

## Sample Instruments

### YOUTH PARTICIPATION IN MENTORING PROGRAM

#### Education Focus Area

**Output:** Number of unduplicated disadvantaged youth/mentor matches that are commenced by the CNCS-supported program (ED3A).

#### Sample Instruments

##### ***Youth/Mentor Monthly Contact Log***

This log collects output data on the number of contacts the mentor has with the youth, type of activity during the meeting, the amount of time spent with the youth, and location where the contact was made. Mentors should keep a monthly contact log for each youth being mentored. These logs should be submitted to their supervisor each month.

##### ***Youth/Mentor Participation Summary Output Log***

This instrument can be used by the project director supervising the mentors. When mentors submit their “Youth/Mentor Monthly Contact Logs”, the director can aggregate the data from each log and transfer this data to the “Youth/Mentor Participation Summary Output Log”. At the end of the program year, the project director can easily analyze the data to determine how many of the youth completed the program and can be counted toward the output target.

## Youth/Mentor Monthly Contact Log

### Instructions

What is the purpose?	To determine the number of hours per week that youth and mentor meet. To document the type of activity, when, how long, and where the contact was made.
Who should complete this instrument?	A mentor should be responsible for documenting the contacts made for each youth matched.
When should we complete this instrument?	Each time the mentor meets with the matched youth.
What should we do to prepare?	<p>Modify the “Youth/Mentor Monthly Contact Log” to fit your program needs. Develop a log for each youth receiving mentor services. A new log should be used each month for each matched youth.</p> <p>The Log has rows for eight contacts; if the mentor has more than eight contacts each month, use additional logs or modify the document.</p>
What should we do afterwards?	<p>Ask the mentor to submit the “Youth/Mentor Monthly Contact Log” to the project director each month. If requested by the project director, the mentor may want to make a copy of the logs before submitting them.</p> <p>The person responsible for the data – mentor and/or project director—should keep all the contact logs together in a safe place; <b>these are your data.</b></p>
Can I use an alternative instrument?	Different forms can be developed or used to document youth/mentor contacts of youth who participate in your youth/mentor program. For example, you may want to develop an electronic youth/mentor monthly contact system (e.g., Excel Spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document these output.

**Organization Name**  
**Youth/Mentor Program Name**  
**Youth/Mentor Monthly Contact Log**

**Mentor Name:** \_\_\_\_\_ **Month of Service:** \_\_\_\_\_

**Youth Name(s):** \_\_\_\_\_ **School:** \_\_\_\_\_

**Instructions:** This log is to be completed monthly for each youth matched with a mentor. The mentor completes one “Youth/Mentor Monthly Contact Log” for each of his/her youth matches. After each month of service, the Mentor totals weekly contact hours and submits the log to his/her supervisor. A new monthly log should be developed for the following month. If the Mentor meets with more than one youth (up to three youth) at the same time, the Mentor needs to document the contact on each of the youth’s logs and note when more than one youth participated in the contact/activity in the “Comments” column.

Week #	Week of	Date	Amount of Time	Location	Type of Contact/Activity	Additional Comments
1	<i>Example: 1/2/2011 – 1/8/2011</i>	<i>Jan. 3</i>	<i>1 hour</i>	<i>Smith Elementary</i>	<i>Discussed conflict resolution skills</i>	<i>We plan to meet again on Wed.</i>
	<i>add rows as needed</i>					

Hours can be tracked in whole and decimal number for easy addition (e.g. .5 hour or .75 hour)

**Total # meeting hours per week:    Week 1** \_\_\_\_                      **Week 2** \_\_\_\_                      **Week 3** \_\_\_\_                      **Week 4** \_\_\_\_

**Total # meeting hours for this month:** \_\_\_\_

**Reminder:** At the end of each month, total your meeting hours and submit this log to your supervisor. Use a new log for next month.

## Youth/Mentor Participation Summary Output Log

### Instructions

What is the purpose?	To determine how many youth participated in the youth/mentor program.
Who should complete this instrument?	Project director or designated person (e.g., supervisor) should be responsible for documenting the monthly youth/mentor contacts.
When should we complete this instrument?	At the end of each month or as mentors submit their “Youth/Mentor Monthly Contact Logs”.
What should we do to prepare?	<p>Modify the “Youth/Mentor Participation Summary Output Log” to fit your program’s schedule. Enter the names of the expected students in alphabetical order.</p> <p>The log has columns for nine months; if your mentoring program is more than nine months; modify this document to include additional months. Developing this log in an Excel Spreadsheet will give you the flexibility to easily add months.</p>
What should we do afterwards?	<p>Keep all the “Youth/Mentor Monthly Contact Logs” submitted by your mentors together in a safe place; <b>these are your data</b>. Also, keep your “Youth/Mentor Participation Summary Output Log” in a safe place for the same reason. You will aggregate this data later to determine if you met your output target.</p>
Can I use an alternative instrument?	<p>Different forms can be developed/used to document unduplicated youths who participate in your youth/mentor program. For example, you may want to develop an electronic youth/mentor summary system (e.g., Excel Spreadsheet) to document contacts and hours. However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document the output.</p>

## Youth/Mentor Participation Summary Output Log

**Mentoring Program Name:** \_\_\_\_\_

**Person completing this Log:** \_\_\_\_\_ **Program Year:** \_\_\_\_\_

**Instructions:** For each youth mentored, enter their name and start date in the first columns under “Youth”. Enter the months of the youth/mentor program in columns under “Service”. For each month, document the number of contact hours spent with each youth (transfer data from the “Youth/Mentor Monthly Contact Log”). When the youth/mentor program is completed, count the number of contact hours for each youth.

YOUTH			SERVICE (for each youth, enter total youth/mentor contact hours per month)										
Last Name	First Name	Youth/Mentor Start Date	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	# contact hours for Month of: _____	Total # contact hours
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													

**Total number of youth served:** \_\_\_\_