five minutes after to answer students’ questions.
- Keep your students updated! Your students depend on you to tell them how to get involved on campus. Distribute University program fliers promptly.
- Present yourself in a clean and appropriate fashion while maintaining comfort and approachability.
- Hold your students accountable for their behavior within the Cardinal Community environment.

**Staff Meetings/Trainings**

Attend staff meetings; these are held once a month and are important for keeping up-to-date on the current standings of CC and contribute skills training in order to create more robust mentors.

- Each semester there will be a training prior to the first day of classes - this is a mandatory training crucial to CC.
  - If you are unable to attend a scheduled meeting or training it is your responsibility to schedule a time to receive all information discussed.
  - Failing to do so will result in disciplinary action.
**Evaluations**

Each CC will undergo a mandatory evaluation during the semester. Feedback will be taken and discussed with both the peer and pro mentor. This is done to ensure each CC is functioning at a high quality level so that the participants receive a valuable experience.

**Social Events**

Social events are an important component of CCs. Our goal is to increase retention on campus and make students feel that they are a part of the community. By hosting events exclusive to CCs and requiring both students and mentors to attend, we are making sure they are included and have a chance to socialize with other people across campus and who are in different majors. By requiring peer mentors to attend, we are ensuring there are opportunities for the students to attend with the confidence of knowing at least one person.

- It is your responsibility to maintain the social event attendance of students in your CC.
- Attend other campus events as needed (i.e., Orientation, Cardinal View, Social Events…).
- You will be required to attend at least 2 social events per semester, unless a valid excuse is provided prior to event. Non attendance needs to be made up through an extra training.
- While it is allowed to offer students events to attend outside of the offered CC events, make sure you are only using this option if you have some students who are otherwise unable to attend. Each CC has the option to amend the student agreement to require students to attend additional events outside of the required 2 per semester for students.

**Peer Mentor Attendance/Timesheets**

- It is your responsibility to inform your student or faculty director and faculty mentor of unavoidable absences or tardiness prior to your assigned meeting time or office hours. (see Appendix A)
- You may contact your supervisor and faculty mentor by office phone or e-mail (if less than 24 hours you MUST contact someone by phone).
- Perpetual absence or tardiness will result in termination.
- Three consecutive absences without notification is considered job abandonment and you will be terminated on the third day.
- Develop and maintain a minimum of 4 office hours per week. Peer Mentors are expected to spend 5 to 6 hours per week in their CC related duties. Additional hours can be earned by attending trainings after the 3 required hours.
- Maintain timesheets on Gdrive and Self-Service Banner.
  - This will be due biweekly on Fridays at 12pm.

**One-on-ones**

One-on-ones are essential for creating a customized experience for the students participating in
CC. By evaluating their hopes, expectations, and dislikes of the CC, mentors can define the means and focus of the community for the students.

- These must be completed OUTSIDE of your CC by the required date.
- These must be completed in person and consist of a discussion between the peer mentor and student.
  - These should not be given to students to be filled in themselves.

Community Pillars

Cardinal Communities strives to give students their best chance at success on campus which entails meeting the tenants outlined by First-Year Experience and Learning Communities. While many tenants are actively being met, some are not which is not servicing the students in the best way possible. CC has developed a plan to remain proactive choice among students while ensuring they meet the criteria of success on campus; this plan entails a sort of “menu” of requirements each community should meet within the semester. These choices are flexible within the CC and are able to remain “on theme.” Each tenant will be outlined with suggestions of activities or campus resources which can be utilized to meet that specific practice. An example of this “menu” is outlined below:

ENGAGEMENT MENU

Social Engagement
- 2 Cardinal Community Events
- Team building/Ice breakers
- OrgSync training (15 minutes minimum)
- Community Service (Theme-based)

Academic Engagement
- Workload management
- College basics
  - LU Connect (Self-service Banner, Blackboard, Degree Audit)
  - How to calculate GPA
  - How to communicate with faculty
- Campus Resources (15 minutes minimum)

Personal Engagement
- Soft Skills (Work Ethic, Communication Skills, Problem-Solving)
• Stress Management
• Diversity
Each of the requirements are able to be adapted to fit the theme of the community. For example:

• Crafting-themed communities can learn about diversity by doing a craft which is based around another culture during which they can talk about the origins of the craft and listen to that culture’s music.
• Major-based communities can become socially involved on campus by learning about first impressions in a business environment followed by attending a career fair.
• Team building and icebreakers can be geared toward the theme.

By offering variability and the ability to customize their experience, CC can ensure students partaking in the program are engaged positively in the learning process. This plan is to be implemented starting in the Fall 2019 semester into both major-based and interest-based Cardinal Communities and will be monitored by Cardinal Community office staff to ensure all goals of the plan are being met.

Relationships

**Mentor-Student Relationships**

Mentor-student relationships of romantic or sexual nature are prohibited while the community is active. Please consult Lamar University’s Title IX policies regarding sexual misconduct.

This rule exists to prevent any unwanted or uncomfortable situations to arise for either the mentor or the student(s) in the community. If you feel you have been sexually assaulted, harassed, or feel you are the victim of domestic violence, dating violence, or stalking, please file an incident report (Appendix F) with Cardinal Communities.

**Mentor-Mentor Relationships**

Mentor-mentor relationships are not prohibited but should be disclosed to the CC director. Excessive Public Displays of Affection (PDA) are prohibited at any Cardinal Community events and at any function representing Cardinal Communities. Mentors in a relationship are to conduct themselves professionally at all times.

In the event of a relationship ending, there will not be accommodations made to CC requirements or events for either mentor. Sexual assault and/or harassment are the exception, and any incidents of assault/harassment should be reported (Appendix F). If you feel you have been sexually assaulted, harassed, or feel you are the victim of domestic violence, dating violence, or stalking,
please file an incident report with Cardinal Communities. A relationship or the results of an ended relationship which become distracting to other mentors or students in a community will result in termination of the offending parties. Please consult Lamar University’s Title IX policies regarding sexual misconduct.

Disciplinary Actions

For violation of any of the above rules, an employee shall be subject to disciplinary action up to and including termination. Disciplinary action shall progress in the following manner:

1. **3 “Strikes.”** These are informal warnings when deadlines are missed in order to keep up accountability.
   ○ A strike will be given for missing a deadline, missing a meeting/event you previously committed to, or missing a meeting without notice of unavailability.
2. **Verbal Warning.** Verbal statement to employee that he/she has violated a rule and/or regulation and that such violation may not continue.
3. **Written reprimand.** Formal notification in writing to employee that he/she has violated a rule and/or regulation.
4. **Termination.** The employer/employee relationship is severed.

Event Planning

**Events requiring a room**

If you would like to utilize a room other than the one reserved for your CC, please complete the Room Request Form at least two weeks in advance and the student directors will accommodate your request as best possible. Submitting a request does not guarantee the room to you, so be prepared with a back-up room/activity in case your request is unable to be completed. Please reference the General Information folder in G-Drive or the back of the appendix for access to the form. You can turn it in by submitting it to cardinal.lead@lamar.edu or in person.

**Events requiring supplies**

If you would request reasonable supplies for your CC, please complete the Purchase Order Form at least two weeks in advance and the student directors will accommodate your request as best possible. Submitting a request does not guarantee the supplies to you, so be prepared with alternatives. Cardinal Communities are only able to purchase from certain vendors, so the brand requested may not be available. Please reference the General Information folder in G-Drive or the back of the appendix for access to the form. You can turn it in by
submitting it to cardinal.lead@lamar.edu or in person.

**Off-campus events**

Off-campus events are permitted but must be approved by submitting an *Off-Campus Event Request* form accessible through the *General Information* folder in G-Drive or the back of the appendix. Forms must be submitted two weeks prior to the event to obtain approval. A Lamar University waiver is required to be filled out and returned to Celine Hodge or the student directors before the day of the event. Off-campus events must be in accordance with Lamar Policies for Safety and Travel, whose links are available in the “Commonly Used Forms” section of the handbook in the appendix.

**Program planning checklist & ideas**

As a mentor, there will be times when you need to plan programs and activities for your Cardinal Community. These may be educational/academic or social in nature. Ideas include:

**Educational/Academic**
- Bringing in guest speakers
- Organizing study groups
- Taking tours of companies/organizations related to the Cardinal Community major/theme
- Attending lectures on campus
- Portfolio and resume workshops
- Campus group presentations: Fitness Center, Writing Center, Career and Testing Center, etc.
- Community service opportunities

**Social**
- Going out to dinner or dessert
- Hosting a pizza party or potluck
- Going bowling
- Throwing a “movie night”
- Birthday parties
- Putting together an intramural team
- Going to a LU athletic game
- Attending a local festival
- Visiting a local museum or other cultural exhibit

**Some things to take into consideration when planning include:**
- What type of program/activity do I want to offer (social, educational, etc.)?
- Where will this program be/what facilities are available?
- What resources do I need to carry out this program? Do I need specific equipment and where can I obtain it if needed?
- What dates are possibilities for this program – how can I maximize attendance and avoid conflicts?
- Are there any costs involved in this program? Will I need monetary support?
- Do I need approval for this program?
- Does this program comply with university policies regulating activities?

**Essentials of Being a Peer Mentor**

*Tracking Student Information*

It is very important to keep records of the interactions you have with your mentees. You will need to keep careful notes, including:

- Who attended sessions and events?
- What issues do individual students face that need attention of your supervisor?
- What general issues are you identifying that might need to be addressed?
- What ideas do you have to improve student learning and how your Cardinal Community is meeting its student learning outcome goals?

An easy way of remembering your interactions with your students is by writing them down. You don’t need to record every interaction, as some interactions will be social, but when students come to you to discuss problems they’re dealing with or something pertaining to your mentor role/relationship with them, it’s a good idea to keep a record. There are many ways that this can be done; ask your student director about his/her expectations of tracking information or feel free to do whatever works best for you. It is important to remember that, whichever way you choose to record interactions with your students, it must be kept confidential and put away so that only you have access to it.

*Absent Student Protocol*

If a student is repeatedly absent without explanation after established involvement in the CC, contact them via phone number. Our program is geared for retention and reaching out to those who start withdrawing can help them connect to resources which could change the outcome of their semester. Some students may just not be interested in the CC any longer, which should be noted on the attendance sheet. If a student expresses a problem to you, please relay that information to a CC director or student director at cardinal.lead@lamar.edu. In addition, please
refer them to any resource you think they may benefit from. Listed below are a few to reference from:

<table>
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</tr>
<tr>
<td>College/Success Problem</td>
<td>LU Success, Health Center, Career and Testing Center</td>
</tr>
</tbody>
</table>

**Skills of Effective Mentors**

**Listening** – Fully participate in a conversation by being an active listener and utilizing some simple counseling skills such as reflecting, encouraging, and asking questions. Be aware of how your body language can affect communication.

**Asking open-ended questions** - Any question that elicits a “yes/no” answer won’t be as helpful as a “what, when, how, who” question. “Why” questions may seem like they would get more information, but keep in mind that they can sometimes imply criticism and cause defensiveness (i.e., “Well, why didn’t you go to all the study?”). It is better to ask “What benefits do you see in attending all the study sessions?”

**Attending and responding to both content and feeling** - Often there are two things going on at once – there is an issue, and the person has some kind of feeling or reaction to that issue. You need to attend and respond to both. Consider this: “I’m so mad about my Chem. test!” What is the content? (performance on the Chem. test) What is the feeling? (anger) It’s important to attend to both. You might say “I can tell that you are angry about your performance on the chemistry test. I remember my own feelings when I had a test that seemed unfair. Let’s talk about how you can approach your next test.” Remember that issues presented to you could have some underlying themes and might even be symptoms of a larger problem.

**Letting the student solve the problem** - It’s easy to want to try to solve things for people, but that’s not as helpful as it might seem. Usually, the student knows the answer or knows how to solve the problem but just needs someone to ask the right questions and encourage the right processing. By facilitating your students to solve their own problems, you are actually giving them skills they can use in future situations. Often, the best answer is to ask the right question.

**Referring to/using your resources** - You are not a trained counselor. Don’t expect yourself to be; know your resources and help people make use of those individuals and services.
It’s OK to say, “I don’t know” as long as you get the information for the person. If you feel a student needs to be referred for additional help or counseling, let your director know immediately.

**A NOTE ABOUT Self-disclosure:** Try not to reinforce student stereotypes or negative perceptions. If you say things like “I was in that situation, too, and it sucked and no one helped me and blah, blah, blah…” you aren’t providing viable problem-solving alternatives. Instead, say something like, “I was in a similar situation and I did this, which helped.” This sort of self-disclosure is honest and helps your students to take responsibility for their own success.

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**Challenges You May Face as a Mentor**

Peer Mentors play a crucial role in student success, and that comes with a number of challenges as well. Many students need to adjust to college expectations, develop study skills, and become more motivated as learners. That makes the Peer Mentor job even harder.

**Issues for Students**

When assisting students, be sure that you utilize the resources available to you. Sometimes the most important pieces of information you can provide are the names/locations of others who are trained to assist students with their concerns.

Talk with your Cardinal Community director about addressing issues such as these as well as other concerns you may encounter.

**Academic issues**

- Speaking up in class
- Communicating with professors
- Developing semester course schedules
- Seeking academic assistance when problems arise
- Balancing academics and social life
- Choosing or changing a major or minor
- Deciding on participation in internships, service learning, undergraduate research, or other similar opportunities

**Interpersonal issues**

- Connecting with a new friendship group
- Meeting new people (peers, mentors, professors, etc.)
- Managing conflict situations
- Learning to contribute effectively in groups
- Living with a roommate
- Facing new peer pressures (sex, drugs, alcohol, etc.)
- Dealing with personal relationships

**Personal issues**
- Moving to a new environment
- Leaving family/moving away from home
- Learning how to show emotions in appropriate ways
- Making personal decisions everyday

**Issues as a Mentor**
The role of a Peer Mentor comes with a number of challenges. Be sure to talk with your supervisor about challenges that you’re facing. Other Peer Mentors may also be helpful to you as you address different issues. There are many resources available to assist you. Be sure to use them!

**Motivation/encouragement challenges**
- Getting students excited about school/activities
- Low participation at Cardinal Community events
- Trying to appease everyone
- Dealing with empathy
- Students not meeting expectations

**Role perception challenges**
- Not being viewed as a peer
- Not being seen as an authority figure
- Students expecting you to solve their problems

**Personal challenges**
- Giving advice without personal morals/values getting in the way
- Dealing with roommate issues
- Confrontation/assertiveness issues

**Interpersonal challenges**
- Programming/activities
- Breaking the ice
- Being inclusive
- Getting everyone involved

**Addressing questions**
Ways to Get to Know Your Students

Ice-breakers, energizers, and team builders are a great way to start off any meeting in order to set the tone for the duration of the gathering. For more ideas on icebreakers and team building exercises, outside of the ones provided in this handbook, refer to the Toolbox Folder in the Google Drive (G-Drive) or your BlackBoard module.

Conversation Starter Ideas

As a mentor, you should be in constant communication with the students with whom you are working. Sometimes, you may need a “starter”, especially if the student is shy and not likely to approach you.

The following are some ideas to use to start up conversations with students in your community:

- The most basic…introduce yourself as the Peer Mentor and let the student know what your role is and how you’ll be available to them throughout the year.
- Ask about the classes they are taking, how they’re going, etc. If you have a similar major, ask about their instructors – maybe you’ve had some of the same ones.
- See if they’ve gotten involved in any groups on campus. Learn about their interests so you can continue to ask them questions or pass on information related to the subjects they like.
- Take information you’ve heard from others (maybe about where a person is from or activities they enjoy) and talk to them about it – “I heard that you played basketball in high school. Have you heard about LU’s intramural program?” or “Someone told me you were from Chicago. I am too – what area are you from?”
- Ask them what their long term and short term goals are at Lamar University and how you can help them in achieving those goals.

Establishing Effective Study Groups

A large part of your job as a mentor is to maintain an environment that encourages academic success. A great way to encourage the daily integration of academics into the lives of your
students is by encouraging them to study together on a regular basis. The following is just a short list of the positive effects of study groups.

Study groups…

- Provide an opportunity for peers to teach each other by reinforcing and clarifying learning.
- Make learning more interesting and fun by providing a type of support group.
- Help students feel more comfortable with material so they can discuss it in the classroom environment.
- Motivate students to study because the success of the group depends on the participation of all members.

Things you can do as a mentor to help establish study groups:

- Create sign-up sheets that correspond to the classes you know your students are taking.
- Provide tips on how to study effectively – staying on subject, having an agenda, setting a start and stop time, etc.
- Manage your resources to set study hours in a quiet location.

**Maintaining Positive Group Involvement**

**Identifying program activities/getting feedback**

A good way to find out how things are going in your community is to ASK the people who are participating in it. This can be done in a number of ways.

- **Brainstorming:** ask students about their goals for the year and what kinds of activities they would like to see made available – both social and educational. Write down the ideas they give you. When you’re looking for something to plan, reference that list. People like knowing that their comments matter.

- **Survey/Assess:** after an event, hand out a short survey asking what the participants thought about it – if the content was good, what they learned, what could’ve been done better, what was done really well, etc. You also can ask for verbal responses. Be sure to take these comments into consideration for future planning. Again, don’t forget to use your resources (like your Cardinal Community Supervisor) to help you assess and evaluate your new data.

- **Talk with other mentors:** get together with other mentors and see what programs/activities they have tried, what has worked and what hasn’t worked. Remember to take into consideration your Cardinal Community differences that might affect the outcome of a particular program.
Appendix A

Chain of Command

- Celine Hodge
  Assistant Director

- Baylie Fox
  Graduate Assistant

- Brandi Anderson
  Student Director

- Ashten Lee
  Student Director
Appendix B

Bi-weekly Payroll/ Timesheet Instructions

How to complete your timesheet on Self-Service Banner

1. Login to your self-service banner
2. Click on the “Employee” tab
3. Click on the “Time Sheet” tab
   a. If you have more than one job, there will be more than one time sheet and you will need to select the appropriate one.
4. Click on the day you want to enter the hours and type in the number of hours you worked.
5. Click “Save” before moving on to the next day
6. Click “Next” to go to the second week
7. You can hit the “Preview” button to see what it will look like before submitting it
8. Click the “Submit for Approval” button to turn it in to be verified
   a. Check box next to agreement statement to certify hours
   b. Enter pin (same as self-service banner password)
9. You can click the “Return Time” to correct any mistakes
   a. You can correct it yourself
   b. Ask your supervisor to send it to you
   c. Or the supervisor can correct it themselves

TIMESHEETS ARE TO BE COMPLETED BIWEEKLY ON FRIDAYS BY 12:00PM

*Please note: You must still complete your timesheet in the G-Drive in addition to the timesheet on Self-Service Banner*
## Appendix C

### Payroll Dates

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Note:  
* Pay #1 - 1st paycheck on calendar year 2019  
** Payday is Tuesday - Monday is a Bank holiday
Commonly Used Forms
Cardinal Communities Student Agreement Form

I, a participant in ________________________________ (CC), understand and accept the following conditions and responsibilities of my participation in Cardinal Communities:

- I agree to attend 2 social events per semester.
- I understand that if I miss more than three cardinal community meetings, without a valid excuse, I will not be able to participate in special population registration.
- I will always behave appropriately during CC meetings and social events.
- I agree to treat my peer mentor, faculty mentor, and fellow CC peers with respect.

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23
Cardinal Communities Incident Form

(Please note that you may choose to submit an anonymous report. However, this may impede our ability to fully investigate the matter, as it is often necessary to ask clarifying questions of the person submitting a report to our office. Proving your contact information will allow us to conduct a more thorough investigation.)

Name: _________________________________________________________

Email Address: _________________________________________________________

Phone Number:  _________________________________________________________

Cardinal Community Involved: ________________________________________________

Type of Incident (Select all that apply) [Required]

[ ] Alcohol Related Incident  [ ] Destruction of Property
[ ] Fighting  [ ] Harassment
[ ] Disruptive Behavior  [ ] Inappropriate Language
[ ] Self Injury  [ ] Sexual Assault
[ ] Theft  [ ] Other

If other, please describe:
____________________________________________________________________________

Name of students involved: _________________________________________________

Date, Time and Location of Incident: ___________________________________________

Description of Incident: _________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Cardinal Communities Purchase Order Form

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NOTICE:

1. You MUST submit this form at least 2 weeks prior to the “Required by date”

2. Once submitted, please allow Cardinal Communities 48 hours to receive and process your request.

3. You will receive an email after 48 hours of submitting your request stating if your request has been approved or denied.
Cardinal Communities Room Reservation Request

Name: ____________________________________________  Email: ____________________________________________

Date: ____________________________________________  Event Date: ________________________________________

Cardinal Community: ________________________________  Event Start Time: ________________________________

Phone Number: ____________________________________  Event End Time: ________________________________

Purpose for Room Booking:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Equipment Needed for Room:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Room Suggestion, if any: _____________________________

Will food be served? ___ Yes ___ No

Peer Mentor or Faculty Signature: _____________________________

=====================================================================  
Internal Use Only

Approved Booking: ___Yes ___ No

Reason: ________________________________________________
Cardinal Communities Off-Campus Event Request

Name: ________________________________ Email: ________________________________

Date: _______________________________ Event Date: _______________________________

Cardinal Community: _______________________________ Event Start Time: _______________________________

Phone Number: _______________________________ Event End Time: _______________________________

Event Location: ____________________________________________________________________________

Event Description: ________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Equipment/Transportation needed for event: ____________________________________________________________________________

Will faculty be in attendance? ___ Yes ___ No

Will food be served? ___ Yes ___ No

Peer Mentor or Faculty Signature: ___________________________________________________________

=================================================================================================

Internal Use Only

Approved Booking: ___Yes ___ No ___ Conditional

Reason: ____________________________________________________________
OFF CAMPUS INFORMATION

Off campus forms must be completed online and approval must be forwarded to cardinal.lead@lamar.edu or turned in to the appropriate office and submit a copy to Cardinal Communities.

Lamar University Travel Procedures
https://www.lamar.edu/students/safety-and-security/university-policies.html#Student%20Travel%20Procedures

Off-site Risk Management Checklist

Request to drive Lamar University Vehicles
https://www.lamar.edu/forms/risk-management/request-to-drive-form.html

Activity Release and Indemnity Agreement for Participants (18 years or older)

Activity Release and Indemnity Agreement for Minors
I acknowledge that I have received a copy of the Peer Mentor Handbook. I understand that this handbook contains important information about working at Lamar University and for Cardinal Communities (CC).

I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I understand that from time to time, circumstances may require the policies and procedures outlined in this handbook to change. Such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Cardinal Communities.

Finally, I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult my supervisor.

Please read this Handbook carefully to understand these conditions of employment before you sign this document.

__________________________________                          ________________________
Signature of Employee                          Date

__________________________________                          ________________________
Employee’s Name - Printed                          Date

__________________________________                          ________________________
Program Supervisor                          Date
CARDINAL COMMUNITY PEER MENTOR AGREEMENT

I, ______________________________________________________________________________________ (Your Printed Name), understand and accept the following conditions and responsibilities of my employment at Lamar University as an employee of Cardinal Communities:

Please review and initial the following statements:

_____ I will meet all deadlines and expectations of my role as a Peer Mentor as defined in the Peer Mentor Handbook and otherwise receive disciplinary action.

_____ I will respond to administrative requests promptly.

_____ I will check my email and GroupMe daily.

_____ I will abide by FERPA (Family Educational Rights and Privacy Act) and will not disclose any student record information (e.g. student L#s, majors, grades, personal data, etc.). For additional FERPA information, please visit http://www.lamar.edu/general-counsel/ferpa.html.

_____ I will maintain a term GPA of 3.00

_____ I will not miss more than three Cardinal Community meetings without a valid excuse.

_____ I will not violate any of the University rules/regulations/policies listed in the student handbook and catalog, as well as any FYE policies.

_____ I will maintain a positive and supportive relationship with all Peer Mentors, FYE Staff, and students.

_____ I will attend at least 2 social events per semester, unless a valid excuse is provided prior to event. The missing event(s) can be made up through additional training.

Your signature signifies that you understand what is expected of you during your employment at Lamar University as an employee of Cardinal Communities.

Student Signature ___________________________          Date ___________________________

Supervisor Signature ___________________________          Date ___________________________