

Vermont Mentors!
2008-2009 Reporting Requirements

Six-Month Progress Reports Due: July 15, 2009

Final Reports Due: January 15, 2010

The Vermont Mentors! grant round represents a partnership of the Agency of Human Services and the Permanent Fund for the Well-Being of Vermont Children. The Permanent Fund is very conscious of the demands on thinly staffed non-profits, therefore, we make every attempt to create simple, streamlined application and reporting processes. However, as the grantmaker for Vermont Mentors!, we recognize this as a golden opportunity to gather data on the mentoring movement in Vermont as a whole. What follows is a set of reporting requirements that will help us to assess how we, as a whole, are doing to meet the Core Standards and Elements of Effective Practice. We look forward to sharing our learning, and we plan to use this information to document our successes and to forward your work on behalf of Vermont children.

We would appreciate your use of *this outline format* when you report. This document is also available online at www.permanentfund.org/news_events.

Questions? Please contact Paula Francis at 279-2092, vtmentoring@gmail.com; or Christine Zachai at 498-5157, Christine@permanentfund.org.

Please send your reports electronically to whichever entity made your grant:

The Permanent Fund for the Well-Being of Vermont Children: both
Christine@permanentfund.org and vtmentoring@gmail.com

Mobius: andrea@mobiusmentors.org

Mentor Connector: mentorconnector@verizon.net

Lamoille Valley Mentoring Program: LVMP@pshift.com

Thank you for everything you do for Vermont children and youth!

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Six-Month Progress Reports: Due July 15, 2009

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. Your total matches as of February 2009;
 - b. Your total number of matches at this writing. 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 your highest point in 2009 (if different from above);
 - d. The number of *net new matches* you have developed to date.

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. Has your retention rate changed this year from last year? How?
 - 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? What are they?
 - c. How many mentees have you referred out to other mentoring programs since January 1st?

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. In what ways can The Permanent Fund for the Well-Being of Vermont Children assist you?

4. **Sustainability:**
 - a. Please describe how your plan to raise the 2:1 financial match is going.
 - b. What did you take away from the fundraising workshop with Andy Robinson that has/will help your efforts?

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Final Reports: Due January 15, 2010

Program Name:

Date of Report:

1. **Net New Matches:** Please tell us . . .
 - a. Your total matches as of September 2009 (Please count ALL adult-to-child mentoring matches and indicate the totals by category: those that are site-based and those that are community-based);
 - b. Your program's total number of matches in December 2009 (Please count ALL 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 your highest point in 2009 (if different from above);
 - d. The number of *net new matches* you have made since January 1st;
 - e. Have you met your *net new matches* goal?
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 low-income?
 - b. Rural vs. urban?
 - c. Refugees?
 - d. Children with incarcerated parents?
 - e. Living with a handicap?
 - f. Other populations or statistics to share?
3. **Retention:**
 - a. What percentage of your matches did you retain in the past year? What dates are you using? Please explain losses.
 - b. In the past year, how many mentees have been referred to other mentor programs after "aging out" or moving away?
 - c. Have you had any staff turnover in the past year? Please explain.
4. **Recruitment:**
 - a. What have been your most effective techniques in developing the new matches? Did you have any unexpected successes, and, if so, why?
 - b. If applicable, what have been the most significant barriers to developing the new matches? Were there any unexpected barriers, and, if so, why? How are you addressing these barriers?
5. **Quality**
 - a. Have the existence of *The Permanent Fund for the Well-Being of Vermont Children's Core Standards* advanced the quality of your work in any way?
 - b. What, if any, have been the challenges with the *Core Standards*? How might they be improved?
 - c. What are your suggestions for statewide trainings in 2010?
 - d. 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?
 - b. What is your staff-to-match ratio?

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- c. What kinds of support would be helpful as your program grows?
 - d. 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?
 - e. Did you meet your 2:1 fundraising goal? How much private money (non-state, federal, or foundation funds) did you raise to match the Vermont Mentors! grant?
 - f. Did the requirement to raise money for the Vermont Mentors! match help you to raise new, additional funds for your program (including in-kind supports)? In other words, did you raise more money for your mentoring program than you had in prior years – and, if you did, was that due to the Vermont Mentors! match?
 - g. What is your program's average cost per match? Has that changed over the past years?
7. **Story:** Please tell us a story about the impact of mentoring on a child that we may use publicly to promote mentoring.