

**ACE Mentor Program of America, Inc.**

**Affiliate Mentor Liaison - Policy Handbook Training**

**FAQ**

1. **Question:** I understand that mentors are not allowed to transport students in personal vehicles and that ACE's insurance policy does not have coverage for this. If a mentor drives a company vehicle, are they allowed to transport students in the company vehicle?
  - i. **Answer:** A mentor may transport students in a company vehicle if the company is willing to take on the liability. ACE does not have coverage for transporting students, regardless of whether the vehicle is owned by the mentor or the company.
  
2. **Question:** One of our ACE teams is comprised of students who are home schooled and meets at a company office. How does this change the reporting requirements if there is no school contact?
  - i. **Answer:** If there is an incident with a student that is home schooled, then school notification is not required. The school notification can be skipped and only parent notification is required.
  
3. **Question:** What is required to be reported under the Student Expectation Policy?
  - i. **Answer:** Any incident that puts a student and/or mentors health, safety and welfare at risk. Minor infractions of the Student Expectation Policy that do not impact the health, safety, or welfare of a student are not required to be reported.
  
4. **Question:** Are there additional training resources available regarding mental health issues for students?
  - i. **Answer:** The **Affiliate Mentor Liaison Policy Handbook** has additional sections and resource links with information on mental health issues. Please see the **Affiliate Mentor Liaison Policy Handbook** Index for a list of these different sections and resource links. If more information is desired, please contact your Regional Director.

5. **Question:** Who at the school should be contacted if an incident needs to be reported?
- i. **Answer:** This will vary by affiliate. The school contact is the affiliate’s ACE school champion, and may be a principal, guidance counselor, or teacher. School staff will have knowledge of student safety issues and should have their own internal processes for reporting.
6. **Question:** What is the process for ACE teams that are meeting in offices instead of the schools?
- i. **Answer:** Many ACE teams meet in company offices. The reporting process for these teams is the same as for those meeting in schools. Please follow the reporting steps listed in the **Affiliate Mentor Liaison Policy Handbook** and ensure you have an updated list of school contacts using the [School Contacts Form](#).
7. **Question:** What process should be followed if there is an existing report of suspected child abuse with an ACE student that the school is already aware of?
- i. **Answer:** If the school has already been made aware of a suspected case of child abuse, please notify your Regional Director and we will work with you to determine the best course of action.
8. **Question:** In my affiliate, all ACE teams meet at the schools. Our affiliate has already developed a reporting procedure to report directly to the teacher since a teacher is present at every ACE session. Does this comply with ACE National’s new reporting policies?
- i. **Answer:** Yes, this is acceptable. A notification to your Regional Director is still required.
9. **Question:** How do I find out who my Regional Director is?
- i. **Answer:** You can find your Regional Director by visiting [www.acementor.org](http://www.acementor.org) and clicking on “Find an Affiliate”. This will take you to the [Affiliate Map](#) to help you determine what region your affiliate is located in (by state). If you click on your region, the Regional Director contact information will appear in the left navigation panel.