

# Developing Your Program Plan

Getting Organized



## Begin by answering the following questions

- Who are the kids you want to serve?
- What impacts on their lives do you want your program to make?
- Who are the mentors you will recruit?
- Where will the mentoring take place?
- What resources (time, money, staffing) do you need?
- What existing programs already serve or could potentially serve these youth?
- Who will assist your staff in developing the mentoring program?

The image features a large green shape on the left side, which has a white, rounded rectangular cutout. The text "Assessing the need" is centered within this white area. Below the text, a dark blue horizontal bar extends from the green shape towards the right edge of the frame.

# **Assessing the need**

# Conducting a Needs Assessment

- Look for the challenges and problems facing the youth in your community
- Look at the existing services available to youth.
- Compare the needs to the services available to determine the unmet needs your program can address.

## Some things to look for

- Percentage of impoverished students
- Percentage of minority students
- Number of single parent homes
- Drop-out rate
- Gang activity
- Delinquent activities
- Academic performance



# **Develop a Mission Statement**



# Mission Statement

- After assessing the community needs develop a mission statement.
- It should reflect the needs of all stakeholders in the program.
- It should be short and to the point.
- It should answer the question “Why do we exist?”

# Management Structure

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- Program Director
- Site-coordinator
- Advisory board

# Advisory Board

- Remember the 3 “W’s”
- Wisdom
- Work
- Wealth

# **Establishing Goals & Objectives**



# Personal Encouragement

- Resiliency-enhancement mentoring
- Special needs mentoring
- Gender-based mentoring
- Minority role models
- Church-based mentoring
- Teen parent outreach
- Court-based mentoring

# Academic Coaching

- Academic encouragement
- School survival mentoring
- College/tech school representatives

# School-to-Work Enhancement

- Job shadowers
- Teacher cadets
- Apprentices
- Workplace mentees
- Underrepresented career explorers
- Leadership developers

# Program Evaluation

- Ensure program quality and effectiveness
- Develop a plan t measure expected outcomes
- Create a process to reflect on and disseminate evaluation findings

# Evaluation

- Outcome can be easily determined through creating and conducting evaluations to:
- Mentors
- Mentees
- Parents
- Teachers

# Evaluations

- Mentors can be asked what they got out of the program themselves and how they helped their mentee
- Parents can be asked about changes in their child's attitude, behavior, and peer relationships because of mentoring
- Teachers can gauge improvement in attendance, attitudes, social skills and subject mastery
- Mentees can be asked how they liked the program and their mentor

# Evaluation

- Ask your local university to assist in creating effective tools
- Check to see if your own school district has an “in-house” research and evaluation department.
- Find tools used by other programs

# Secure Full Approvals First

- Superintendent of Schools
- Members of the School Board
- Board members of agencies

Make sure approvals are in writing or at an open session of the Board of Education.



# Get Everyone on Board

- Superintendent
- School Board members
- Administrators and teachers
- Counselors and social workers
- Parents, PTO heads, and students
- Community members
- Top officials of business, social and civic organizations
- Union officials
- Juvenile Justice
- Local churches

# Best Grade Level to Begin

- 80% of first graders feel good about who they are
- 20% of sixth graders feel good about themselves
- 5% of students feel good about themselves by the end of high school

Source: Roland Barth: Improving Schools

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- Matches involving 13 – 16 year olds were 65% more likely to terminate in any given month than were matches with 10 – 12 year olds  
Grossman and Rhodes (2002)
  - Younger youth may require fewer resources
  - Younger youth are excited about having a friend & have fewer obligations

# Selection of Youth

- Not all one gender, economic status, race, or from single parents
- Gain written parent permission
- Secure permission in first language of home
- Ask teachers to recommend youth
- Identify team (principal, counselor, teachers) to review recommendations and place them on priority list
- Do not include discipline problems or special needs except where applicable

## Some Major Reason for Youth Selection

- Unmotivated
- Unchallenged
- Needing an extra push

# Selection of Youth at School

- Hurting academically
- Poor attendance
- Tend to give up
- Unprepared for class
- Unable to take risks
- Raise hands infrequently
- Hostile and angry
- Poor peer relations

# Selection of Youth - Personal

- Needy
- Insecure
- Lack of self esteem
- Feel helpless
- No control over their lives
- Seek attention inappropriately

# Selection of Youth - Social

- Don't trust others
- Trouble relating to peers and adults
- Smile infrequently
- Unhappy
- Unenergetic
- Poor communication

# Select the Right School Site

- Outstanding educational leader as principal
- Cohesive teaching staff
- Friendly secretary in the main office
- Atmosphere that welcomes volunteers
- Identification of school liaison
- Flexible scheduling for mentoring

# Invite Current Partners

- Schools that have partners from the community for other projects should ask them first to participate in the mentoring program.
- This may include Partners in Education or school-business partnerships
- Never leave out your loyal friends.

# Accepting Schools/Agencies

- Name tags for mentors
- Sign in procedures in main office
- Mailbox for mentors
- School/agency calendar, handbook and map
- Support staff ready to assist
- Space/location for sessions
- Where mentors pick-up youth
- Hours of operation
- School address, telephone number, fax

# Locations of Mentoring

- Schools, after-school programming
- Workplace
- Churches, Synagogues
- Community Centers, Boys & Girls Clubs
- Residential facilities
- Prisons