



Recordkeeping

In most areas it's up to each school and/or program to determine what records they will keep. Here are some suggestions of the types of information you may wish to record about your program.

- Number, names and addresses of mentors
- Number and names of students
- Dates of mentoring sessions for each month
- Number of hours of mentoring
- Evaluation data (pre and post)
- Mentor background checks
- Other information as required by any applicable state database

Example:

Name of Mentor	Name of Student	Dates of Mentoring Session for month	Number of Hours of Mentoring

Example:

Name of Mentor	Address	Result of Criminal Check	Sex Offender Check	Child Abuse Check	References