

PROGRAM DESIGN

A. Mentoring Program Design

A1. Does your program have a mission statement?

A2. Does your program have goals and objectives for its services and activities, such as in a theory of change?

A3. Does your program have a strategic plan or specific guiding document?

A4. Does your program have a manual that documents written policies and procedures including the follow aspects?

- Agency and Program History*
- Organizational Chart*
- Agency Bylaws*
- Mission Statement*
- Relevant Grant and Contract Documents or Other Agency*
- Eligibility Policy*
- Matching Policy*
- Record-Keeping Policy*
- Overnight Visit and Out-of-Town Travel Policy*
- Firearms and Weapons Policy*
- Photo and Image Use Policy*
- Recruitment Procedure*
- Mentee Screening Procedure*
- Match Support and Supervision Procedure*
- Emergency and crisis situation procedures*
- List of Board Members*
- 501(c)(3) Letter*
- Recruitment Policy*
- Screening Policy*
- Match Support and Supervision Policy*
- Confidentiality Policy*
- Mandatory Reporting of Child Abuse and Neglect Policy*
- Unacceptable Behavior Policy*
- Closure Policy*
- Inquiry Procedure*
- Training Procedure*
- Recognition Procedure*
- Closure Procedure*
- Vision Statement*
- Job Descriptions*
- Memorandums of Understanding (MOU's)*
- Inquiry Policy*
- Training Policy*
- Recognition Policy*
- Transportation Policy*
- Use of Alcohol, Drugs, Tobacco, and Firearms Policy*
- Digital and Social Media Policy*
- Evaluation Policy*
- Mentor Screening Procedure*
- Matching Procedure*

- Mandatory Reporting of Child Abuse and Neglect Procedure*
- Evaluation Procedure*
- Other*

A5. Does your program have a process to regularly review and continuously improve program policies and procedures?

B. Leadership Structure

B6. Does your program have a Board of Directors or Advisory Committee that operates with clear roles and responsibilities and meets on a regularly scheduled basis?

B7. Does your program recruit Board of Directors or Advisory Committee members with backgrounds who reflect program participants and bring needed experience and resources?