

# MENTORING PROGRAM OUTLINE

*This outline should be written by the Advisory Group, including the program coordinator(s). Its purpose is to outline the program.*

## **Mission:**

This section should be written by the Advisory Group and should explain the purpose of the mentoring program. What is it trying to accomplish?

## **Philosophy:**

What does the organization believe about youth and the organization's role in youth development and/or mentoring?

## **Goals/Purpose:**

This is the area where you give an overview of the program. Ideas include

- One-on-one mentoring;
- Group activities;
- Training and development; and
- Awards and recognition.

## **Objective:**

Set specific goals for a period of time (a year, for example):

- How many mentor/mentee pairs in your program?
- How often will they meet? Talk on the phone? E-mail?
- Will you have group activities? If so, how often (monthly, quarterly, etc.)?
- What type of training and orientation will you have?
- How often will you have recognition/awards for your program participants?
- What other special components do you have set for your program?

## **Program Guidelines:**

- How often will the pairs meet? How long will each meeting be?
- How long will the relationship last?
- Where will the meetings take place?

## **Contact Information:**

- Who is the program coordinator?
- How do mentors and mentees sign up?

**Describe the benefits of the program for the participants. State what will be accomplished through the program.**

# MENTORING PROGRAM WORKSHEET

**Mission:**

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**Philosophy:**

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**Goals/Purpose:**

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**Objective:**

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**Program Guidelines:**

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**Benefits:**

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**Contact Information:**

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