

**Teach Unlimited Foundation  
Mentoring and Education Support Program  
Partner School Recruitment**

**Introduction**

***About Teach Unlimited Foundation***

[www.teachunlimited.org](http://www.teachunlimited.org)

Teach Unlimited Foundation (“TUF”) is a non-profit organization founded in April 2011 by a group of local parents who are in support of quality education and its critical importance to socially and financially disadvantaged students to leverage it as an equalizer to improve their education prospects and personal growth.

To achieve this,

1. We collaborate with schools operating in the poorest districts in Hong Kong to provide **full-time**, school-based, customized support to their students by means of **mentorship** and additional learning support systems, with the distinct focus on instilling positive values and attitudes, and empowering students to take responsibility in learning and nurturing their potential. As they grow in resilience, self-control and trust in their ability as life-long learners, they are much more prepared to face life’s challenges.
2. The service is delivered through selected high caliber university graduates - trained and coached by TUF - as **Program Mentors**. They design and deliver interactive, personalised **mentorship** activities and non-conventional, inspiring learning experiences inside and outside of schools. By their regular presence and building a purposeful, non-judgemental and trusting relationship, students respond readily and constructively to their guidance and support. Students also look up to mentors as role models and try to emulate, making them effective change agents to instill positive values in students and help them aspire to a better future. The effectiveness of our service is further strengthened by having a structured approach in which clear actionable goals are agreed with the mentees, scheduled meetings and cooperation with teachers, and on-going evaluation of outcomes with school leadership.

Since inception, we have collaborated with 19 Partner Schools in Hong Kong and reached over 22,000 students. Further, TUF has recruited 42 Program Mentors, nearly all the graduated Program Mentors stayed in education-related fields upon program completion to continue and expand their contribution.

Over the past seven years, TUF has successfully established an effective model with proven impact and strong support from schools. These have enabled us to secure funding from various donors, including the Jockey Club Charities Trust.

### ***Program Details***

- The TUF Mentoring and Education Support Program last for two academic years.
- Two full-time Program Mentors, who are trained and supported by TUF throughout the course of the program, are placed in schools to provide **mentoring** and education support to their students.
- Program Mentors involve directly in the students' learning, and through their customized mentoring, coaching and education support programs, to enhance the students' learning motivation and attitudes.
- Mentoring is an integral part and the quintessence of the program. Program Mentors conduct one-on-one and small group mentoring activities for students with demonstrated needs.
- TUF approach focuses on small group, dynamic and non-conventional learning experiences.
- English has been the chosen subject for all current and previous projects, through which our Program Mentors interact with their students.
- The school and TUF work together to develop a sustainable program framework to assist with the continuation of the program in the school after the two-year program.
- The program is offered to TUF's Partner Schools at **NO** costs, with the exception of possible administrative expenses associated with the learning activities organized by Program Mentors.

## **Recruitment for School Partners 2019-2021**

Partnership with schools, which offers TUF the platform to reach out to socially and financially disadvantaged students, is vital to achieving TUF's objectives for the society. We are now recruiting schools to partner with TUF for projects to begin in August 2019. Project tenure: August 2019 to July 2021.

### ***Eligibility***

1. Basic:
  - A government-aided secondary school serving residents of Hong Kong.
  - At least thirty percent of its students are from families receiving government assistance.
2. Please see Appendix I for additional selection criteria; and Appendix II for Partner School requirements.

### ***Process***

- Schools interested in being a TUF's Partner School should submit an ***Expression of Interest*** form (Appendix III).
- Schools are invited to attend a ***Briefing Session***. (Appendix IV).
- An official application – ***Partner School Application Form*** (Appendix V) is to be completed and submitted by the Principal AFTER the *Briefing Session*.
- A ***Partnership Exploration Meeting***, to be attended by TUF's leadership and the school management including the School Principal, will be arranged.
- Applications will be reviewed by TUF's Partner School Review Committee, appointed by the Board of TUF.
- Additional interviews with school management may be requested as needed.
- Applicants will be notified of TUF's decision in writing by June 2019.
- TUF reserves the right to choose its Partner Schools; and its decision is final.
- A ***Memorandum of Understanding*** will be signed by the successful applicant and TUF to confirm details of the partnership.

### ***How and When to Apply***

- TUF is now accepting applications from all eligible secondary schools as stated above.
- Deadline for submitting the *Expression of Interest Form* and *Briefing Session Form* is ***January 28, 2019***.
- *Briefing Session* will be held on ***January 31, 2019***.
- For more information, please contact Ms Angela Low, Executive Director of TUF, at 2893 0928 or [angelalow@teachunlimited.org](mailto:angelalow@teachunlimited.org)

**Teach Unlimited Foundation  
Partner School Application  
Appendix I Partner School Selection Criteria**

Basic eligibility:

- The applicant should be a government-aided secondary school serving residents of Hong Kong.
- At least thirty percent of its students are from families receiving government assistance.

In addition to the above, TUF assesses the suitability and needs of the applicants based on the following criteria.

- Shared mission and objectives advocated by the school management and TU, as well as its commitment and passion towards students growing up in challenging environments.
- Commitment by the school management to TUF's unique approach to inspire students to higher aspirations and performance through a combination of mentoring activities and education support inside and outside of classroom.
- Commitment by the school leadership and its management to sustain the TUF approach after the two-year program period.
- Demonstration of needs as suggested by its student profile, including but not limited to family background, identified learning barriers, and unavailability of similar resources, etc.
- A supportive school environment favorable for the implementation of TUF's program and delivery of its objectives.
- Other factors considered as relevant and important by TUF.

**Teach Unlimited Foundation**  
**Partner School Application**  
**Appendix II Partner School Requirements**

Effective partnership between School and TUF is the key to bring real and important impact on students. We work closely with our Partner Schools which are required to provide the necessary support to facilitate implementation of the TUF program. Its requirements include, but not limited, to the following:

- The school will designate a senior staff member as the **project champion** who has overall responsibility of the program. The champion, usually the School Principal, will ensure proper placement of the Program Mentors and provision of institutional support to TUF.
- The School Principal and the champion, if different from the former, will participate in periodic review meetings with TUF's management and its program staff.
- The school will designate a senior staff member, usually the Vice Principal, as the **institutional coach** to provide close guidance and support to TUF's Program Mentors. This institutional coach should be in the capacity to mobilize staffing and resources to ensure a smooth and effective program delivery.
- The school management recognizes that **mentoring** is an integral part of TUF's strategies, and will support the execution of TUF's structured mentoring activities.
- The school will assist with the scheduling of TUF education support sessions, both during class times and after school, to encourage attendance of TUF learning activities by the targeted students.
- The institutional coach will offer advice and support on the program design, delivery, progress review and evaluation. Once approved, any changes of the implementation plan are to be agreed to by the school team and TUF's management.
- The school management will participate in performance evaluation of the Program Mentors.
- The school management will support and participate in TUF's research studies to evaluate impacts of its program. This will include supporting TUF's efforts to conduct questionnaires and interviews of teachers and/or students in school.
- Any utilization of TUF's resources for non-TUF programs (as stated in the implementation plan) are to be approved by TUF's management in advance.
- The school will provide TUF's Program Mentors a designated work space and offer them necessary in-school administrative support.
- The school management will cooperate and coordinate with TUF in all aspects of the program, in the form of partnership execution and evaluation.



## TUF Mentoring and Education Support Program Appendix III Expression of Interest

This form should be completed by schools interested in becoming a school partner of TUF.

*Deadline for submission is **January 28, 2019**.*

*Please email the completed Expression of Interest form (Appendix III), together with the Briefing Session form (Appendix IV) to [angelalow@teachunlimited.org](mailto:angelalow@teachunlimited.org) or call 2893 0928 for more information.*

<b>School Name</b>			
<b>Address</b>			
<b>Contact Name</b>			
<b>Position</b>			
<b>Tel Number</b>	(office)	(mobile)	
<b>Email</b>			
<b>Website</b>			
<b>Service Area/District</b>			
<b>School Banding</b>			
<b>Student Population</b>			
<b>Percentage of students from family receiving government assistance</b>			
<b>CSSA</b>	%	<b>STA (Full)</b>	%
		<b>STA (Half)</b>	%
<b>How did you hear about Teach Unlimited Foundation?</b>			
<b>Why are you interested in our program?</b>			

## TUF Mentoring and Education Support Program

### Appendix IV Briefing Session

For a better understanding of TUF and the program, we strongly encourage interested parties to send its senior representative(s) to attend the *Briefing Session*. *Partner School Application* form (Appendix V) is to be completed by schools which want to proceed with the official application AFTER having attended the *Briefing Session*.

Please email the completed *Briefing Session Form* (Appendix IV), together with *Expression of Interest* (Appendix III) to [angelalow@teachunlimited.org](mailto:angelalow@teachunlimited.org) by **January 28, 2019**, or call 2893 0928 for more information.

#### **Briefing Session**

Date: January 31, 2019 (Thursday)  
 Time: 3:00pm – 4:00pm  
 Venue: Teach Unlimited Foundation  
 Address: Room 2801, 28/F, Shun Tak Centre, West Tower, 200 Connaught Road, Central

<b>School Name</b>	
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#### Representative 1

<b>Name</b>	
<b>Position</b>	Principal / Vice Principal / Assistant Principal *
<b>Tel Number</b>	
<b>Email</b>	

#### Representative 2

<b>Name</b>	
<b>Position</b>	
<b>Tel Number</b>	
<b>Email</b>	

\* Please delete if inappropriate



## TUF Mentoring and Education Support Program Appendix V Partner School Application

This form is to be completed by schools which wish to proceed with the official application AFTER having attended the *Briefing Session*. TUF will invite schools which meet the minimum eligibility to attend a *Partnership Exploration Meeting* with TUF’s Partner School Review Committee.

*Deadline for submission of official application is **March 15, 2019**. Please return this form to Ms Angela Low at [angelalow@teachunlimited.org](mailto:angelalow@teachunlimited.org) or call 2893 0928 for more information.*

### (I) School Information

<b>School Name</b>			
<b>Address</b>			
<b>Contact Name</b>			
<b>Position</b>			
<b>Tel Number</b>	(office)	(mobile)	
<b>Email</b>			
<b>Website</b>			
<b>Service Area/District</b>			
<b>School Banding</b>			
<b>Student Population</b>			
<b>Percentage of students from family receiving government assistance</b>			
<b>CSSA</b>	%	<b>STA (Full)</b>	%
		<b>STA (Half)</b>	%
<b>Percentage of students in school</b>			
<b>SEN</b>	%	<b>NAS</b>	%
		<b>NCS</b>	%

**(II) Other Information**

<p><b>Additional information you would like to share about your school</b></p>
<p><b>How did you hear about Teach Unlimited Foundation?</b></p>
<p><b>Why are you interested in our program?</b></p>

**(III) Program Proposal**

*(Please note that final implementation details are to be developed by TUF’s Program Mentors in conjunction with the school team.)*

<p><b>Champion</b> <i>(usually School Principal)</i></p>	
<p><b>Institutional Coach</b> <i>(usually Vice Principal)</i></p>	
<p><b>Education Support Subject</b></p>	
<p><b>Targeted Form(s)</b></p>	
<p><b>Proposed activities to be supported/provided by TUF Program Mentors</b> <b>(See attached sample list)</b></p>	
<p><b>Proposed intervention times (Check all that apply)</b></p> <p><input type="checkbox"/> In class (small group teaching or co-teaching)</p> <p><input type="checkbox"/> After school</p> <p><input type="checkbox"/> Lunch time</p> <p><input type="checkbox"/> Others:</p>	
<p><b>Please share your initial thoughts on how to sustain the TUF program after two years</b></p>	

**(IV) Partnership Exploration Meeting – at Your School**

*(School management including the School Principal, institutional coach, relevant subject panel head, teachers, etc. should attend)*

- Please list 1, 2, 3 against your choices of preferred meeting dates & time slots

	April 1 (Mon)	April 2 (Tue)	April 3 (Wed)	April 4 (Thur)	April 5 (Fri)
<b>Morning</b> (e.g. 10:00 – 11:00)					N/A
<b>Afternoon</b> (e.g. 14:30 – 15:30)					N/A

	April 8 (Mon)	April 9 (Tue)	April 10 (Wed)	April 11 (Thur)	April 12 (Fri)
<b>Morning</b> (e.g. 10:00 – 11:00)					
<b>Afternoon</b> (e.g. 14:30 – 15:30)					

	April 15 (Mon)	April 16 (Tue)	April 17 (Wed)	April 18 (Thur)	April 19 (Fri)
<b>Morning</b> (e.g. 10:00 – 11:00)					N/A
<b>Afternoon</b> (e.g. 14:30 – 15:30)					N/A

**(V) Signature**

Your data will be kept strictly confidential by Teach Unlimited Foundation for communication purpose, including partnership application and subsequent administration.

If you would like us to keep you updated on our service opportunities, fundraising and other educational activities, please “✓” the box below:

I want to receive updates from Teach Unlimited Foundation.

\_\_\_\_\_  
Signature of Principal (with school chop)

\_\_\_\_\_  
Date

## **TUF Mentoring and Education Support Program**

### **Appendix VI Examples of TUF's In-school Activities**

The TUF Mentoring and Education Support Program aims at enhancing the education prospects and personally development of socially and financially disadvantaged students through inspiring learning experiences. Specifically, TUF works to enhance students' learning attitude, motivation and self-esteem.

To effectively deliver its objectives, TUF's Program Mentors adopt an integrated approach of mentoring and education support to develop creative strategies which assist, motivate and inspire students to higher aspirations and performance.

***Below is a list of strategies that have been or are currently employed for your reference:***

#### **Structured mentoring**

- One-on-one mentoring on learning related issues
- Small group integrated mentoring activities

#### **In-class support**

- In-class small group learning sessions

#### **After class sessions**

- Small group enhancement and immersion activities
- Small group enhancement for students with special needs (e.g. new immigrants, non-Chinese students)

#### **School-based activities to build confidence and promote learning motivation**

- Quiz and educational games
- Public speaking training
- Dream Pursuing Project
- Mentoring with board games
- Visits to external corporations

*Exact implementation strategies are to be developed by TUF in conjunction with the school per the assessed needs of students.*

*Note: In case of discrepancy in meaning between the English and Chinese versions of this document, the information in the English version prevails.*