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TEMPLATE/FORMAT

Mentoring Program Business/Ministry Plan

Design and Planning of the Mentoring Program

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I. **Statement of Need**
II. **Program Parameters**
    a. Population demographics
    b. Type of Mentoring (group, one-to-one, school-based, community based, etc)
    c. Setting and location of match meetings
    d. Mentor/Mentee structured activities (Match Activities)
    e. Wrap-around services for the parent/guardian/family of the mentoring participant
    f. Community Partnerships and Stakeholders to include and involve in mentoring program
III. **Implementation Management Plan**
    a. Establish an Organizational Structure that identifies the management team for the design, development and implementation process
    b. Create a Mentoring Project Plan that identifies goals, objectives, tasks, responsible parties, deadlines to manage and complete the following
        i. Drafting policies and procedures
        ii. Implementing staff training and professional development
        iii. Developing a Financial Sustainability Plan, Mentor Recruitment Plan and Stakeholder Recruitment Plan
        iv. Implementation of the Mentoring Program and Calendar of Events
            1. Recruitment, Screening, Orientation and Training, Matching, Match Activities, Ongoing Support, Recognition and Match Closure Celebrations
            2. Wrap-around services for the parent/guardian/family of the mentoring participant
        v. Monitoring and Evaluation Plan (see Step 7 of How To Begin)
IV. **Plan for On-going Mentoring Program Management**
    a. Establish an Oversight Community, Advisory Group or Continuous Quality Improvement Team and Identify membership and roles
    b. Identify a system for managing and dissemination program information
    c. Design a Professional Staff Development Plan
        i. Annual Training Calendar
    d. Include Mentoring within the agency's Public Relations Plan that includes:
        i. Marketing for the Mentoring program
        ii. Partnerships and Collaborations
        iii. Mentoring Recruitment and Retention Plan
            1. Recognition and Support
    e. Establish effective and efficient operational standards to carry out the day-to-day procedures of the mentoring program (see Step Five and Step Six of How To Begin)
V. **Developing a Monitoring and Evaluation Plan (see Step Seven of How To Begin)**
VI. **Establishing Protocols to Effectively Manage Mentors**
    a. Recruitment and Screening
    b. Training
    c. Monitoring and Support