

# Designing your Program

## Best Practice Resources – Program Design & Planning

<i>What is your purpose?</i>	What is the need?	What is the intended outcome in youth?	What model or theory do I use?	What is the nature of the mentoring sessions?
<i>What type of mentoring will you offer?</i>	One to one? Group? Team? Peer? E-mentoring? Hybrid?	Site-based or community-based?	Length of match (minimum, recommended, maximum)?	Frequency of contact and time commitment?
<i>What stakeholders need to be involved in planning?</i>	Youth and their families?	Potential mentors?	Program collaborators?	Funders?
<i>Which youth populations will you serve?</i>	What age and gender? Demographic area? How do you define youth eligibility?	Other common characteristics? Which youth is your program specifically designed to serve?	How will you find and reach them?	What is their participation motivation?
<i>Who will you recruit as mentors?</i>	What age and gender? Demographic area? How do you define mentor eligibility?	Other common characteristics?	How will you find and reach them?	What is their participation motivation?
<i>Program Management</i>	How will I promote my program?	How will I manage program data?	What staff do I need? How will I train and supervise them?	How will I fundraise for the program?
	What risk management policies do I need in place?	How can the organization be more relevant to participants?	What do I need to include in the budget?	What is a realistic timeline for implementation?
<i>Program Operations</i>	Recruitment procedures and tools?	Screening procedures and tools?	Training curriculum?	Matching procedures and tools?
	Supervision, documentation, and support?	Planned activities?	What recognition and engagement tools will I use?	Closure procedures and tools?

<i>Evaluation</i>	How will I evaluate the progress and success?	How will I know when I need to make a change?	How will I know what success the kids are experiencing?	How will I know if my team is implementing the program in the way I intend?
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