## BLOCK ONE: DESIGN AND MANAGEMENT

*Map out a clear direction, with strategic inputs, to leverage the result of more students completing postsecondary.*

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### 1. Use Data Effectively

#### 1A STUDENT DATA:
Agency utilizes its student data to develop impactful college and career mentoring services and provide customized CCM support and intervention.

- □ CCM Resource: Data Inventory Template/ Sample
- □ CCM Resource: Data Dashboard Template/ Sample
- □ National Student Clearinghouse**
- □ PSM Database*
- □ College Readiness Reports****
- □ ScholarTrack access (for your 21st Century Scholars)****

#### 1B DATA AND RESEARCH FROM THE FIELD:
Agency is informed of the broader research and findings related to the college and career success of students who are similar to the students it is serving.

- □ Primer: College Success Movement*
- □ Complete College America**
- □ Lumina Foundation**
- □ Indiana Commission for Higher Educ.****

### 2. Assess and Align CCM Vision with Agency Mission

#### 2A ASSESSMENT AND AGENCY ALIGNMENT:
Agency leadership and staff understand the relationship between the agency's mission and target outcomes and its students' level of postsecondary success.

- □ CCM Strategic Planning Questions*
- □ Inventory: Search for local mentoring organizations at abetterhour.org***
- □ Inventory: Search for other college or career programs at indianafterschool.org**

#### 2B AGENCY COMMITMENT:
Agency leadership and staff commit to providing college and career mentoring support to students in order to advance agency's mission and target outcomes.

- □ CCM Board Resolution * (TBD)
### 3. Design and Develop an Impactful CCM Strategy

| 3A DEVELOP, REFINE CCM MODEL: | Agency develop and refines its own model of CCM that is aligned with its mission, strategically focused on target outcomes and informed by student data. | □ CCM Resource: Logic Model Template / Sample □ CCM Program Development Planning Questions □ |
| 3B IMPLEMENT AND SUSTAIN OWN MODEL OF CCM: | Agency implements a high quality model of CCM that achieves desired and sustainable results. | □ Indiana Quality Mentoring Standards* |

### 4. Leverage External Resource: Partners and Funders

| 4B LEVERAGE PARTNERS: | External partners are engaged in shared goal of increasing student postsecondary completion. | □ County College Success Coalitions**** □ College Readiness Reports for partner high schools**** □ ScholarTrack access (for 21st Century Scholars)**** |
| 4C LEVERAGE FINANCIAL RESOURCES: | Financial resources are leveraged to implement and sustain agency’s CCM program. | □ Free prospect research re: funders*** |

* Electronic copies of these documents are available
** Resources should be easily accessed through online search
*** Resources available through the Indiana Youth Institute (iyi.org)/ Indiana Mentoring Partnership (abetterhour.org). If unable to find online, call 1-800-343-7060.
**** Resources available through the Indiana Commission for Higher Education (www.in.gov/che) or one of its supporting programs of Learn More Indiana (www.in.gov/learnmoreindiana) or the 21st Century Scholars Program (scholars.in.gov). If unable to find online, call 1-317-464-4400.
### BLOCK TWO: MENTORING

**Provide sustained relationships that inspire your youth to dream and support them to and through postsecondary to achieve that dream.**

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#### 5. Prepare Youth And Mentors With Training And Materials

**5A CURRICULUM AND MATERIALS:** Curriculum and materials are in place that support youth and mentors understanding of how to build a successful relationship that results in the youth taking identified steps toward accessing and completing postsecondary.

- □ CCM Student Toolkit (TBD)*
- □ Student benchmarks for College and Career Success*
- □ Triptocolleage.org**
- □ Learnmoreindiana.org**
- □ Scholars.in.gov**
- □ WhyTry (resilience education)

**5B TRAINING:** Youth and mentors are informed of how to build an effective college and career mentoring relationship through orientation training and ongoing training and messaging.

- □ Indiana Quality Mentoring Standards*
- □ CCM Training Powerpoint:: Mentoring Students To and Through the Transition to Postsecondary*
- □ CCM Training Powerpoint: Mentoring Students’ Grit
- □ CCM Training Powerpoint: Engaging Parents in CCM

#### 6. Provide Youth and Mentors with CCM Relationships

**6A MATCH MANAGEMENT:** Mentoring matches are managed and supported to ensure mentors and youth fulfill the commitment they have made to the relationship.

- □ Indiana Quality Mentoring Standards*
- □ Indiana Mentoring Partnership***
- □ National Mentoring Partnership**

**6B STUDENT AND MATCH TRANSITIONS:** In instance of a student change (in school or home location) and/or match closure or dissolution, agency sustains mentoring for the youth and enhances support during the time of transition.

- □ Indiana Quality Mentoring Standards*
- □ ICHE College Success Guide*
- □ College Bound’s Summer To Do List for HS Graduates*

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Created for the College and Career Mentoring Toolkit, 2015. Developed by the Indiana Youth Institute for the Indiana Commission for Higher Education
# BLOCK THREE: PARTNERSHIPS

Build a village of partners who work together to inspire and support youth to and through postsecondary.

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## 7. Involve Adult Caregivers

**7A** Agency involves and educates adult caregivers in their youths’ college and career goals, decisions and support system.

- **Supporting Resources**
  - CCM Training Powerpoint: Engaging Parents in CCM

## 8. Involve Frontline Partners from Schools and Community

**8A** CONNECT TO SCHOOLS: Agency connects to at least one staff person at the student’s school who provides direct support to the youth and can partner with the CCM program staff and mentors.

- **Supporting Resources**
  - K12 Partners: Your data regarding where your students attend school and online staff directors
  - PS Partners: Indiana ScholarCorps Campuses*

**8B** CONNECT TO SERVICE PARTNERS: Agency connects to local partners who can also provide direct support to youth that advances their postsecondary completion.

- **Supporting Resources**
  - IYI Outreach Managers***
  - 21st Century Scholar Outreach Managers****
  - County College Success Coalitions****
  - Local United Way (211, if available)**
  - Local Community Foundation**

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# BLOCK FOUR: PROGRAMS

**Ensure youth possess academic, social and financial skills needed to go to and through postsecondary.**

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## 9. Prepare Youth Academically

**9A** Program ensures youth are prepared academically to succeed in college.

- Indiana standardized test samples and info (idoe.gov)
- HS Graduation Plan (and planning) at Indiana careerexplorer.org

**9B** As needed, youth receive support services that increase their level of academic preparation for postsecondary success.

- Rose Hulman Homework Hotline (for math and science)
- Indiana Afterschool Network (online searchable database of programs)**

## 10. Prepare Youth Socially

**10A** COLLEGE AND CAREER PLANNING: Program ensures youth have identified their life dreams and college and career paths that can help them achieve their dreams.

- Driveyourlife.org
- Triptocollege.org**
- Learnmoreindiana.org**
- Indianacareerexplorer.org
- Scholars.in.gov**
- Readyindiana.org
- Hoosier Hot 50 Jobs**
- Bigfuture.collegereadiness.org**
- Contact campuses to schedule campus tours
- “Virtual” campus tours available on many websites

**10B** SOFT SKILLS DEVELOPMENT: Program ensures youth possess the soft skills needed to access and complete postsecondary.

- CCM Training Powerpoint: Mentoring Students’ Grit
- Curriculum: WhyTry
- Activity:
  - Book: Mind Set
  - Book: How Children Succeed
  - Assessment: Grit Scale (Duckworth Lab)**
  - Assessment: UEP (Universal Encouragement Program)**
  - Assessment: LASSI**
  - Assessments: WhyTry**
  - Assessment: Nowicki-Strickland (locus of control)**

*Created for the College and Career Mentoring Toolkit, 2015. Developed by the Indiana Youth Institute for the Indiana Commission for Higher Education*
### 11. Prepare Youth Financially

| 11A | Program ensures youth are prepared financially for college with financial literacy and access to non-loan aid. | □ National Center for College Costs (including College Cost Estimator)** | □ FAFSA.gov | □ Cash for College (campaign of Learn More Indiana) | □ Fafsafriday.org | □ Driveofyourlife.org | □ Triptocolleage.org** | □ Learnmoreindiana.org** | □ Indianacareerexplorer.org | □ Scholars.in.gov** (look under financial aid) | □ Bigfuture.collegboard.org** |

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** Resources should be easily accessed through online search

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