

Vermont Mentors!
2011 Reporting Requirements

Six-Month Progress Reports Due: July 15, 2011

Final Reports Due: January 15, 2012

The *Vermont Mentors!* grant round represents a partnership of the Agency of Human Services, the Permanent Fund for the Well-Being of Vermont Children and the Vermont Mentoring Funders Collaborative. What follows is a set of reporting requirements that will help us assess how we, as a state, are doing to efficiently meet the *Core Standards* and *Elements of Effective Practice*. We plan to use this information to document our successes, modify our practices, and forward your work on behalf of Vermont children. *Thank you for everything you do for Vermont children and youth!*

We would appreciate your use of *these outline formats* when you report. This document is also available online at www.permanentfund.org/vmc.

Please send your reports electronically to Paula Francis @ VTmentoring@gmail.com

In addition to these self-reports, during this grant cycle, we will also be conducting a one-time evaluation of programs through a partnership with an external evaluator. We look forward to working with mentoring programs to develop the evaluation plan and share results.

Questions? Please contact Paula Francis at VTmentoring@gmail.com or at 802-279-4092.

Six-Month Progress Reports: Due July 15, 2011

Program Name:

Date of Report:

1. **Net New Matches:** As a reminder, “net new matches” means the increase in matches beyond the number of matches you had last year (and is noted in your award letter). For instance, if you had 20 matches last year, and you have 25 this year, then you have 5 net new matches. Even if you lost 4 matches, and therefore had to recruit 9 mentors to attain 25 total matches, your net new total is 5. Please tell us . . .
 - a. The number of *net new matches* you have developed to date.
 - b. The total number of matches in your program as of February 2011 (please only count the adult-to-child mentoring matches and indicate the totals by category: those that are site-based and those that are community-based).
 - c. The total number of matches, by category, at this writing.

2. **Retention:** We know that retention is key to increasing the total number of mentoring matches; each match that you retain is one less you need to replace in order to increase the total number of children you serve.
 - a. What percentage of your matches did you retain in the past year? What dates are you using? Please explain losses.
 - b. We know that careful recruitment practices, quality training, and intensive supervision, particularly in the first three months, leads to greater recruitment rates. What are your particular challenges, if any? What steps are you taking steps to increase your retention rate?

3. **Quality:**
 - a. What is working very well in your program that other programs may replicate or learn from?
 - b. What is not quite right yet that you will intentionally work towards improving?
 - c. What was the date of your last mentoring advisory committee meeting?
 - d. How many community members are on your advisory committee?

4. **Sustainability:**
 - a. Please describe the status of fundraising for your 2:1 financial match.
 - b. Please describe your efforts to diversify your program’s revenue.

Final Reports: Due January 15, 2012

Program Name:

Date of Report:

1. **Net New Matches:** Please tell us . . .
 - a. The number of *net new matches* you have made since January 1, 2011.
 - b. The total number of matches, by category, at your highest point in 2010 (if different from above). When was that?
 - c. The total matches in your program as of September 2011 (please only count the adult-to-child mentoring matches and indicate the totals by category: those that are site-based and those that are community-based).
 - d. Children with incarcerated parents?
 - e. Living with a handicap?
 - f. Other populations or statistics to share?
2. **Mentees:** Please share statistics that characterize the mentees in your program with as much detail as possible. For instance, what percentage of your mentees are:
 - a. Living in poverty or in households with low-incomes?
 - b. Rural? Urban?
 - c. Refugees?
 - d. Children with incarcerated parents?
 - e. Living with a handicap?
 - f. Other populations or statistics to share?
3. **Retention:**
 - a. How many mentees have you referred out to other mentoring programs since January 1, 2011 due to “aging out” or moving out of your area?
 - b. Have you had any staff turnover in the past year? Please explain.
 - c. What practices result in increased retention in your program?
4. **Recruitment:**
 - a. What have been your most effective techniques in developing the new matches? Did you have any unexpected successes, and, if so, what are they?
 - b. If applicable, what have been the most significant barriers to developing the new matches? Were there any unexpected barriers, and, if so, what were they? How are you addressing these barriers?
5. **Quality**
 - a. What are your strengths and challenges regarding sustained quality in your program?
 - b. What are your suggestions for statewide trainings in 2012?
 - c. What other suggestions do you have to improve the quality of mentoring in Vermont?
6. **Sustainability:**
 - a. How has increasing the total number of matches impacted your organizational structure? What, if anything, do you do differently? What are the challenges?
 - b. What is your staff-to-match ratio?
 - c. What do you see as your program’s capacity for growing matches?
 - d. What is your program’s average cost per match? Has that changed over the past few years?

- e. Please describe how you have been using the *Vermont Mentors!* funds. In other words, what did you spend the money on? Have you spent all the funds?
 - f. Did you meet your 2:1 fundraising match goal? How much private money (non-state, or federal funds) did you raise to match the *Vermont Mentors!* grant?
7. **Story**: Please tell us a story about the impact of mentoring on a child that we may use publicly to promote mentoring. Share your best photo (with releases) if you have any!