



MENTOR
VERMONT

New Program Planning Guide

Adult-to-Child, One-on-One, Long-Term Mentoring Programs				
Community Assessment	How did you identify the need for mentoring?	How did you identify the resources?	What resources will you draw upon?	
Advisory Committee	Who is on your advisory committee?	Has your program adopted an advisory committee job description?	In what ways will members contribute to the sustainability of your program?	What is their VISION for mentoring in your community?
Target Youth population	What age range of youth will your program serve?	What geographic area will you serve?	Where will your mentees come from (a specific school/community/town/coun ty)?	Do you anticipate any of this changing in the first 5 years of your program?
Type of Program	What program type do you intend to start (school/site/community-based)?	Does your program have a specific focus (e.g. literacy)?	Will your program be part of a larger agency? An independent non-profit? Have a fiscal agent?	
Matches	Where will matches meet?	With what frequency and for how many hours?	In what months? How will you manage the summer months?	How do you plan to retain mentor matches from year to year?
Number of matches	How many # of matches will supported by your program in year 1?	Year 2?	Year 5?	How many youth (in the age range you are serving) are in your program's catchment area?
Staff structure	Who is the point person? <i>Attach a bio of point person and position(s) description.</i>	How many staff and staff hours will you have? Will staff be employees or contractors?	What is your planned staff to match ratio?	How do you anticipate staffing changing in the first 5 years?
Mentor Recruitment	What is your target population?	What outreach plans are in place?	Who is responsible for recruitment?	Will the advisory committee recruit?
Mentee referral & K-12 Vision	What are your plans for referral when mentees "age out"?	What are your plans for referral if the mentee moves?	What are your match closure protocols?	
Mentor support	What kind of support and training will mentors receive?	With what frequency?	By whom?	What topics will be addressed in orientation and other trainings?
Outcomes & Evaluations	What are the mission and vision of your program?	What are your planned program outcomes for the 1 st year? 5 th year?	How will you track data? How will you know when outcomes have been achieved?	Who is responsible for tracking data? How will data be used to improve your program?
Policies and procedures	Have you reviewed the Elements of Effective Practice?	Are background check processes in place?	Who will conduct interviews? Background checks? Make the determination of prospective mentor appropriateness?	With what frequency will program policies be reviewed? By whom?
Budget	Have you created a year 1 budget with revenue and expenses?	1 st year: What are the costs per match? What are your <i>organization's</i> total expenses?	2 nd year: what do you project for revenue and expenses?	What are your projected 5 year expenses? How is your budget sustainable?
Sustainability	What strategies are in place to assure program and financial sustainability?	How is your advisory committee engaged in assuring program sustainability?	How have you determined the long-term commitment from your community?	Who are your local champions?