

PROGRAM IMPLEMENTATION TIMELINE

(This timeline is designed to serve as a guide, as many mentoring programs take six to nine months to begin operating.)

| Task | Description | Time Period |
|--|--|---------------------|
| PLANNING: | | Months One to Three |
| Pre-Planning | Conduct Needs Assessment. | Varies by Program |
| Pre-Program Development | Review the <i>Elements of Effective Practice</i> | |
| Structure the Mentoring Program | Determine the purpose, type of youth/student needs, goals, mentoring model, and structure of the program as outlined in the <i>Elements</i> . | |
| | Assign/hire program coordinator. | |
| | Form an advisory committee. | |
| | Develop/select forms and determine budget. | |
| MENTOR/MENTEE RECRUITMENT AND SELECTION: | | Month Four |
| Mentor Recruitment | Identify potential sources for recruitment. | |
| | Develop public relations materials. | |
| | Make contacts and mail marketing/public relations information. | |
| | Follow up on all sources. | |
| Mentee Recruitment | Develop criteria for mentee selection. | |
| | Determine if prospective mentees meet criteria. | |
| Mentor/Mentee Selection | Select only those who fit the established criteria. | |
| Document Data about Mentees | Choose data to document on the basis of the outcomes you wish to accomplish. Also, disseminate a pre-mentoring survey to mentees. | |
| ORIENTATION AND TRAINING: | | Months Five and Six |
| Pre-Orientation and Training | Identify trainers. | |
| | Conduct staff training. | |
| Mentor Orientation | Orient potential mentors to the program. Potential mentors complete application form and consent to a background check. | |
| Mentee Orientation | Orient interested youth to the program. Expectations should be clearly communicated. Potential mentees complete an application form. Parent permission is granted. | |
| Mentor Training | Mentors can attend a mentor training held by one of MENTOR's State or Local <i>Mentoring Partnerships</i> , or programs can conduct their own. | |
| Mentor Application Review, Screening and Selection | Applications are reviewed and screening/background checks are completed. | |

Courtesy of and adapted from The Maryland Mentoring Partnership, *Vision to Reality: Mentoring Program Development Guide*, and Mentoring Partnership of Long Island, *The ABC's of Mentoring*, and Oregon Mentors.

| Task | Description | Time Period |
|---|---|--|
| MATCHING: | | |
| Pre-Matching | Develop criteria for matching. | Prior to orientation |
| | Match students and mentors on the basis of information from application (gender, interests, career interest, skills). | |
| Kick-Off | Formal opening of the program that allows for the first mentor/mentee meeting and “getting to know you” activities. Parents may be invited. | Varies according to program |
| Mentor/Mentee Activities | Arrange for group activities on a regular basis. | Could be held monthly, but should be held at least quarterly |
| | Assist mentors/mentees with activity ideas. | Regularly |
| ONGOING MAINTENANCE AND SUPPORT: | | |
| Feedback from Mentors and Mentees | Determine a mechanism for getting regular feedback from the mentors and mentees. | Prior to mentor training |
| Additional Mentor Training and Support Sessions | Conduct regular mentor support meetings. | Varies according to the program |
| | Monitor mentor/mentee relationships. | Monthly |
| RECOGNITION: | Celebrate and recognize the accomplishments of the program and mentors’/mentees’ contributions. Invite stakeholders. | Annually at a minimum |
| EVALUATION: | | |
| | Determine what outcomes to measure and evaluate. | During planning phase |
| | Collect data on participants and mentors related to your outcomes. | Monthly |
| | Measure outcomes and conduct evaluation. | Annually |
| | Review program progress and refine as needed. | Annually |
| | Reflect on and disseminate findings. | Annually |