

# Your Agency Name Here

## Mentor Recruitment and Retention Plan

### Recruitment and Retention Plan: Mentors, Mentees and Stakeholders

#### Recruitment and Retention Goals

	Year One	Year Two	Year Three	Year Four
Existing mentors				
New mentors				
Existing mentees				
New mentees				
Existing Stakeholders (MOUs)				
New Stakeholders (MOUs)				

#### Mentor Recruitment Plan

State the Goal of the Mentoring Agency (identify qualified mentors, recruitment of mentors and matching mentors with mentees)

State the recruitment efforts and demographics of targeted audience (age group of mentors, residency of mentors, educational background, employment background, gender and race)

Identify Phase, Activity and Timeline for recruitment efforts

- Phase One, Activities and Timeline
  - Goals and Expectations
- Phase Two, Activities and Timeline
  - Goals and Expectations
- Phase Three, Activities and Timeline
  - Goals and Expectations

State Method of Recruitment Efforts and Evidence Effectiveness

- Advertisements, presentations and networking that may include:
  - Agency website
  - On-line volunteers classifieds
  - Social media outlets such as: Facebook, Twitter, neighborhood blogs and listserves, GoogleAds.
  - Flyers in public/semi-public spaces (cafés, libraries, bookstores)
  - Presentations to and networking with local churches

- Collaboration with community organizations
- Local University Service Coordinator Offices
- Other sources as may be appropriate

### **The Application Process**

Clearly define the application process

### **Mentor Eligibility and Qualifications**

State the mentoring program's defined mentor eligibility and qualifications

### **Mentee Recruitment Plan**

State the Goal of the Mentoring Agency (identify mentee demographics, recruitment of mentees and matching mentees with mentors)

State the recruitment efforts and demographics of targeted audience (age group of mentees, residency of mentees, gender and race)

State mentees recruitment and retention efforts

- Internal recruitment and retention efforts
- External recruitment and retention efforts
- Parental recruitment and retention efforts
- Mailings, information sessions and direct solicitation

Identify Phase, Activity and Timeline for recruitment efforts

- Phase One, Activities and Timeline
  - Goals and Expectations
- Phase Two, Activities and Timeline
  - Goals and Expectations
- Phase Three, Activities and Timeline
  - Goals and Expectations

### **Mentee Eligibility**

Clearly state mentee eligibility requirements:

- Relationship with mentoring agency
- Age of Mentee
- Availability to meet with mentor (4 hours per month/one hour per week, for at least one year)
- Parental/Guardian approval

Clearly state mentee characteristics:

- Need
- Ability to commit

- Ability to attend meetings
- Willingness to participate in and accept goal setting (Individual Growth Plan)
- Ability to articulate realistic expectations for the mentor/mentee match

### **Mentee Application Process**

- Application submitted
- Application reviewed for eligibility by CM within one month of submission
- Parent/guardian sign contract and release of information (which may be retained by CM or YA). COH staff confirms possession of release of information form from school information
- Mentor Program Leadership conducts mentee interview and orientation
- Mentor Leadership proposes a match for mentee, within one month of application approval
- Mentoring Program Leadership and Parent/guardian approve match

### **Retention of Mentors and Mentees**

State level of support for the matches

State expectations for match recognition activities, annual activities, mentoring community, outcomes, parental involvement, and staff collaboration

### **Mentor Program Requirements**

- Complete time requirements: match meetings are twice monthly for four hours per month, 12 months (one year) or more.
- Attend mentor orientation and training
- Create an individual growth plan with mentee
- Teach mentee methods for setting and achieving goals
- Achieve “good” (or better) ratings on match health, as evaluated by mentor and mentee
- Participate in required outings and community service
- Cooperate with timely submission of evaluation tools (monthly check-ins, surveys, etc.)

### **Mentee Program Requirements**

- Complete time requirements: match meetings are twice monthly for four hours per month, 12 months (one year) or more.
- Create an individual growth plan with mentor
- Demonstrate progress on meeting goals (by completing tasks) in a self-assessment process
- Achieve “good” (or better) ratings on match health, as evaluated by mentor and mentee
- Participate in required outings and community service
- Cooperate with program evaluation

### **Core Goals and Objectives for Mentors**

- Goal One

- Goal Two
- Goal Three

### **Core Goals and Objectives for Mentees**

- Goal One
- Goal Two
- Goal Three

### **Targeted Behaviors for Mentees**

- Target One
- Target Two
- Target Three

### **Stakeholder Recruitment and Retention**

- State efforts to recruit stakeholder partnerships
- State efforts to build, nurture and formalize stakeholder relationships
  - Direct service providers, advocacy groups, businesses and institutions
  - Process to enter into MOU
- State expectations, goals, targets and timelines
- Annual Stakeholder Calendar