

February 2022

FUTURE 5 VOLUNTEER/COACHING MANUAL

“If our hopes of building a better and safer world are to become more than wishful thinking, we will need the engagement of volunteers more than ever.” – Kofi Annan

ORGANIZATIONAL OVERVIEW

Our Mission

Future 5 helps connect motivated low-income Stamford high school students to their full potential, leading to independence and productive citizenship.

Our Beliefs

- We believe every young person who climbs our stairs has potential to lead a fulfilling life.
- We believe it is never too late to help shape the life of a young person, no matter the economic or family circumstances. Yes, we love having 3 or 4 years to work with freshmen and sophomore members, but seniors who decide to join Future 5 “late” in the game will always be welcome!
- We believe we should meet our member where they are, not where we wish they would be. The new member with a 3.9 GPA is welcome, but so is the 1.8 GPA!
- We believe in the power of connection and the importance of belonging to a caring community.

History

Clif McFeely founded Future 5 in 2009. The concept grew out of his own experiences mentoring low-income teens in Stamford, CT and his frustration with the poor outcomes that he observed. He saw an opportunity to create a different kind of organization – one that could provide critical help to young people through a network of positive coaching support and connections rather than simply one-on-one mentoring. Independent during its two-year start-up phase, Future 5 then merged with Domus for the next two years. This allowed the program to further develop and “incubate” until Future 5 re-established independence as of July 2013. Since our founding, we have helped over 530 young people achieve their academic, career, and life goals.

Organizational Goals and Objectives

Our goals are to get to know each student as an individual, build rapport and increase their relationship building capacity. Taking these steps enhances each student’s ability to connect to their strengths and determine their best path forward to college choices and options as well as career opportunities. A support network comprised of Future 5 staff and a dedicated group of Coaches, works diligently to help our students achieve these goals.

Future 5 has helped more than 739 Students since its founding in 2009.

- 100% High School graduation rate
- 88% “land with a plan” – college, military or trade
- 77% attended a 4-year or 2-year college
- 11% working/military/trade
- 87% are first generation to attend college

Future 5 Staff

Clif McFeely – Founder

Polly Perkins Johnson – Founding Partner

Amanda Dubois-Mwake – Executive Director

Peg Atchue – Grant Writer

Diane Bailey – Career Connector

Linda Bonenfant – Development Database and Office Manager

Donte Branch – Student Advocate

Meg Carey – Volunteer Manager

Fridda Fernandez – Student Advocate

Oscar Guzman – College Prep Manager

Diane Knetzger – Director of Development and External Relations

Elizabeth Knudsen – Director of High School Enrichment

Maddie Massari – College Success Manager

Karen Stuart – Director of College Prep

Barbara Vahsen – Director of Finance and Operations

GETTING INVOLVED

Purpose of Future 5 Coaching/Volunteer Manual

This manual helps explain the culture of Future 5, the importance and role Coaches/Volunteers play in the organization as well as general guidelines and safety protocol. As an organization, Future 5 is committed to providing proper orientation and training, a safe environment and support to ensure every Coach/Volunteer is prepared for success in his/her role.

Future 5 Values and Beliefs for Volunteer Involvement – (adapted from Canadian Code for Volunteer Involvement)

- Volunteer involvement is vital to a just and democratic society. It fosters civic responsibility, participation and interaction.
- Volunteer involvement strengthens communities. It promotes change and development by identifying and responding to community needs.
- Volunteer involvement mutually benefits both the volunteer and the organization.
- Volunteer involvement increases the capacity of our organization to accomplish our goals, and provides volunteers with opportunities to develop and contribute.
- Volunteer involvement is based on relationships. Volunteers are expected to act with integrity and be respectful and responsive to others with whom they interact.
- How to become a Volunteer Coach:
- Contact the Volunteer Manager, Meg Carey, by phone or email. mcarey@futurefive.org or 203-722-6374
- Fill out the Volunteer Form found on the website (<https://futurefive.org>)
- <https://futurefive.org/future-5-volunteer-coach-tutor-information.org>
- Complete a background check. You will be sent a link from Intellicorp, which does a motor vehicle and criminal background check.

- If you are going to be driving students, you will need to provide a copy of your current Driver's License and an up-to-date insurance certificate.

Volunteer Opportunities

College Prep Coach – College Prep ensures that high school students receive the preparation needed to transition successfully from high school to college. This workshop offers a full array of college help including guidance on navigating the college and financial aid applications, college visits, detailed advice on college selection, etc. Coaches are matched one-on-one with a student and partner with their student for the entire academic year.

Here2There Coach – As a Here to There coach, you will help facilitate discussion based on weekly themes including Perseverance, Commitment, Asking for Help, and Success. At the conclusion of the Here to There workshop, each student becomes a full member of Future 5 and writes a Game Plan for Life with the help of staff and coaches.

Job Prep – is a workshop designed to help students master the soft skills needed to excel in the workplace. Through discussions and real-time application of strategies learned, students gain the confidence and skill set necessary to network, secure a job, and sustain employment.

attend and participate in helping students learn valuable “soft skills” on how to get a job

Community Service Coaches - work side-by-side with students as they provide service to community organizations such as Pacific House, Fairgate Farm, Person-to-Person, Mill River Park and more. Our members connect to the community, develop a sense of civic responsibility, and learn the joys of giving to others.

Communication and Training

Future 5 is continuously looking for ways to equip our volunteer coaches with the information they need to best work with our students as well as support content based positions. To that end Future 5 will have periodic trainings/workshops for all coaches as well as content specific informational learning opportunities.

Our Student Members

The vast majority of our students come from under-resourced families. The other common thread is that they are “motivated” – regardless of current academic status om high school, our members are beginning to think about their future and reflect upon the need to make positive changes in their lives. Our membership reflects the diversity of the Stamford Public Schools population. While many were born in the USA, a list of the recent countries of origin of Future 5 student families reads like a United Nations roll call!

Reminders about Procedures When Working with Future 5 Members

Meeting with a Student

- Please make arrangements to meet your student at Future 5 whenever possible.
- If you can't meet at Future 5, please arrange to meet in a public place, such as the Ferguson Library or Starbuck's. You should never meet with a student in your home.
- If you have any questions or concerns about meeting, reach out to Rachel Dewey, Executive Director or Karen Stuart, Director of Student Experience

Driving a Student

- Whenever possible, students should sit in the back seat. There must be enough seatbelts for every passenger in the car.
- Never text and drive.
- If there is any question or concern about driving students someplace, reach out to one of the Future 5 staff.

Confidentiality

The privacy of every student and individual at Future 5 is required for the safety and well-being of all concerned. There may be times when a volunteer becomes privy to very personal and sensitive information of a student. If there is reason for concern, please reach out to the appropriate Future 5 staff member as soon as possible.

Volunteer Logistics

On the Future 5 website (<https://futurefive.org>) there is a tab for “Current Volunteers” which provides updated information as well as resource-lists . It is password protected and the password is:

futurefivekids

LOCATION AND PARKING

The Future 5 main entrance is on the second floor of 135 Atlantic Street. There is a second entrance with elevator access to the second floor located at 400 Main Street. The student staff and all students enter using the Atlantic Street entrance. The administrative staff enter through the Main Street entrance and work in Suite 212. Volunteers may use either entrance and can access the Future 5 space both ways. There are three local parking garages:

- Bell Street (144 Bell Street)
- Bedford Street (17 Forest Street) and
- Summer Street (Winthrop Place)

There is metered street parking @ \$1.25 per/hour and takes coins and credit/debit. There is also a Parkmobile App for your smartphone. Additional information on Stamford parking can be found at:
<https://www.stamfordct.gov/parking/pages/public-parking-facilities-and-rates>

HOURS OF OPERATION

School Year Hours:

Monday – Thursday 10 a.m. – 7 p.m.

Friday 10 a.m. – 5:30 p.m.

Saturday 10 – 2 p.m. (during the school year)

Summer Hours: Monday – Thursday 10 a.m. – 5:30 p.m. Friday 10 a.m. – 5 p.m.

Vacation:

Future 5 follows many of the Stamford Public School holidays. See the Future 5 website for the most up to date information

Summer: 4th of July (and additional day of observance which can vary based on the calendar) First week in August

School Year:

Labor Day

Columbus Day Thanksgiving: Wed - Sunday

Christmas: 1.5 - 2 weeks around Christmas and New Year's - dates vary based on calendar

New Year's Day Martin Luther King Jr Day: The office is closed but typically the students/staff is involved in a special project

President's Day

Good Friday

Memorial Day

Weather Closings/Delayed Openings

- Future 5 follows the Stamford Public School schedule. If the Stamford Public Schools are closed due to inclement weather, Future 5 is closed and all workshops canceled.
- If the Stamford Public Schools release early due to inclement weather, all afternoon workshops are canceled – students should head home directly after dismissal from school.
- If the Stamford Public Schools have a delayed opening due to inclement weather, Future 5 will be open and afternoon workshops will be “on.”

We make every effort to directly contact the volunteers in the event programming is affected by a weather issue but information can also be found as follows:

Television - Cablevision News 12 or <http://connecticut.news12.com/>

WTNHTV Channel 8 or <http://wtnh.com/>

WFSBTV Channel 3 or <http://www.wfsb.com/category/211195/schoolclosings>

WCVITTV Channel 30 or <http://www.nbcconnecticut.com/weather/school-closings/>

Questions If any Coach/Volunteer has a question, problem or issue, please reach out to:

Meg Carey

mcarey@futurefive.org

203-722-6374

Our Volunteers come from diverse backgrounds with a multitude of talents and play a significant role by contributing their time, skills, enthusiasm and passion in all that they do. We cannot not do what we do without the dedication and commitment of our “army” of volunteers!