

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

**Introduction**

***About Teach Unlimited Foundation***

Teach Unlimited Foundation (TUF) is a non-profit organization founded in April 2011 by a group of local parents concerned about the quality of education for socially disadvantaged students in Hong Kong.

TUF aims to provide customized support to these students by means of mentorship and additional learning support systems in schools, delivered through selected high-caliber university graduates trained and coached by TUF.

*To achieve the above, TUF offers:*

- 1) The placement of two full-time Program Mentors in Partner Schools serving challenging communities to provide customized education support and mentoring to their students.
- 2) A two-year leadership development program for high caliber university graduates, recruited as Program Mentors, who are to be trained and groomed as role models in guiding, motivating and mentoring the students.

***Objectives of TUF's Mentoring and Education Support Program***

This one-of-a-kind program is designed to help enhance the education prospects and personal development of socially disadvantaged students who many believe are losing at the starting line.

To level the playing field, TUF, working in conjunction with its school partners, 1) provides extra education support to enhance the students' learning motivation; and 2) supports the schools' efforts to improve students' learning attitudes and behaviors through individual coaching and mentoring. We believe that this two-pronged approach will improve students' motivation, and in turn their academic and life aspirations in the long run.

***Program Details***

- The TUF Mentoring and Education Support Program will last for two academic years.
- Two full-time Program Mentors, who have been trained and will be supported by TUF during the course of the program, are to be placed in schools to provide education support and mentoring to their students.
- The brief of the Program Mentors is to involve directly in the students' learning, and through their customized education support, coaching and mentoring programs, to enhance the students' learning motivation and attitudes.
- The academic subject is to be determined by TUF and the school involved per the assessed needs of the students. English has been the chosen subject for all current and previous projects.

- The TUF approach focuses on small group, dynamic and non-conventional learning experiences.
- Mentoring is an integral part of the program. Program Mentors conduct one-on-one and small group mentoring activities for students with demonstrated needs.
- The school and TUF will work together to develop a sustainable program framework to assist with the continuation of the program in the Partner Schools 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 2018-2020**

Partnership with schools, which offers TUF the platform to reach out to socially 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 2018.

### ***Eligibility***

- A government-aided secondary school serving residents of Hong Kong.
- At least thirty percent of its students are from families receiving government assistance.

*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 (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/staff may be requested as needed.
- Applicants will be notified of TUF's decision in writing by June 2018.
- TUF reserves the right to choose its Partner Schools; and its decision is final.
- A *Memorandum of Understanding* will be signed by the successful applicants 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 **February 5, 2018**.
- For more information, please contact Alice Chow at 2893 0928 or [alicechow@teachunlimited.org](mailto:alicechow@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.

- Sharing by the school management of TUF's mission and objectives, 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 education support and mentoring activities inside and outside of classroom.
- Commitment by the school 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, and etc.
- A supportive school environment favorable for the implementation of TUF's program and delivery of its objectives.
- Other factors considered as relevant or important by TUF.

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

The Partner School is expected 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 *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 subject panel, as the institutional coach to provide guidance and support to TUF's Program Mentors to ensure a smooth and effective program delivery.
- The school will assist with the scheduling of TUF education support sessions, either during class times or after school, to support attendance of TUF learning activities by the targeted students.
- The subject panel head and/or 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 recognizes that mentoring is an integral part of TUF's strategies, and will support the execution of TUF's structured mentoring activities.
- 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 and 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 **February 5, 2018.***

*Please email the completed Expression of Interest form (Appendix III), together with the Briefing Session form (Appendix IV) to [alicechow@teachunlimited.org](mailto:alicechow@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</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

Schools should send representative(s) to attend the *Briefing Session* for a better understanding of TUF and the program. *Partner School Application* form (Appendix V) is to be completed by schools that 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 [alicechow@teachunlimited.org](mailto:alicechow@teachunlimited.org) by **February 5, 2018**, or call 2893 0928 for more information.

#### **Briefing Session**

Date: February 7, 2018 (Wednesday)  
 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 want to proceed with the official application AFTER having attended the *Briefing Session*. If the school is found to meet the minimum eligibility, it will be invited to attend a *Partnership Exploration Meeting* with TUF.

*Deadline for submission of official application is **March 15, 2018**. Please return this form to Alice Chow at [alicechow@teachunlimited.org](mailto:alicechow@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) <span style="margin-left: 100px;">(mobile)</span>
<b>Email</b>	
<b>Website</b>	
<b>Service Area</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'd 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 or Subject Panel Head)</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 panel head, teachers, etc. should attend)*

Please list 1, 2, 3 against choices re meeting time

	March 26 (Mon)	March 27 (Tue)	March 28 (Wed)	March 29 (Thur)	March 30 (Fri)
<b>Morning</b> (e.g. 10:00 – 11:00)	N/A	N/A			N/A
<b>Afternoon</b> (e.g. 14:30 – 15:30)	N/A	N/A			N/A

	April 2 (Mon)	April 3 (Tue)	April 4 (Wed)	April 5 (Thur)	April 6 (Fri)
<b>Morning</b> (e.g. 10:00 – 11:00)	N/A			N/A	
<b>Afternoon</b> (e.g. 14:30 – 15:30)	N/A			N/A	

	April 9 (Mon)	April 10 (Tue)	April 11 (Wed)	April 12 (Thur)	April 13 (Fri)
<b>Morning</b> (e.g. 10:00 – 11:00)					
<b>Afternoon</b> (e.g. 14:30 – 15:30)					

**(V) Signature**

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

We would like to keep you updated on our service opportunities, fundraising and other educational activities. Please “✓” one of the boxes below:  I want /  I do not 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 to enhance the education prospects and personally development of socially disadvantaged students through inspired and inspiring learning experiences. Specifically, TUF works to enhance the students' interest in learning, and their learning attitudes and motivation.

To effectively deliver its objectives, TUF's teams of Program Mentors adopt an integrated approach of education support and mentoring, and develop creative strategies to assist, motivate and inspire pupils 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 (i.e. new immigrants, marginal students)

#### **Extra-curricular activities to build confidence and promote learning motivation**

- Radio show
- Quiz and educational games
- School-wide themed activities
- Visits to external agencies/organizations
- Public speaking training
- Dream Pursuing Project
- Mentoring with board games

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