

OUTING COORDINATION INSTRUCTIONS FOR MENTORS

Please note that these instructions are to be followed for each and every Friend for a Day Outing you participate in. This includes outings for **Friend For a Day volunteers, as well as Friend For Life volunteers** during their initial outings. For each outing, you will be provided a Girls Inc. Girl's name, the name of her parent/guardian and her telephone number. We will also provide you with additional information such as known medical conditions, allergies or behaviour issues.

You must call the family within 48 hours of receiving the family information as **this child is waiting to hear from you.**

The full process for the outing is as follows:

1. Call the parent/guardian and introduce yourself. Talk to the guardian about what you will do on your outing and the date and time of the outing. Obtain the address and directions from the parent. You are permitted to speak to the girl if her parent feels she will be comfortable with this.
2. Once the outing is coordinated, telephone or email the office at 542-9202 or admin@girlsinclimestone.ca, to let us know the date, time and activity for the outing. This is important as we keep a log of all outings. A detailed voice-mail message is fine, but please remember to say your full name and that of the client, so that we can be sure to record the message correctly.
3. If anything arises and you are not able to make the scheduled outing, **NOTIFY THE FAMILY DIRECTLY**, then follow-up with the office. This is critical - otherwise there may be a young girl waiting for an outing and you will "no show".
4. After the outing, call or email the office and let us know how it went. Again, as long as you don't have any questions, a detailed message is ok for this. We will be calling the family to follow-up from their end.

The rules for your FFAD outings are as follows:

1. Obey the letter of the law.
2. Let the parent/guardian know what time you will be back, and return on time.



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to be strong,
smart, and bold SM



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Member Agency

3. Strap member clients into the back seat of your car for air bag safety purposes. Your car will have it's own safety rules for the air bag which you should be aware of, but the according to our district Health Unit, the back seat is always the safest option.
4. Do not take a member girl to your home.
5. Never indicate that you are a potential long-term Mentor, even if you think it is a possibility.
6. Always find out where her parent will be during your outing and get a number if possible.
7. Do not consume alcoholic beverages in the presence of a member client at any time, even if taking her for dinner.
8. You cannot continue your relationship with the client after the outing. Do not exchange numbers or emails. If she asks, let her know that this is not allowed.