

The Basic Action Steps of Establishing a School-Based Mentoring Program

- Collaborative business or organizational partner meets with the Office of Strategic Partnerships' (OSP) mentoring staff to discuss the organization's goals and decide on basic program parameters, e.g., how many mentors? release time from work? organizational coordinator? visits to the job site? program budget?
- The Office of Strategic Partnerships' mentoring staff recommends school(s)
- Principal receives orientation and basic program information
- Principal identifies school-based team, including coordinator
- School-based team and representatives from the collaborative organization or business, along with the OSP mentoring staff meet to reach consensus on details of program design:
 - Goals and objectives
 - Target population
 - Focus area
 - Logistics and program parameters
 - Any unique activities to be included
- Mentor recruitment (could include mentor orientation)
- Mentor application
- Mentor training and screening, including fingerprinting
- Mentee recruitment and selection
- Mentee profiles completed
- Parent orientation (if desired)
- Parental consent forms signed
- Mentee orientation
- Matching
- Kick-off "party"
 - mentors meet their mentees and schedule their mentoring sessions
- Mentoring begins
- Regular mentee group meetings and mentor debriefing meetings held

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