

Guide for Standard Two – Recruitment Plan for Youth Mentoring

Policy 2.1 Policy and Procedure for Recruitment and Retention Plan

- It is the policy and procedure of this agency to develop and implement a Mentor/Mentee Recruitment and Retention Plan. Furthermore, it is the policy and procedure of this agency to review and evaluate the Mentor/Mentee Recruitment Plan on an annual basis and include the this plan review as a part of the Monitoring and Evaluation Plan for the Mentoring Program
- The Mentor/Mentee Recruitment and Retention Plan should include, but not limited to, the following components:
 - The Goal of the **Recruitment and Retention Plan**
 - To implement best practice strategies to recruit and retain quality and qualified mentors
 - To implement best practice strategies to recruit and retain mentees
 - To provide the best marketing and advertising strategies to introduce and create awareness, interest and participation in the mentoring program
 - To identify the best mentor to be matched with a mentee
 - To develop and implement the best training strategies
 - To develop and implement best retention and appreciation strategies
 - Marketing Strategy to Advertise and Recruit Mentors
 - Marketing Strategy to Advertise and Recruit Mentees
 - Marketing Strategy to collaborate with community stakeholders (schools, churches, business leaders, law enforcement, juvenile justice, etc.)
 - Application process for Mentors and Mentees
 - **Mentor and Mentee Application(s)**
 - Follow-Up process
 - Interview process
 - Background and Reference Checks
 - TB Tests
 - Notification process (approve/deny)
 - New Volunteer paperwork process
 - Appropriate Forms
 - Training and Orientation process for Mentors and Mentees
 - Adopted Eligibility Criteria
 - Mentor
 - Mentee
 - Adopted Program Requirements
 - Mentor
 - Mentee
 - Adopted Program Goals and Objectives
 - Mentor Core
 - Mentee Core
 - Targeted Behaviors
 - Retention and Appreciation strategies

Policy 2.2 Mentor/Mentee Timelines for Match

- It is the policy of this agency that timelines for the mentor/mentee match shall be established and adhered to

Policy 2.2.1 Mentor Matched with Mentee

- ...the mentor shall be matched with a mentee within two (2) months of completing the mentor training
- ...this policy shall be monitored and managed via documentation in the mentor's volunteer file (dates recorded on the **Mentor Training Form** and the **Mentor/Mentee Match Agreement**) and documented in the agency's client management database

Policy 2.2.2 Mentee Matched with Mentor

- ...the mentee shall be matched with a mentor within 30-days of completing the **Mentee Eligibility** screening process
- ...if a match cannot be made within 30-days of the mentee completing the **Mentee Eligibility** screening process, the mentee will be placed on a waiting list pending a match with a mentor

Policy 2.2.2.1 Match Waiting List

- ...any youth placed on the **Match Waiting List** shall be contacted weekly by phone until a match is made or another alternative resource has been arranged
- ...the **Match Waiting List** shall be a component of the agency's client management database to ensure appropriate compliance to this policy, documentation of the weekly contacts with mentee pending the match or other alternative resource, and documentation of other resource placement

Policy 2.3 Mentor/Mentee Application Process

- It is the policy of this agency to develop and implement a Mentor and Mentee Application process that includes a Mentor Application and Mentee Application, a clearly defined process, required documents/documentation from mentor/mentee/agency, and its timelines for follow-up, face-to-face interview, and notification of agency decision to extend or not extend an invitation to become a mentor or mentee

Policy 2.3.1 Mentor/Mentee Application

- It is the policy of this agency that the mentoring program shall have designated Mentor Application and Mentee Application and shall contain, but not limited to, the following components:
 - Name/Address/Phone/Email/DOB/SSN
 - 3 References and contact information
 - Eligibility Criteria List
 - Experience
 - Interest in Mentoring
 - Availability to serve as a mentor or receive mentoring services
 - Interests
 - Signature
- Mentor Application Process: interested individuals will be asked to complete and submit an application; the Mentoring Coordinator/Director will review and screen the applicant's eligibility and determine if the applicant will be screened further for suitability; if deemed appropriate for further screening, the applicant will be notified within two weeks of submitting the application and a face-to-face interview will be scheduled within 30-days of the receiving the application; following the face-to-face interview and if deemed appropriate for further screening, the agency will conduct a criminal background check and reference checks of the applicant; following the criminal background check and reference checks and if deemed appropriate to receive an invitation to become a mentor, the applicant will complete a TB Test and submit its findings to the agency for placement in the

mentor volunteer file; following the TB Test and a negative result, the remaining volunteer paperwork will be completed and placed in the mentor volunteer file and an invitation to attend orientation and training will be extended

- Mentee Application Process:
 - Submit Mentee Application
 - Application reviewed by the Mentoring Coordinator/Director
 - Parent/guardian sign contract and release of information
 - Mentor Coordinator/Director conducts face-to-face interview with mentee, parent/guardian
 - Mentor Coordinator/Director proposes a match for mentee
 - Parent/guardian approves match
- Required Documentation/Documents
 - Mentor: Mentor Application, copy of SSN card, copy Picture ID
 - Mentee: Mentee Application and Parental Consent Form

Policy 2.3.2 Mentor/Mentee Application Follow-up

- It is the policy of this agency that timelines for follow-up to a mentor/mentee application shall be established and adhered to
- In the event that the candidate meets the initial screening criteria, the mentor/mentee candidate will be notified within two weeks of submitting an application to the mentoring program and a face-to-face interview will be scheduled
- In the event that the candidate does not meet the initial screening criteria, the mentor/mentee will be notified, in writing, within two weeks of submitting an application to the mentoring program of the rejection notice

Policy 2.3.3 Interview Timeline for Mentor

- It is the policy of this agency that timelines for conducting/facilitating a Face-to-Face Interview shall be established and adhered to
 - A potential qualified mentor shall have a face-to-face interview with mentoring staff within 30-days of submitting their application to the mentoring program
 - In the event that the candidate will receive an invitation to become a mentor for the agency, the agency shall notify the candidate within 30-days of the face-to-face interview and extend an invitation to attend orientation and training within 30-days of the face-to-face interview
 - In the event that the candidate will not receive an invitation to become a mentor for the agency, the agency shall notify the candidate within 15-days of the face-to-face interview
 - Possible disqualifying factors: required documentation not submitted to the agency, candidate does not meet eligibility requirements, candidate is not found suitable for the program
 - Appeals may be made to the Program Manager of Mentoring

Policy 2.3.4 Interview Timeline for Mentee

- A potential mentee shall have a face-to-face interview with mentoring staff within 30-days of submitting their application to the mentoring program

Policy 2.3.5 Criminal Background Checks, Reference Checks and TB Testing

- Criminal Background Checks
- Reference Checks
 - A minimum of three (3) reference checks will be completed and placed in the mentor's volunteer file

- At least one reference will have first-hand knowledge of the applicant's work with children/youth.
- An agency adopted **Reference Check List** will be utilized to complete the reference checks
- TB Testing
 - It is the policy of this agency that all mentor applicants will complete and submit a negative result TB Test (test/result must be within the past twelve months)

Policy 2.4 Training and Orientation Timelines

- It is the policy of this agency that timelines for conducting/facilitating mentoring program orientation and training shall be established and adhered to

Policy 2.4.1 Orientation and Training Timeline

- A mentor shall receive an invitation to attend Orientation and Training within 30-days of the face-to-face interview and following agency determination that the applicant is a qualified mentor candidate
- A mentee and his/her guardian shall receive an invitation to attend Orientation within 30 days of the face-to-face interview

Policy 2.5 Mentor Eligibility Criteria

- It shall be the policy of this agency that **Mentor Eligibility Criteria** shall be adopted and adhered to
- The Mentor Eligibility Criteria shall be:
 - At least 21 years of age
 - Able to commit to a match for at least one year
 - Able to meet with the mentee at least four hours per month/one hour per week
 - Complete and submit a **Mentor Application**
 - Willing to submit to an applicant screening process
 - Willing to attend required Mentor Orientation and Training

Policy 2.6 Mentee Eligibility Criteria

- It shall be the policy of this agency that **Mentee Eligibility Criteria** shall be adopted and adhered to
- The Mentee Eligibility Criteria shall be:
 - Age 9 – 17 at the time of application
 - Meet with a mentor at least four hours per month/one hour per week
 - Complete and submit a **Mentee Application**
 - Willing to submit to an application screening process
 - Parent/guardian permission to receive mentoring services
 - Parent/guardian approval of mentor/mentee match

Policy 2.7 Program Requirements

- It shall be the policy of this agency that Program Requirements shall be adopted and adhered to

Policy 2.7.1 Mentor Program Requirements

- Complete time requirements: match meetings four hours per month/1 hour per week, for 12 months
- Attend mentor orientation and training
- Create an **individual growth plan** with mentee
- Teach and coach methods of setting and achieving goals
- Achieve "good" or better ratings on match health, as evaluated by the mentor and mentee
- Participate in required outings and community services

- Cooperate with timely submission of evaluation tools (monthly supervision, surveys, etc)

Policy 2.7.2 Mentee Program Requirements

- Complete time requirements: match meetings four hours per month/1 hour per week, for 12 months
- Create an individual growth plan with the mentor
- Demonstrate progress in meeting goals in a self-assessment process
- Achieve “good” or better ratings on match health, as evaluated by the mentor and mentee
- Participate in required outings and community service
- Cooperate with program evaluation

Policy 2.8 Program Goals and Objectives

- It shall be the policy of this agency that Program Goals and Objectives are set on an annual basis, reviewed/evaluated on a quarterly basis to determine needs/progress, quarterly review/evaluation documented and kept on file, and follow-up and progress notes are documented and kept on file

Policy 2.8.1 Mentor Core Goals and Objectives

- Recruit “x-number” new mentors in “Year” calendar year, “x-number” for three year projection and “x-number” for five year projection
- Train 100% of the mentors to provide evidence-based mentoring to at-risk youth in accordance with program model guidelines
- 100% of mentors that complete training will demonstrate increased knowledge of the program model for mentoring
- Match 95% of trained program mentors with at-risk youth in a mentoring relationship within 2 months of completing training
- 85% of the mentors will be retained for one year
- 75% of trained mentors will retained beyond one year commitment
- 80% of trained mentors will report being satisfied with the program

Policy 2.8.2 Mentee Core Goals and Objectives

- Enroll “x-number” youth in the program in year one; “x-number” by year three; and, “x-number” by year five
- Increase youth enrollment by 30% during the first year of the program
- Increase youth enrollment by 100% by year three of the program
- 85% of program youth will successfully complete the program requirements
- 75% of mentor-mentee relationships will meet minimum standards of evidence-based mentoring programs
- An Individual Growth Plan will be established and monitored for 100% of youth enrolled in the mentoring program
- 85% of program youth will report being satisfied with the program
- 85% of program youth will have a better perception of social support

Policy 2.8.3 Targeted Behaviors Goals and Objectives

- Decrease anti-social behavior of 75% of program youth
- 75% of program youth will report improved family relationships
- 75% of program youth will demonstrate increased social competence
- Reduced incidence among program youth of being rearrested or seen at juvenile court for new delinquent offenses
- 85% of youth will increased school attendance

Policy 2.9 Mentor Description

- It shall be the policy of this agency that written description clearly outlines expectations for the role of program mentor
 - State Expectations of Mentor

Policy 2.10 Mentee Description

- It shall be the policy of this agency that written description clearly outlines expectations for the role of program mentee
 - State Expectations of Mentee

Policy 2.11 Mentoring Program Staff Description

- It shall be the policy of this agency that written description clearly outlines expectations for the role(s) of program mentoring staff (see Mentoring Policy and Procedure 10: 10.1 – 10.3)
 - State Expectations of Mentee's Parent/Guardian

Policy 2.12 Parent/Guardian Role

- It shall be the policy of this agency that written description clearly outlines expectations for the role of mentee's parent/guardian
 - State Expectations of Mentee's Parent/Guardian

Policy 2.13 Required Form and Documentation

It shall be the policy of this agency that the following forms and documents are utilized and managed to ensure appropriate compliance to Standard 2: Recruitment Plan

- Mentor/Mentee Recruitment and Retention Plan
- Mentor application
- Mentee application
- Mentor Reference Checklist
- Mentor Interview Guide
- Mentor Eligibility Criteria (Mentor Application Checklist)
- Mentor Application Checklist
- Mentor Evaluation and Training Guide
- Mentee Eligibility Criteria (Mentee Application and Orientation Checklist)
- Program Requirements and Expectations
 - Mentor
 - Mentee
 - Parent/Guardian
- Mentee Agreement
- Match Agreement Contract
- Individual Growth Plan
- Role of Program Mentor
- Role of Program Mentee
- Mentor Staff Job Descriptions
- Role of Parent/Guardian
- Logic Model (Goals, Objectives and Targets)

Recruitment Procedure

State procedure the mentoring program will follow to ensure the above stated policies and use of forms and documentation

GUIDE