NCMI Mentoring Initiative Selection Criteria Checklist

Mentoring Program Applicant:	
Completed by:	
Position/Title:	
Contact Information:	
Date:	

This tool is intended to help identify areas of capacity and viability to fully implement and sustain a best-practices mentoring program for at-risk youth.

NOTE: Prior to completion of this Screening Criteria Checklist the applicant must first attend the MENTOR's Elements of Effective Practice for Mentoring* Overview, 3rd Edition located at http://www.mentoring.org/program_resources/training_and_events/webinars/

Directions:
If the answer to the question is NO - enter 1 under the NO column.
If the answer to the question is In Development then enter 2 under the In Development column and provide comment below section.
If the answer to the question is FULLY TRUE/YES then enter 3 under the YES column.

Evidence-Based Mentoring Program and Practices

Responsible Mentoring Definition, Standards and Best Practices

A. Responsible Mentoring and Definition

Standard One: Definition of Youth Mentoring

Objective : To ensure that the agency/program has an adequately structured foundation by which to enhance existing mentoring services and/or to develop and implement an effective, evidence-based mentoring program, the following mentoring definitions must be met or in development.	Yes	In Development	No
1. Member of this agency has reviewed and attended the MENTOR's Elements of Effective Practice for Mentoring* Overview, 3rd Edition.	0		0
2. This agency's mentoring program is a structured, one-to-one relationship or partnership that focuses on the needs of mentored participants (if your program provides group mentoring do you have a mechanism to provide one-to-one in addition to the group mentoring - explain further in comments).	0	0	0
Comment Q2:			
3. This agency's mentoring program fosters caring and supportive relationships.	0	0	0
4. This agency's mentoring program encourages individuals to develop to their fullest potential.	0	0	0
5. This agency's mentoring program helps an individual to develop his or her own vision for the future.	0	0	0
6. This agency's mentoring program uses a strategy to develop active community partnerships.	0	0	0
7. This agency's mentoring program provides wrap-around services that encompass the well-being and nurturing of parental and familial relationships and services.	0	0	0
In Development Comments:	0	0	0

B. Responsible Mentoring Practices

Standard Two: Recruitment

Objective: The program has a comprehensive recruitment plan for mentors and mentees, as well as a system for timely follow-up and enrollment.	Yes	In Development	No
1. The program engages in recruitment strategies that realistically portray the benefits, practices and challenges of mentoring in the program.	0	0	0
2. The program recruits youth whose needs best match the services offered by the program and helps them understand what mentoring is and what they can expect from a mentoring relationship.	0	0	0

3. The program has a written statement outlining eligibility requirements for mentors in its program.	0	0	0
4. The program has a written statement outlining eligibility requirements for mentees in its program.	0	0	0
5. The program has a written Mentor/Mentee Recruitment Plan and the plan is updated annually.	0	0	0
In Development Comments:	0	0	0

Standard Three: Screening

Objective: The program screens mentors and mentees for eligibility and appropriateness.

Mentor Screening	Yes	In Development	No
1. Mentor completes an application.	0	0	0
2. Mentor agrees to a one (calendar or school) year minimum commitment for the mentoring relationship.	0	0	0
3. Mentor agrees to participate in face-to-face meetings with his or her mentee that average one time per week and one hour per meeting over the course of a calendar or school year.	0	0	0
4. Program conducts at least one face-to-face interview with the mentor.	0	0	0
5. Program conducts a reference check (personal and/or professional) on the mentor.	0	0	0
6. Program conducts a comprehensive criminal background check on adult mentor, including searching a national criminal records database along with sex offender and child abuse registries.	0	0	0
In Development Comments:	0	0	0

Mentee Screening	Yes	In Development	No
1. Parent(s)/Guardian(s) and/or child complete an application and provide informed consent for their child to participate.	0	0	0
2. Parent(s)/Guardian(s) and mentee agree to a one (calendar or school) year minimum commitment for the mentoring relationship.	0	0	0
3. Parent(s)/Guardian(s) and mentee agree that the mentee will participate in face-to-face meetings with his or her mentor a minimum of one time per week, on average, for a minimum of one hour per meeting, on average.	0	0	0
In Development Comments:	0	0	0

Screening Enhancements	Yes	In Development	No
1. Program utilizes national, fingerprint-based FBI criminal background checks (e.g. the SafetyNET system operating under the auspices of the Child Protection Improvements Act, in cooperation with the National Center for Missing & Exploited Children).	0	0	0
2. School-based programs assess mentor's interest in maintaining contact with mentee during the summer months following the close of the school year and offer assistance with maintaining contact.	0	0	0
In Development Comments:	0	0	0

Standard Four: Training

Objective: The program has a well documented and practiced protocol for orientation, training and written materials for each mentor, mentee and parent/guardian of mentee.

Mentor Training	Yes	In Development	No
1. Program provides a minimum of two hours of pre-match, in person training.	0	0	0
2. Mentor training includes the following topics, **at minimum**: a) Program rules; b) Mentors' goal and expectations for the mentor/mentee relationship; c) Mentors' obligations and appropriate roles; d) Relationship development and maintenance; e) Ethical issues that may arise related to the mentoring relationship; f) Effective closure of the mentoring relationship; g) Sources of assistance available to support mentors (in comments list any of the minimum topics your program does not currently train on).	0	0	0
Comments Q2:			
In Development Comments:	0	0	0

Mentor Training Enhancements	Yes	In Development	No
1. Program uses evidence-based training materials (if yes, please identify the materials in Comments below).	0	0	0
Comments Q1:			
2. Program provides additional pre-match training opportunities beyond the two-hour, in person minimum.	0	0	0
3. Program addresses the following developmental topics in the training: a) Youth development process; b) Cultural, gender and economic issues; c) Opportunities and challenges associated with mentoring specific populations of children (e.g. children of prisoners, children of military including deployed parent(s), youth involved in the juvenile justice system, youth in foster care, high school dropouts), if relevant (in comments list the developmental training topics your program **does not** currently train on).	0	0	0
Comments Q3:			
4. Program uses training to continue to screen mentors for suitability and develops techniques for early trouble-shooting should problems be identified.	0	0	0

In Development Comments:	0	0	0

Mentee Training Enhancements	Yes	In Development	No
1. Program provides training for the mentee and his or her parent(s)/guardian(s) (when appropriate) on the following topics: a) Program guidelines; b) Mentors' obligations and appropriate roles; c) Mentees' obligations and appropriate roles; and d) Parental/Guardian involvement guidelines.	0	0	0
In Development Comments:	0	0	0

Standard Five: Matching (Match Strategy)

Objective: The mentor program has a well documented matching strategy.	Yes	In Development	No
1. Program considers its aims, as well as the characteristics of the mentor and mentee (e.g. interests, proximity, availability, age, gender, race, ethnicity, personality and expressed preferences of mentor and mentee) when making matches.	0	0	0
2. Program staff members should be on site and/or present during the initial meeting of the mentor and mentee.	0	0	0
3. Program utilizes a Written Match Agreement to define the expectations of the mentor/mentee relationship and meetings and the agreement is signed by the mentor, mentee, parent/guardian and mentoring staff.	0	0	0
4. Program documents its Match Criteria and Checklist.	0	0	0
In Development Comments:	0	0	0

Standards Six and Seven: Monitoring, Support and Recognition

Objective: The mentoring program maintains a process for monitoring and supporting mentoring matches and a strategy for mentor recognition and retention.	Yes	In Development	No
1. Program contacts the mentor at a minimum frequency of twice per month for the first month of the match and monthly thereafter.	0	0	0
2. Program documents information about each mentor-mentee contact, including, at minimum, date, length and nature of contacts.	0	0	0
3. Program provides mentors with access to at least two types of resources (e.g. expert advice from program staff or others; publications; Web-based resources; experienced mentors; available social service referrals) to help mentors negotiate challenges in the mentoring relationships as they arise.	0	0	0
4. Program follows evidence-based protocol to elicit more in-depth assessment from the mentor and mentee about the relationship and uses scientifically tested relationship assessment tools (if yes, state tool and description below in comments).	0	0	0
Comments Q4:			
5. Program provides one or more opportunities per year for post-match mentor training.	0	0	0
6. Program has quarterly contact with key person in the mentee's life (e.g. parent, guardian, teacher) for the duration of the match.	0	0	0
7. Program hosts one or more group activities for mentors and their mentees, and/or offers information about activities that mentors and mentees might wish to participate in together.	0	0	0
8. The program includes a component to assist the mentor/mentee in the development of an Individual Growth Plan or Individual Life Plan for the mentee.	0	0	0
9. Program thanks mentors and recognizes their contributions at some point during each year of the relationship, prior to match closure.	0	0	0
In Development Comments:	0	0	0

Standard Eight: Match Closure

Objective: The mentoring program has a process for effective match closure.	Yes	In Development	No
1. Program has procedure to manage anticipated match closures, including a system for a mentor or mentee rematch.	0	0	0
2. Program has procedure to manage unanticipated match closures, including a system for a mentor or mentee rematch.	0	0	0
3. Program conducts and documents an exit interview with mentor, mentee and parent/guardian.	0	0	0
4. Program explores opportunity to continue the mentor/mentee match for a second (or subsequent) year.	0	0	0
5. Program has a written statement outlining terms of match closure and policies for mentor/mentee contact after a match ends.	0	0	0
6. Program hosts final celebration meeting or event with the mentor and mentee to mark progress and transition.	0	0	0
In Development Comments:	0	0	0

Standard Nine: Program Evaluation (Monitoring and Evaluation)

Objective: The mentoring program conducts an evaluation of both processes and outcomes.	Yes	In Development	No

1. The program has a written Monitoring and Evaluation Plan that includes both processes *(mentor and mentee recruitment, screening, training, matching, match monitoring, support and recognition of mentors, match closure, provision of wrap-around services, parent training, etc)* and outcomes *(changes in targeted behaviors, achievement of goals, etc)*.	0	0	0
a. Describes in writing the operational definitions for implementing and documenting program activities related to calculating reported indicators and performance measures.	0	0	0
b. Contains standard data collection forms that are consistently and correctly completed by trained and assigned staff and volunteers.	0	0	0
c. Establishes policies for document storage and retention, and availability of both source documents and reports for auditing purposes.	0	0	0
d. Includes a data reporting and dissemination plan outlining what information is needed by whom, and when the information is needed.	0	0	0
e. Outlines a system for regularly verifying reports and reviewing data quality.	0	0	0
2. The program has a documented Logic Model for its mentoring outcomes, goals, and objectives.	0	0	0
3. The Monitoring and Evaluation Plan has been implemented and the information generated regularly used to refine and improve the program.	0	0	0
In Development Comments:	0	0	0

Standard Ten: Organizational Management

Objective: The agency has established written Organizational Management Policies and Procedures.	Yes	In Development	No
1. The organization has written Organizational Management Policies and Procedures Manual.	0	0	0
2. The organization has a written Employee Handbook.	0	0	0
3. The organization has a written Financial Management Policies and Procedures Manual (GAAP).	0	0	0
4. The organization has a written Mentoring Program Policies and Procedures Manual.	0	0	0
5. The organization has a written Mentor Handbook.	0	0	0
6. The organization has a written Marketing and Development Plan (including Public Relations and Communications; Stakeholder Cultivation; and Financial Sustainability).	0	0	0
7. The organization has a written Risk Management Plan.	0	0	0
In Development Comments:	0	0	0

Standard Eleven: Governance

Objective: The agency has a governance structure that includes board of directors or advisory council with established governance practices.	Yes	In Development	No
1. The agency has a Board of Directors.	0	0	0
2. The agency is a 501c3 organization (having Articles of Incorporation and Bylaws on file).	0	0	0
3. The agency is a certified Nazarene Compassionate Ministry Center.	0	0	0
4. The agency has a Strategic Plan.	0	0	0
5. The agency Board of Directors adopts and approves an Annual Budget.	0	0	0
6. The agency maintains appropriate Legal Documentation and Insurance Documentation.	0	0	0
In Development Comments:	0	0	0
	0	0	0
Evidence-based	0%	0%	0%

CAPACITY TO EXPAND AND ENHANCE WRAP AROUND SERVICES

PURPOSE AREAS

Objective: To expand and to enhance the capacity of mentoring initiatives.			
A. The involvement of parents in the project and the provisions of services for them.	Yes	In Development	No

1. The program currently hosts or is developing specific activities in which mentors, youth participants and parents participate together, including informal recreational activities (if yes, describe activities below in comments).	0	0	0
Comments Q1:			
2. The program currently or is developing processes to coordinate and/or provide provisions of family services, which is defined as services to address one or more needs of the family of the mentoring participant.	0	0	0
3. The program currently provides training opportunities to parents of mentoring participants (if yes, please describe in comments below, for further information go to OJJDP Model Parent Training Programs: http://www.ojjdp.gov/mpg/progTypesParentTrainingPrev.aspx	0	0	0
Comments Q3:			
In Development Comments:	0	0	0

B. The Delivery of structured activities and programs for the mentoring match.	Yes	In Development	No
1. The program provides structured activities or is developing structured activities that are the result of planning, curriculum development, and program design that the mentor and mentoring participant can engage in together (if yes, describe activities below in comments).	0	0	0
Comments Q1:			
2. The structured activities incorporate a youth-centered approach that allows the mentor and mentees to work together to establish and achieve an agree upon set of goals (if yes, describe activities below in comments).	0	0	0
Comments Q2:			
In Development Comments:	0	0	0

C. The implementation or expansion of ongoing training and support for mentors.	Yes	In Development	No
1. The program provides opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and building relationships with youth mentees (if yes, describe activities below in comments).	0	0	0
Comments Q1:			
2. Training opportunities for mentors focus primarily on building support and development opportunities for mentors that target the skills and abilities to respond to the needs of youth development, building relationships, improving communication techniques, crisis procedures and responses, and leadership training (if yes, describe activities below in comments).	0	0	0
Comments Q2:			
3. The program provides training to mentoring staff to be more effective trainers of mentors (if yes, describe activities below in comments).	0	0	0
Comments Q3:			
In Development Comments:	0	0	0
	0	0	0
Capacity to Expand and Enhance	0%	0%	0%

Goals, Objectives and Deliverables

Objective: The goal is to enhance the capacity of organizations to develop or to expand their current mentoring programs.	Yes	In Development	No
1. The program strives to reduce juvenile delinquency and gang participation.	0	0	0
2. The program strives to reduce school drop-out rates by supporting the involvement of parents of mentoring participants or providing/coordinating services for them.	0	0	0
3. The program provides structured activities for mentoring matches and ongoing options for mentors to further develop their mentoring-related skills and abilities.	0	0	0
4. The program seeks to increase participation of mentors from underrepresented groups (Hispanics and African-American adult males).	0	0	0
5. The program targets children of single-parent families.	0	0	0
6. The program targets children with a parent in the military, including a deployed parent.	0	0	0
7. The program makes truancy prevention a priority by improving school attendance.	0	0	0
In Development Comments:	0	0	0
Goals, Objetives and Deliverables	0%	0%	0%

PERFORMANCE MEASURES

Objective: The program must be able to provide data that measures the results of their work.	Yes	In Development	No
1. The program has the ability to increase the number of program mentors.	0	0	0
2. The program has the ability to increase the percentage of mentors successfully completing training.	0	0	0

3. The program has the ability to increase the percentage of trained mentors with increased knowledge of mentoring.	0	0	0
4. The program has the ability to increase its mentor retention rate.	0	0	0
5. The program has the ability to increase the number of youth enrolled in the mentoring program.	0	0	0
6. The program has the ability to increase the percentage of the number of youth who complete the mentoring program requirements.	0	0	0
7. The program has the ability to decrease the number of youth who offend/reoffend (new arrests).	0	0	0
8. The program has the ability to increase the percentage of the number of youth exhibiting desired change in the targeted behaviors of Academic Achievement, School Attendance, Social Competence, Antisocial Behavior, Family Bonding, Substance Abuse, Perception of Social Support and Formation of Healthy Bond with their mentor.	0	0	0
9. The program has the ability to increase the percentage of youth receiving an evidence-based mentoring practice.	0	0	0
10. The program has the ability to increase the number of active partnerships in the mentoring program.	0	0	0
11. The program has the ability to increase the number of mentee parents enrolled in and completing parent training.	0	0	0
12. The program has the ability to monitor and track the following Parental Performance Outcomes: Effective Parenting, Family Bonding/Attachment, Opportunities and Rewards for Prosocial Family Involvement, Healthy Discipline Practices.	0	0	0
13. The program has the ability to increase the number of youth referred to partnering providers of wrap around services based on assessed needs (for further guidance on wrap-around coordinating from OJJDP Model Programs go to: http://www.ojjdp.gov/mpg/progTypesCaseManagementPrev.aspx).	0	0	0
14. The program has the ability to increase the number of mentee families provided with supportive services (directly or by referral) based on assessed needs.	0	0	0
In Development Comments:	0	0	0
Performance Measures	0%	0%	0%

Total Score	-	-	-
	0%	0%	0%

Directions for Financial Viability, Existing Statistical Data and Projections, and Existing Program and Service Detail: enter narrative responses and/or numerical responses

FINANCIAL VIABILITY

Objective: The organization must be able to demonstrate its financial viability to cost share in the mentoring initiative and ultimately support and sustain the mentoring program beyond the project life of the grant funds.

1. Identify and state existing partnerships and stakeholder relationships that the organization can utilize to leverage wrap-around services, supplemental financial support and ultimately on-going financial support for the mentoring initiative.

Answer:

2. Identify and state existing funding streams and revenue that the organization can utilize to leverage supplemental financial support and ultimately on-going financial support for the mentoring initiative.

Answer:

3. Identify and state existing fundraising strategies that the organization can utilize to leverage supplemental financial support and ultimately ongoing support for the mentoring initiative.

Answer:

EXISTING STATISTICAL DATA and PROJECTIONS

	YR One	YR Two	YR Three
How many youth does your organization currently serve overall? (state in YR One column)			
How many of these youth potentially meet the criteria of becoming eligible mentees? (state in YR One column)			
How many mentees could your organization serve in Yr Two and Yr Three? (state number in appropriate column)			
How many trained mentors does your organization currently have? (state in YR One column)			
How many trained mentors could your organization recruit in YR Two and YR Three? (state number in appropriate column)			

EXISTING PROGRAM AND SERVICES DETAIL

	Response
What programs and services does your organization currently provide?	
Answer:	
What age groups do you currently provide programming and services for?	
Answer:	
How many families does your organization currently serve?	
How many formal Memorandum of Understandings (MOUs) do you have local, state, business stakeholders?	
How many staff members does your organization currently have?	
How many volunteers does your organization currently have?	
Include your current Organizational Chart and Program Chart with your submission	
Include a Proposed Organizational Chart and Program Chart with your submission	

	Baseline	Year 1 New	Year 1 Total	Year 2 New	Year 2 Total	Year 3 New	Year 3 Total	Project New	Project Total
Mentors	0	0	0	0	0	0	0	0	0
Mentees	0	0	0	0	0	0	0	0	0
Families/Parents	0	0	0	0	0	0	0	0	0
MOUs	0	0	0	0	0	0	0	0	0

NOTE: Fill in the yellow highlight cells with your organizations baseline and projected data