

Midlands Mentoring Partnership

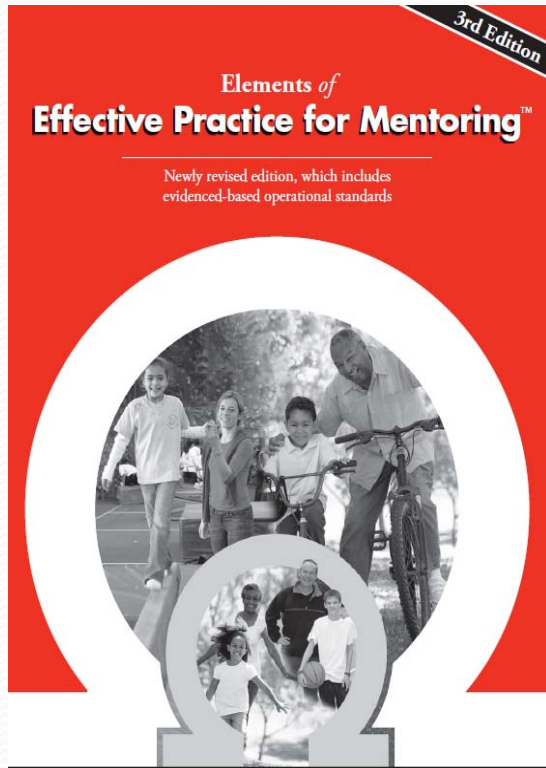
Elements of Effective Practice



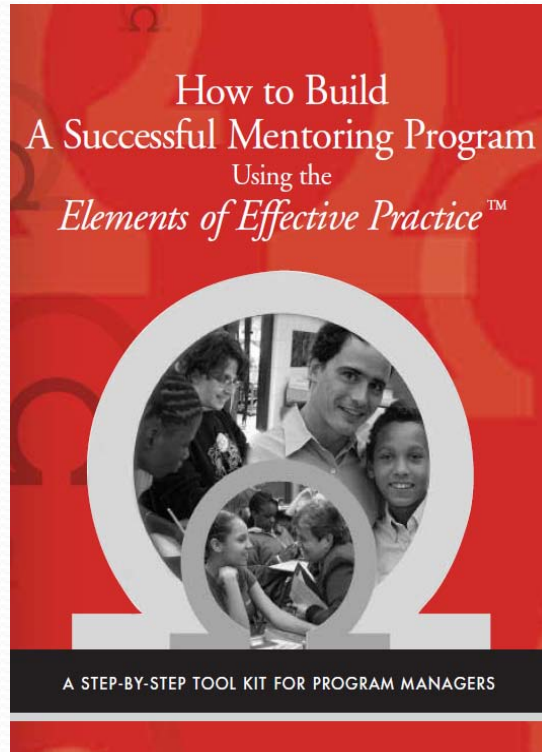
Objectives

- What are the Elements of Effective Practice?
- Assess level of adherence to the standards.

What are the Elements?



Elements



Toolkit



A CHECKLIST FOR MENTORING PROGRAMS

A Glossary of Terms:

Responsible mentoring:

- Is a structured, one-to-one relationship or partnership that focuses on the needs of mentored participants.
- Fosters caring and supportive relationships.
- Encourages individuals to develop to their fullest potential.
- Helps an individual to develop his or her own vision for the future.
- Is a strategy to develop active community partnerships.

Evidence-based practice:

- Two types of evidence were used to justify the standards included in this document: evidenced based upon the latest mentoring research and evidence from experienced mentoring practitioners.

- Benchmarks:** The minimum requirements necessary to produce a positive mentee outcome.

- Enhancements:** Best practices that are believed to produce positive mentee outcomes.

Standard 1: Recruitment

Benchmarks:

Mentor Recruitment

- B.1.1 Program engages in recruitment strategies that realistically portray the benefits, practices and challenges of mentoring in the program.

Mentee Recruitment

- B.1.2 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.

Enhancements:

Mentor Recruitment

- E.1.1 Program has a written statement outlining eligibility requirements for mentors in its program.

Mentee Recruitment

- E.1.2 Program has a written statement outlining eligibility requirements for mentees in its program.

Standard 2: Screening

Benchmarks:

Mentor Screening

- B.2.1 Mentor completes an application.
- B.2.2 Mentor agrees to a one (calendar or school) year minimum commitment for the mentoring relationship.
- B.2.3 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.
- B.2.4 Program conducts at least one face-to-face interview with mentor.
- B.2.5 Program conducts a reference check (personal and/or professional) on mentor.
- B.2.6 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.

Mentee Screening

- B.2.7 Parent(s)/guardian(s) complete an application and provide informed consent for their child to participate in the mentoring relationship.
- B.2.8 Parent(s)/guardian(s) and mentee agree to a one (calendar or school) year minimum commitment for the mentoring relationship.
- B.2.9 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, for a minimum of one hour per meeting, on average.

Enhancements:

- E.2.1 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).
- E.2.2 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.

Checklist

www.mentoring.org



What are the Elements?

- Julie Hefflinger, President - *All Our Kids*

What are the Elements?

- **Six evidence-based standards:**
 1. Recruiting
 2. Screening
 3. Training
 4. Matching
 5. Monitoring and support
 6. Closure

Three parts to each standard:

- **Definition**
- **Benchmark**
- **Enhancement**

1. Recruiting

Standard:

Recruit appropriate mentors and mentees by realistically describing the program's aims and expected outcomes.

1. Recruiting

Benchmarks

- **Mentor Recruitment**
 - Program realistically portrays benefits, practices and challenges of mentoring.
- **Mentee Recruitment**
 - Program recruits youth whose needs best match the services and helps them understand what they can expect from a mentoring relationship.

1. Recruiting

Enhancements

- **Mentor Recruitment**
 - Written statement outlining eligibility requirements for mentors.
- **Mentee Recruitment**
 - Written statement outlining eligibility requirements for mentees.

2. Screening

Standard:

Screen mentors to determine whether they have the time, commitment and personal qualities to be an effective mentor.

2. Screening

Benchmarks:

- **Mentor Screening**
 - Application
 - One year minimum commitment
 - Face-to-face meetings that average **one time per week** and **one hour per meeting** *
 - Face-to-face interview
 - Reference check
 - Criminal background check

2. Screening

Benchmarks:

- **Mentee Screening**
 - informed consent
 - one year minimum commitment
 - Face-to-face meetings that average one time per week and one hour per meeting.

2. Screening

Enhancements:

- Fingerprint-based FBI criminal background checks
- School-based programs assist with mentoring over the summer months.

3. Training

Standard:

Train prospective mentors in the basic knowledge and skills needed to build an effective mentoring relationship.

3. Training

Benchmarks:

- **Mentor Training**
 - Two hours of pre-match training
 - Training includes:
 - Program rules
 - Mentors' goals and expectations
 - Mentors' obligations and roles
 - Relationship development
 - Ethical issues
 - Effective closure
 - Sources of assistance

3. Training

Enhancements (mentor):

- Evidence-based training materials
- Additional pre-match training
- Training includes:
 - Youth development process;
 - Cultural, gender & economic issues;
 - Opportunities and challenges mentoring specific populations
- Training used to screen mentors

3. Training

Enhancements (mentee):

- Training for mentee on the following topics:
 - Program guidelines
 - Mentors' obligations and roles
 - Mentees' obligations and roles
 - Parent involvement

4. Matching

Standard:

Match mentors and mentees along dimensions likely to increase the odds that mentoring relationships will endure.

4. Matching

Benchmarks:

- Program considers its aims, as well as the characteristics of the mentor and mentee when making matches.
- Program arranges and documents an initial meeting between mentor and mentee.

4. Matching

Enhancements:

Program staff member present during the initial meeting of the mentor and mentee.

5. Monitoring and Support

Standard:

Monitor mentoring relationship milestones and support mentors with ongoing advice, problem-solving, support and training opportunities for the duration of the relationship.

5. Monitoring and Support

Benchmarks:

- Monthly contact by staff
- Documentation of all contacts
- Two types of resources for mentors
- Assessment of relationships
- Opportunities for post-match training

5. Monitoring and Support

Enhancements:

- Quarterly contact with a key person in the mentee's life.
- Group activities for mentors and mentees.
- Thanks and recognition to mentors every year.

6. Closure

Standard:

Facilitate bringing the match to closure in a way that affirms the contributions of both the mentor and the mentee and offers both individuals the opportunity to assess the experience.

6. Closure

Benchmarks:

- Procedure to manage anticipated closures, including system for rematch.
- Procedure to manage unanticipated match closures, including system for rematch.
- Exit interview

6. Closure

Enhancements:

- Explore opportunity to continue the match.
- Written statement outlining terms of match closure and policies for contact after a match ends.
- Program hosts a final celebration meeting.

Emerging Mentoring Programs

- **If you are considering starting a mentoring program...**
 - Evaluate youth needs and research how those needs might be best met
 - What resources are already in place to meet those needs?
 - Is there a possibility of collaboration?
 - Assess ability to sustain an initiative that follows best practices

Established Mentoring Programs

- If you already have a mentoring program in place...
 - Review your practices against the benchmarks and enhancements
 - Determine where you can fine-tune your processes
 - Consider how to integrate ongoing evaluation of program practices into operations

Questions?

- What are your next steps as a program?
- Who has recently gone through the 501c3 process that could share some advice?
- Where can you go for resources and support?

Resources

- Midlands Mentoring Partnership
- National Mentoring Partnership
- Program with same model

Thank you!