

**Helping to Make Good Programs Even Better!**

Using The Elements of Effective Practice in  
Mentoring Programs Checklist





## **What is the Illinois Mentoring Partnership?**

The Illinois Mentoring Partnership is an organization that is committed to promoting healthy development by significantly expanding the quantity and quality of mentoring relationships for children and youth in Illinois. IMP will serve as a resource and capacity building organization that works collaboratively across sectors to support existing and emerging mentoring organizations



# How Can IMP Help Mentoring Programs?

The Illinois Mentoring Partnership will:

- Provide nationally-tested resources, training, and technical assistance
- Promote national standards of best practice within the Illinois mentoring community
- Help create a statewide network of mentoring organizations to address shared challenges and craft effective solutions
- Raise public awareness of the vital role of mentoring in violence prevention and healthy youth development



# Quick Introductions

-Name

-Name of your program or organization

-Type of program (site/school based or community based)



# Mentor and Mentee Recruitment

**STANDARD:** A program should work to recruit appropriate mentees and mentors by realistically describing the program's aims and expected outcomes

- what are the benefits and challenges of this type of relationship
- what is the time commitment involved
- what are the mentor and mentee responsibilities
- what can mentors and mentees expect from the program

**ENHANCEMENT:** A program has a written statement outlining eligibility requirements for mentors and mentees



# Mentor and Mentee Screening

**STANDARD:** A program should screen mentors and mentees to determine whether they have the time, level of commitment and interest to effectively participate in the program

- complete a written application and agree to the minimum time commitments of your program
- participate in a face-to-face interview with program staff
- criminal and other background and reference checks performed

**ENHANCEMENT:** A program utilizes national, fingerprint-based FBI background checks to screen mentors.



# Mentor Training

**STANDARD:** A program should train prospective mentors in the basic knowledge and skills needed to build an effective mentoring relationship

- at least 2 hours and occur pre-match
- training topics should include: program rules, expectations, the role of a mentor, how to develop and sustain a mentoring relationship and how to handle challenges and crisis
- outline what an effective match closure looks like and how the mentor will be supported throughout the mentoring relationship

**ENHANCEMENT:** A program provides more than 2 hours of pre-match training and covers additional topics such as cultural competency and youth development.



# Matching

**STANDARD:** A program should match mentors and mentees along dimensions likely to increase the odds that mentoring relationships will endure

- consider program mission and goals, as well as characteristics, interests, preferences, and personality of the mentors and mentees when making matches
- arrange and document the initial meeting between the mentor and mentee

**ENHANCEMENT:** Program staff should be present at the initial meeting of the mentor and mentee



# Monitoring and Supporting the Match

**STANDARD:** A program should monitor the mentoring relationship milestones and support mentors with ongoing advise, problem-solving and training opportunities for the duration of the match

- contact the mentor and mentee at least twice a month in the first month of the match and then once a month thereafter
- document information gathered on the match relationship including: date and length of meetings, what occurred and how the mentor and mentee feel about the progress of the relationship
- provide additional post-match resources such as in person and web based trainings and websites that may prove beneficial

**ENHANCEMENT:** Program has quarterly contact with mentee's parent/guardian. Also, the program hosts one or more group match activities and there is a system in place to thank and recognize mentors for their service



# Match Closure

**STANDARD:** A program should facilitate bring the match to closure in a way that affirms the contributions of both the mentor and the mentee and offers individuals the opportunity to assess the experience

- system in place to manage anticipated and unanticipated match closures and rematches
- conduct and document an exit interview with mentors and mentees

**ENHANCEMENT:** Program has a system in place that allows for a match to continue for a second or subsequent year. The program outlines the terms of the match closure and polices for mentor/mentee contact after the match ends.



Questions?



***Thank You!***

**Illinois Mentoring Partnership**

**[www.ilmentoring.org](http://www.ilmentoring.org)**