



ELMP 2026-2027 Structured Group Mentoring Plan

Safe, Sustainable Adult Support

Circle Facilitator, Mentor on Duty, Individual Mentor, and Staff Follow-Up Guide – 1st Edition
2026-2027 Program Year

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Developing Leaders. Building Character. Inspiring Service.

1st EDITION

PROGRAM DECISION

One Universal Circle Experience - Clear Individual Match Limits

- [] Structured leadership circles are the universal mentoring experience during ELMP sessions.
- [] A circle facilitator leads a scheduled group conversation but does not carry a personal caseload.
- [] An individual mentor match is optional and limited to one Esquire per screened mentor.
- [] Program staff owns attendance tracking, family communication, referrals, and follow-up.
- [] If staffing is insufficient, ELMP records a staff-led reflection and does not claim individual mentoring occurred.
- [] Guest presenters and peers do not serve as mentors or reviewers without full approval.

CORE BOUNDARY

A volunteer may facilitate a group without being assigned responsibility for every member. Individual mentoring begins only when one approved adult accepts one defined relationship with program approval and family awareness.

SUPPORT MODEL

Roles at a Glance

Support Level	Who Receives It	How It Works	What It Is Not
Structured Leadership Circle	Every Esquire	Six to seven Esquires use a standard prompt with a screened facilitator in an open room	Not six or seven individual matches
Individual Mentor Match	Only when capacity exists	One screened mentor commits to one Esquire with approval and family consent	Not promised to every participant
Mentor on Duty Team	Any Esquire needing same-day support	At least two screened adults handle questions, make-up reflections, and immediate support	Not a permanent match
Staff Follow-Up	Esquires with a documented need	Program staff coordinates family contact, referral, safety response, or a short support plan	Not delegated to a guest or peer
Peer Leadership Support	Participants in supervised activities	Prepared older Esquires model skills and encourage younger participants while an adult remains responsible	Never replaces an approved adult

TWENTY-MINUTE CIRCLE

Standard Success Seminar Mentoring Flow

Time	Segment	Lead	Expected Result
2 min	Opening and purpose	Staff or Esquire Officer	State monthly theme, circle norms, and participation options
5 min	Round-one reflection	Circle Facilitator	Every Esquire speaks, writes, or passes
6 min	Application discussion	Circle Facilitator	Connect the lesson to school, family, career, service, or community
4 min	Action commitment	Each Esquire	Name one realistic next action and needed support
3 min	Documentation	Approved Adult Reviewer	Record participation, concerns, evidence, and follow-up

- [] Invite every voice and allow written or pass options.
- [] Use the approved prompts and avoid turning the circle into a lecture.
- [] Do not force personal disclosure or promise confidentiality the program cannot provide.
- [] Redirect sensitive concerns through the established procedure.
- [] End with a concrete action, support need, responsible person, and follow-up date when required.

STAFFING

Coverage for Approximately Forty Esquires

Role	Target	Commitment	Responsibility
Circle Facilitators	6	Success Seminars or one program phase	Lead one supervised group conversation; no personal caseload
Program Staff	2 or more	Every session	Supervise room, own documentation, family communication, and follow-up
Mentor on Duty Team	2	Named before each event	Provide make-up reflection and immediate same-day support
Individual Mentors	Capacity based	One Esquire for the approved term	Maintain one approved relationship and required contacts
Peer Leaders	As prepared	Selected activities	Model skills under direct adult supervision

MINIMUM OPERATING RULE

If fewer facilitators attend than planned, staff may combine circles or lead a whole-group reflection. Staff records the actual support delivered. A brief group interaction is never described as an individual mentor match.

Session / Month _____	Date _____
Planned Facilitators _____	Actual Facilitators _____
Staff Leads _____	Mentor on Duty Team _____

ROLES AND SAFEGUARDS

What Adults May and May Not Do

Role	May Do	May Not Do
Circle Facilitator	Lead prompts, observe participation, record a next step, refer concerns	Create private channels, transport a student alone, or claim an individual match
Individual Mentor	Complete approved contacts with one Esquire and document progress	Accept a second Esquire without approval or bypass family awareness
Mentor on Duty	Conduct make-up reflection in an observable setting and support staff	Begin an unofficial ongoing relationship
Peer Leader	Model, encourage, and practice skills under supervision	Serve as responsible adult, sign as reviewer, or use unsupervised messaging
Guest Presenter	Teach, demonstrate, and answer group questions	Receive private information or become a mentor without full approval
Program Staff	Manage records, family communication, referrals, safety, and follow-up	Delegate program accountability to a volunteer

- [] All mentor and reviewer roles require screening, NSOPW review, three references, training certificate, and annual approval.
- [] Conversations occur in open, observable settings and follow two-adult practices.
- [] Virtual contact uses approved channels, remains known to families, and is monitored as required.
- [] Immediate safety concerns follow the program reporting and escalation procedure.

MONTHLY PROMPT BANK

Correct Topic Alignment for Mentor Circles

Month	Approved Topic	Opening Prompt	Action Commitment
October	Belonging, Purpose & Standards	What helps you feel that you belong in a group?	Complete one action that helps another Esquire feel welcomed and included.
November	Skills, Pathways & Possibilities	Which pathway surprised or interested you most?	Research one program, class, credential, or career connected to your pathway map.
December	Responsible AI, Technology & Leadership	What can AI help you do well?	Use an approved digital tool responsibly and document how you verified the result.
January	Careers Without Limits	Which career or pathway interests you and why?	Complete the first checkpoint on your 90-day Careers Without Limits exploration plan.
February	Professional Development & Communication	What professional strength did you demonstrate?	Use your professional introduction with an adult you do not already know well.
March	Prepared Minds, Calm Responses	What situations make it hard to stay calm?	Practice one calming or communication strategy and record what happened.
April	Community Voice, Media Literacy & Decisions	What issue matters to your community?	Verify one claim using two reliable sources and explain what you learned.
May	Etiquette, Responsible Choices & Leadership Presence	How does etiquette communicate respect?	Demonstrate one professional etiquette skill and thank one person who supported you.

JANUARY CORRECTION

Use Careers Without Limits prompts in January. Mentors help Esquires turn interests into realistic preparation, training, support, and a 90-day checkpoint without pressuring them toward one route.

OCTOBER CIRCLE GUIDE

Belonging, Purpose & Standards

Twenty-minute structured reflection

MONTHLY TECHNIQUE

Use the ELMP standards to make one decision that strengthens the group.

Opening: State the monthly purpose and remind Esquires they may speak, write, or pass.

1. What helps you feel that you belong in a group?

2. What standard will you personally help protect?

3. How will you support another Esquire this month?

ACTION COMMITMENT

Complete one action that helps another Esquire feel welcomed and included.

Esquire	Participated	Next Action	Support / Concern	Follow-Up Owner
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			

Circle Facilitator	Approved Adult Reviewer	Date	Follow-Up Required
			☐ Yes ☐ No

NOVEMBER CIRCLE GUIDE

Skills, Pathways & Possibilities

Twenty-minute structured reflection

MONTHLY TECHNIQUE

Match an interest or strength to a realistic education or career pathway.

Opening: State the monthly purpose and remind Esquires they may speak, write, or pass.

1. Which pathway surprised or interested you most?

2. What skill do you already have that could grow into a career strength?

3. How did service show responsibility and teamwork?

ACTION COMMITMENT

Research one program, class, credential, or career connected to your pathway map.

Esquire	Participated	Next Action	Support / Concern	Follow-Up Owner
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
Circle Facilitator	Approved Adult Reviewer	Date	Follow-Up Required	
			☐ Yes ☐ No	

DECEMBER CIRCLE GUIDE

Responsible AI, Technology & Leadership

Twenty-minute structured reflection

MONTHLY TECHNIQUE

Pause, verify, protect privacy, identify your own contribution, and cite sources.

Opening: State the monthly purpose and remind Esquires they may speak, write, or pass.

1. What can AI help you do well?

2. What should never be entered into an AI tool?

3. How will you check whether an answer is accurate and fair?

ACTION COMMITMENT

Use an approved digital tool responsibly and document how you verified the result.

Esquire	Participated	Next Action	Support / Concern	Follow-Up Owner
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
Circle Facilitator	Approved Adult Reviewer	Date	Follow-Up Required	
			☐ Yes ☐ No	

JANUARY CIRCLE GUIDE

Careers Without Limits

Twenty-minute structured reflection

CONFIRMED JANUARY SEMINAR

Saturday, January 9, 2027 | 10:00 AM-12:00 PM | Washtenaw Community College, Gunder Myran Building, Room 319

MONTHLY TECHNIQUE

Use a Flight Plan: destination, current position, required training, next checkpoint, and support crew.

Opening: State the monthly purpose and remind Esquires they may speak, write, or pass.

1. Which career or pathway interests you and why?

2. What education, training, skills, or experience does it require?

3. What is one realistic step you can complete in the next 90 days?

ACTION COMMITMENT

Complete the first checkpoint on your 90-day Careers Without Limits exploration plan.

Esquire	Participated	Next Action	Support / Concern	Follow-Up Owner
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
Circle Facilitator	Approved Adult Reviewer	Date	Follow-Up Required	
			☐ Yes ☐ No	

Professional Development & Communication

Twenty-minute structured reflection

MONTHLY TECHNIQUE

Introduce yourself with confidence: name, current role, strength, and next goal.

Opening: State the monthly purpose and remind Esquires they may speak, write, or pass.

1. What professional strength did you demonstrate?

2. What feedback will improve your communication?

3. How does preparation show respect for yourself and others?

ACTION COMMITMENT

Use your professional introduction with an adult you do not already know well.

Esquire	Participated	Next Action	Support / Concern	Follow-Up Owner
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
Circle Facilitator	Approved Adult Reviewer	Date	Follow-Up Required	
			☐ Yes ☐ No	

MARCH CIRCLE GUIDE

Prepared Minds, Calm Responses

Twenty-minute structured reflection

MONTHLY TECHNIQUE

Pause, assess, choose the safest response, communicate calmly, and seek help.

Opening: State the monthly purpose and remind Esquires they may speak, write, or pass.

1. What situations make it hard to stay calm?

2. Which response protects safety and dignity?

3. Who is a trusted adult you can contact?

ACTION COMMITMENT

Practice one calming or communication strategy and record what happened.

Esquire	Participated	Next Action	Support / Concern	Follow-Up Owner
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			

Circle Facilitator	Approved Adult Reviewer	Date	Follow-Up Required
			☐ Yes ☐ No

APRIL CIRCLE GUIDE

Community Voice, Media Literacy & Decisions

Twenty-minute structured reflection

MONTHLY TECHNIQUE

Check the source, separate fact from opinion, listen respectfully, and choose a constructive action.

Opening: State the monthly purpose and remind Esquires they may speak, write, or pass.

1. What issue matters to your community?

2. How can you tell whether information is reliable?

3. What is one nonpartisan action a young person can take?

ACTION COMMITMENT

Verify one claim using two reliable sources and explain what you learned.

Esquire	Participated	Next Action	Support / Concern	Follow-Up Owner
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			

Circle Facilitator	Approved Adult Reviewer	Date	Follow-Up Required
			☐ Yes ☐ No

Etiquette, Responsible Choices & Leadership Presence

Twenty-minute structured reflection

MONTHLY TECHNIQUE

Prepare, present yourself respectfully, make responsible choices, and show gratitude.

Opening: State the monthly purpose and remind Esquires they may speak, write, or pass.

1. How does etiquette communicate respect?

2. What choice best protects your future goals?

3. Who helped you grow this year and how will you thank them?

ACTION COMMITMENT

Demonstrate one professional etiquette skill and thank one person who supported you.

Esquire	Participated	Next Action	Support / Concern	Follow-Up Owner
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
	☐			
Circle Facilitator	Approved Adult Reviewer	Date	Follow-Up Required	
			☐ Yes ☐ No	

INDIVIDUAL MENTORING

Optional One-to-One Match Approval

Esquire Name 	Parent / Guardian
Proposed Mentor 	Match Term
Program Staff Lead 	Approval Date

- ☐ Mentor screening and annual approval are complete.
- ☐ The mentor has no other individual Esquire assignment unless specifically approved.
- ☐ Family consent and communication expectations are documented.
- ☐ Contact frequency, approved channels, locations, and documentation expectations are clear.
- ☐ The relationship has a defined purpose, review point, and closure process.
- ☐ The match does not replace program staff, family responsibility, tutoring, counseling, or professional services.

Purpose and goals of the approved match:

Program Director Decision	Mentor Signature	Parent / Guardian	Date
☐ Approved ☐ Not Approved			

FOLLOW-UP

Participant Support and Quality Review

Esquire	Support Delivered	Concern / Need	Owner	Due	Closed
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]
					[]

- [] Every Esquire had access to the same curriculum and reflection opportunity.
- [] Facilitators stayed within the group role.
- [] Individual matches were limited to one Esquire per mentor and properly approved.
- [] Staff documented actual support rather than planned support.
- [] Concerns and follow-up were completed on time.
- [] Family communication and referrals were handled by program staff.

Reviewed By	Role	Date	Program Director / Designee
_____	_____	_____	_____