



MENTOR PACKAGE

On behalf of Canadians who have been diagnosed with alopecia areata, the Canadian Alopecia Areata Foundation supports those affected by alopecia areata, promotes awareness and education of this auto-immune disease and raises funds for research.

Thank you for your interest in becoming a CANAAF Mentor for the CANAAF Mentorship Program. Your contribution is extremely valuable to both the organization and the Canadian alopecia areata community.

CANAAF's Mentorship Program is a means of bringing two people together (a CANAAF Mentor and a mentee) for long-distance discussion and guidance. The core goal of the CANAAF Mentorship Program is to create a safe and confidential environment for individuals seeking regular support. Mentors must ensure that each mentee feels their perspectives are heard and respected as they share their experiences with alopecia.

Roles and Responsibilities of the CANAAF Mentor

CANAAF's Mentorship Program is a means of bringing two people together (a CANAAF Mentor and a Mentee) for long-distance discussion and guidance.

The specific roles and responsibilities of a CANAAF Mentor include:

- Offering guidance to CANAAF Mentees in need of support by means of phone calls, emails, video calls and/or messaging. This includes individuals who have been diagnosed with alopecia areata, parents, friends, and loved ones of such individuals.
- Always maintaining strict confidentiality in order to ensure a safe environment for discussion of the impact of alopecia areata upon the lives of Mentees.
- Assisting individuals to share their experiences and coping strategies in response to alopecia areata.

- Greeting Mentees with respect and showing sensitivity to their individual experiences, responses and interests.
- Using the knowledge and awareness you have of alopecia areata to provide information and education to CANAAF mentees on various alopecia-related topics.
- Remaining up-to-date and educated on alopecia news and upcoming CANAAF events for the purpose of informing mentees.

MENTOR GUIDELINES

Please read the guidelines and procedures below carefully before submitting your application to info@canaaf.org or mailing it to 227 Burton Grove, King City, ON L7B 1C7. If you have any questions, please contact us.

The CANAAF Mentor Database

The following information about each CANAAF Mentor is listed on www.canaaf.org/mentorship: Full name, gender, gender pronouns, age, location, type of alopecia/who they know that has alopecia, which groups they mentor, biography, and headshot. When someone chooses to connect with a CANAAF Mentor, they will be notified by CANAAF and the Mentor will make first contact with the Mentee. Initial contact will be made via email only.

In-Person Meetings

If a decision to meet face-to-face is agreed upon by the Mentor and Mentee, it is the responsibility of the pair to organize this meeting. If the Mentee is under 18 years of age, they **must be** accompanied by a parent/guardian and have a **waiver signed**. This waiver will be provided by CANAAF upon request.

COVID-19 Restrictions

CANAAF will not tolerate behaviour that promotes the spread of COVID-19 and will be required to revoke the Mentor agreement if this occurs. If you choose to meet in-person with a Mentee, both parties must comply with government COVID-19 restrictions and social distancing measures. Masks are highly recommended even if the meeting takes place in an outdoor space and a two-meter separation is maintained. If a mentee does not

cooperate with COVID-19 laws and guidelines and/or makes you feel unsafe, you have a responsibility to leave or deny the meeting and inform CANAAF.

Before agreeing to meet with a Mentee, visit the following resources and make sure you understand COVID-19 prevention & safety protocols:

[Canada.ca](https://www.canada.ca)

[CDC.gov](https://www.cdc.gov)

[WHO.int](https://www.who.int)

Personal Conduct

Every CANAAF Mentor must have personal or familial experience with alopecia areata and have the understanding, awareness and empathy to act appropriately as a guide and confidant to other individuals affected by alopecia areata. Mentors must ensure that each Mentee feels their perspectives are heard and respected as they share their experiences with alopecia. Any form of offensive language, emotional abuse, or traumatizing behaviour towards a CANAAF Mentee will not be tolerated and will be cause for immediate removal from the CANAAF Mentorship Program.

Know When to Get Help

CANAAF Mentors offer peer support and therefore must acknowledge to their Mentees that they are not psychologists nor medically trained. There may be instances when a Mentor determines they are not able to assist an individual, in which case they should encourage the Mentee to talk to their health care provider about receiving formal medical and therapeutic assistance. If a Mentor believes an individual with whom they are communicating is in a life-threatening crisis, the Mentor should immediately seek emergency or professional help for the individual.

Be Respectful

Ensure timely and thoughtful responses to Mentees. There is often a high degree of vulnerability involved in reaching out for support, so all messages and calls should be returned in an appropriate manner, and with a consistent degree of care and attention. Please ensure that you are in a private space when you are communicating with your mentee.

Time Commitment

The minimum time requirement for a CANAAF Mentor is 2 hours per month for each Mentee. It is the responsibility of the Mentor and the Mentee to settle on the specific duration and frequency of contact. If an agreement cannot be achieved, then the Mentee will be directed to converse with a different Mentor. If you find yourself in a position where you cannot accept more Mentees (time restrictions, illness etc.), please contact us and we will direct new Mentees to a different Mentor.

Handling Inappropriate Behaviour

Please notify CANAAF if a Mentee is exhibiting inappropriate behaviour. This may include but is not limited to abusive language, interfering with your privacy, and relentless contacting during unagreed upon times. If the Mentee in question is eliciting feelings of discomfort in the Mentor, then CANAAF will aid the Mentor in starting discussion with another Mentor or remove the Mentee from the program depending on the severity of the circumstance.

Conflict of Interests

Please Inform CANAAF if you are employed by a business involved in the sale of alopecia-related products, procedures or treatment of alopecia, and refrain from advertising products or services to mentees. If asked about services/products for people with alopecia, be forthcoming, provide the names of at least two other relevant businesses. If CANAAF is informed that a Mentor has been exclusively marketing their own business in tandem with the position of Mentor, the agreement of that Mentor becomes null and void and they may no longer represent CANAAF in any position.

Changes to Information

Please inform CANAAF immediately of any changes in information provided in the CANAAF Mentor application or Mentor Database including name, email address, phone number.

MENTOR APPLICATION

I. Applicant Information

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone (home): _____

Phone (cell): _____ Date of Birth: _____

Current Occupation: _____

Name of Workplace/School: _____

Language Fluency: _____

Emergency Contact Name: _____ Phone Number: _____

Gender Pronouns (optional): _____

Type of Alopecia Areata (optional): _____

Why do we ask?

It is important to us that you feel seen, heard, and included in every way possible. If you provide the optional information above, we will add it to your bio on the CANAAF website.

II. Your Interest in CANAAF

Please write a letter of intent explaining your interest in volunteering for the Canadian Alopecia Areata Foundation. Include your personal experience with alopecia, knowledge base and reason for interest in becoming a CANAAF Mentor (Min. 250 words)

Which age ranges do you feel confident in mentoring?

Adults with Alopecia (18-25 yrs)

Adults with Alopecia (26-60 yrs)

Adults with Alopecia (60+ yrs)

Kids with Alopecia (12 yrs & under)

Teenagers with alopecia (13-18 yrs)

Parents of Kids with Alopecia (12 yrs & under)

Parents of Teens with Alopecia (13-18 yrs)

Other: _____

Which topics are you comfortable talking about with a mentee in relation to alopecia?

Current research

Treatment options

Intimate emotions and coping with alopecia

Mental health

Hair pieces, skin products, makeup etc.

High school life

University/college life

Dating and relationships

Work life

Other autoimmune disease

The science of alopecia

Experiences with dermatologists

Alopecia and social media

Parenting a child with alopecia

Supporting a friend or loved one with alopecia

Other: _____

Are you willing to volunteer if requested for other roles outside of your primary position

of interest? If yes, indicate which areas:

Conference Volunteering

Toronto in-person support meetings

Registration Desk for Events

Promoting Awareness (social media campaigns, interviews etc.)

Support group leading/co-leading

Filling in for other volunteers upon request

Other: _____

No, I would prefer not to volunteer in other capacities

III. References

Please provide contact information for two references. If they are listed in your resume, you can skip this section.

Reference #1: Business Reference

First Name: _____ Last Name: _____

Relationship to Reference: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

Reference #2: Personal Reference

First Name: _____ Last Name: _____

Relationship to Reference: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

IV. Resume/CV & Interview

Please email a current resume or CV along with your application to info@canaaf.org. Upon receiving your application, you will be asked to attend a 30 minute interview with a CANAAF Board Member. You may use this time to ask any questions you may have about CANAAF or the position.

V. Police Record Check

Upon approval, you will be required to provide CANAAF with a police record check from your local police jurisdiction. Please wait for us to contact you before putting in your request.

MENTOR AGREEMENT

Please review and sign this form and return it with the Support Group Leader Application to info@canaaf.org or by mail to 227 Burton Grove, King City, ON L7B 1C7. Completion of this form does not guarantee approval.

If after reviewing the above, you are committed to taking on the role of a CANAAF Mentor, please sign this agreement as indication you will comply with the noted goals and requirements, as well as CANAAF's mandate. Once CANAAF is in receipt of your signed agreement, you will receive a letter from CANAAF indicating whether or not you have been approved as a CANAAF Mentor. Such approval stands until either the Board revokes the agreement or you choose to step down from an approved position. Upon approval, you are also aware that your information as outlined above will be displayed on the CANAAF website.

Signature: _____

Date: _____

Name: _____

CANAAF OFFICE USE ONLY

Signature of Authorized Board Member:

Date:

Approved On: