The Harbor Freight Fellows Initiative (HFFI)

A How To Guide for Fellows, Advisors, and Mentors

The purpose of this guide is to help BPL’s local partners implement the HFFI program in their local sites, in order to better support youth for whom the trades are a chosen life path by providing apprenticing experiences with professional mentors.

Definition of Roles:

Fellow: A youth for whom a trade is the chosen career path. Normally seniors in high school, or in a community college CTE program, or out of school older youth.

Advisor: The staff member at a school/organization who guides the youth through the process of securing and successfully completing the Fellowship—often a CTE teacher, workplace coordinator, or counselor.

Mentor: The professional tradesperson in the workplace responsible for helping the Fellow to develop their skills, workplace readiness, and membership in the professional community.
The graphic below provides a visualization of the flow of activities to establish and support a Fellowship.

1. **Youth has a Mentor**
2. **Youth has passion for a skilled trade**
3. **Fellow, mentor & advisor meet**
4. **Agreement:**
   - Goals & Duration
   - Weekly Schedule
   - W-9 & Media Release
5. **Start!**
   - ImBlaze
   - Notebook
   - Tools
6. **The Work!**
   - Skills in trade
   - Workplace Readiness
   - Collect Data
   - ImBlaze Daily
7. **Finish**
   - Post-Fellowship Survey
   - Badges/Certification
   - Scholarships
   - Post-Fellowship Long Life Work Plan (LLWP)
8. **Next Steps:**
   - Further Training
   - Comm College/Trade School
   - Employment
   - Start a Business
9. **Needs a Mentor**
10. **Search for Site Using ImBlaze Approval by Fellowship Advisor**
11. **Informational Interview**
12. **Shadow Day**
13. **It’s a go!!**
    - Complete
    - Pre-Fellowship Survey
    - Pre-Fellowship Life Long Work Plan (LLWP)
14. **Interview with HFFI Director**
15. **HFFI Application**
16. **ACCEPTED!**
The following tables provide a brief description of each step in the process, supporting materials, and required submissions. These materials are all provided through the website. All materials needed to be submitted can be done so through the website as well.

<table>
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<th>Application Process</th>
<th>Materials and Resources</th>
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</table>
| **Recruitment**                                                                     | • HFFI Web site  
• HFFI Coordinator                                      |
| HFFI will work with interested schools and organizations to identify Advisors and potential Fellows.  
In most cases, the Fellowship Advisor will have already been identified, either because that person helped the fellow during the application process or nominated the Fellow. |                                                                 |
| **Application**                                                                     | Application form and instructions on the web site            |
| Interested youth, with the help of their prospective Advisor, will complete the application form and submit to HFFI Coordinator through the website. |                                                                 |
| **Interview with HFFI Coordinator**                                                  | The information on the application will be used as basis for a conversation. |
| Prospective Fellows will be interviewed by HFFI Coordinator, either in person or through an internet medium such as SKYPE. |                                                                 |
| **Acceptance**                                                                      | Acceptance decision to youth and advisor via e-mail, phone call. |
| HFFI Coordinator will let the youth and prospective Advisor know whether the youth has been accepted as a Fellow. |                                                                 |

<table>
<thead>
<tr>
<th>Securing a Mentor and Professional Site</th>
<th>Use ImBlaze to track and record fellowship site and mentor search.</th>
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<tbody>
<tr>
<td><strong>Identifying potential mentors and professional sites</strong></td>
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<tr>
<td>In some cases, the Fellow will have already established a relationship with a mentor or business. In that case, the Fellowship Advisor will contact the prospective Mentor to explain the opportunity, arrange an informational interview and shadow day.</td>
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<tr>
<td>In most cases, the Fellowship Advisor will assist the Fellow in identifying a Mentor and site. The Advisor will assist the Fellow in interviewing and shadowing prospective Mentors, and any necessary vetting.</td>
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<td>An informational interview that the youth is responsible for preparing, and a shadow day with the prospective Mentor are indispensable to establishing a successful Fellowship.</td>
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### Initiating a Fellowship

Once a Mentor and professional site have been established, the Fellow should complete online:
- the Pre-Fellowship Life Long Work Plan, and
- the Pre-Fellowship survey.

These should then be shared with the mentor at the Fellowship set up meeting.

#### Pre-Fellowship Life Long Work Plan (LLWP)
#### Pre-Fellowship Survey

### The Fellowship set up meeting:

The advisor will facilitate the first formal meeting, during which the responsibilities of the Fellow, Advisor, Mentor and HFFI are reviewed, and the schedule and duration of the Fellowship determined. The formal HFFI Agreement is signed and submitted. **The Fellow, Advisor, and Mentor complete the IRS form W-9.**

- Agreement
- Fellow, Mentor and Advisor complete Media Release form
- IRS Form W-9

### Monitoring and Supporting the Fellowship

Fellows will use the ImBlaze application daily to record hours and basic achievement information.

Fellows will utilize a Notebook to record thoughts, ideas, inspirations, questions, and drawings, relevant to their work.

The Fellow, Advisor, and Mentor will complete Mid-Fellowship Surveys to assess the Fellow’s depth of interest, skills level, and workplace readiness halfway into the Fellowship’s duration.

The advisor will coordinate all documentation regarding the Fellow’s competencies and accomplishments (including any Badges and Certifications if applicable).

- ImBlaze
- Makers Notebook, or Notebook of Fellow’s choosing
- Mid-Fellowship Surveys

### Concluding the Fellowship

The Fellow, Advisor, and Mentor will complete a Post-Fellowship Survey to assess the Fellow’s progress during the Fellowship in their depth of interest, skill development, and connection to a professional community.

The Advisor and Mentor will assist the Fellow in creating a Post-Fellowship Life Long Work Plan that can help guide the youth in making decisions about further training, education, employment etc.

- Post-Fellowship Surveys
- Post-Fellowship Work Plan

### Scholarships & Stipends

Upon completion of all responsibilities, scholarship & stipend checks will be distributed.
Below is a thumbnail guide to the documents and documentation tools required for the Fellowship. Our goal is to collect data around the effectiveness of the program as a tool to encourage greater use of real world work for youth for whom the trades are a chosen life path.

All documents are available on the website, and should be submitted through the website.

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<th>Advisor</th>
<th>Mentor</th>
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<td>☐ Media Release</td>
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<td>☐ Pre-Fellowship Life Long Work Plan (LLWP)</td>
<td>☐ IRS Form W-9</td>
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<tr>
<td>☐ Media Release</td>
<td>☐ Submit Head-Shot of Fellow for Website</td>
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<td>☐ IRS Form W-9</td>
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<td><strong>Monitoring/Supporting Fellowship</strong></td>
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<tr>
<td>☐ ImBlaze</td>
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<td>☐ Photos/Video of Fellow and Mentor at site</td>
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<td><strong>Conclusion</strong></td>
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Notebook