

Column A AmeriCorps*VISTA Project Plan –	Column B Project timeline	Column C – Reporting for VISTA member.
<p>Goal 1: In Marin, Napa and Solano County/City, there are as many as # <u>6,805</u> children of incarcerated parents, many of whom need a caring and consistent adult in their lives. It is the goal of this project to develop and strengthen the capacity of local partner mentoring organizations, including faith-based entities, to serve children of incarcerated parents by cultivating a cadre of quality volunteers to serve as mentors to be matched to participating program youth. During this three-year project VISTA members will educate the community regarding the need for mentors in an effort to increase the number of mentors matched to youth in positive, one-to-one, healthy and trusting relationships. VISTA members will build capacity of participating programs to serve youth by recruiting, screening, and referring mentors to appropriate programs to assist in sustaining mentoring activities.</p>		
<p>Activities:</p> <p>The VISTA member will:</p> <ol style="list-style-type: none"> 1. Review current and past mentor project activities, policies, procedures including best practices and mentoring partnerships or collaboratives. 2. Develop a mentor recruitment presentation suitable for public audiences. 3. Receive training on BBBS mentoring programs, BBBS standards of practice and how to implement mentoring programs. 4. Coordinate presentations with service clubs, colleges, universities, human service organizations, businesses, political bodies, and others to educate the community about the need for mentors for children of incarcerated parents. 5. Recruit, screen and refer potential mentors to participating program/s. 6. Track referrals by entering volunteer information into the program database. 7. Develop partnerships with a broad cross-section of community and faith-based organizations leading to local mentoring collaboration. 		
<p>Output: VISTA members will become familiar with current and past project activities, policies, procedures including best practices, mentoring partnerships or collaboratives, and community demographics.</p>	Q1	
<p>Output: VISTA members will develop recruitment presentations and materials appropriate to public audiences and including community demographics.</p>	Q1-2	
<p>Output: Vista members will be able to articulate and adhere to BBBS Standards of Practice for mentoring programs.</p>	Q1-2	

<p>Output (PERFORMANCE MEASURE): Strategies for recruiting mentors in the community as a whole will be expanded and outreach plans implemented.</p> <p>Indicator: Number of recruitment presentations made to community and faith-based groups and organizations through public presentations, both in person and through the media.</p> <p>Target: # <u>30</u> recruitment presentations will be made to # <u>500</u> community members.</p> <p>Instrument: Presentation form which includes date, time, place and number of attendees and is organized and tracked monthly.</p> <p>End Outcome (PERFORMANCE MEASURE): Community members interested in becoming mentors will be screened according to mentoring best practices and referred to participating organization/s.</p>	<p>Q1-4</p>	
<p>Indicator: Number of mentors screened and referred to mentoring organizations serving children of incarcerated parents.</p> <p>Target: # <u>90</u> community members will be recruited, screened and referred to mentoring organization/s serving children of prisoners.</p> <p>Instrument: Mentor referral forms and intakes will be documented and entered into the program database and tracked monthly.</p>	<p>Q1-4</p>	
<p>Output: VISTA member will contact each volunteer referral to insure follow-through and contact with mentor service provider. Contact will be documented on mentor referral form and tracked monthly.</p> <p>End Outcome (PERFORMANCE MEASURE): VISTA member will identify individuals within selected organizations to act as site coordinators for mentor program recruitment, training and follow-up.</p>	<p>Q1-4</p>	
<p>Indicator: Partnership agreements with faith-based organizations and commitment on the part of one volunteer mentor recruitment coordinator from each organization.</p> <p>Target: Three organizations and coordinators committing to the project.</p> <p>Instrument: Signed memorandum of agreement by faith-based organization and volunteer coordinator.</p>	<p>Q1-4</p>	

<p>Goal 2: To further enhance and encourage the development of positive, healthy relationships between mentors and mentees, a variety of events and activities will be developed and coordinated. The VISTA member will organize community service, recreational, educational and cultural activities which will provide mentor-mentee matches with opportunities to build their relationships within a group setting and at no cost to the match or program.</p>		
<p>Activities - VISTA member will:</p> <ol style="list-style-type: none"> 1. Identify positive and healthy match activities by surveying mentors and their mentees. 2. Plan and organize schedule of activities and events for mentor-mentee matches. 3. Create and distribute monthly newsletter describing activities, events, and trainings in which mentor-mentee matches can participate at no cost. 4. Document results of activities and events. 		
<p>Output: Review past match activities and survey program mentors and their mentees for preferred match activities.</p> <p>Output (PERFORMANCE MEASURE): VISTA member will schedule activities for all mentors and their mentees.</p> <p>Indicator: Schedule and promotion of mentor-mentee activities.</p> <p>Target: # <u>12</u> match activities will be scheduled.</p> <p>Instrument: Evaluation form will be developed and used to track the details of coordinating and the events and activities. A printed schedule of events and activities will also be documented and used to highlight success of mentoring relationships to media, funders, CNCS, etc.</p> <p>Output: VISTA member will contribute to email bulletins and quarterly newsletters for distribution to mentor-mentee matches including information about free match activities and events.</p> <p>End Outcome (PERFORMANCE MEASURE): VISTA member will coordinate activities which will be made available for mentor-mentee match participation throughout the year.</p> <p>Indicator: Number of mentor-mentee matches participating in the VISTA member-facilitated activities.</p> <p>Target: # <u>100</u> mentor-mentee matches total will participate in activities facilitated by VISTA members.</p>	<p>Q1</p> <p>Q1-4</p> <p>Q1-4</p> <p>Q1-4</p>	

<p>Instrument: Sign-in sheets will be developed and used for each VISTA-facilitated activity. A match evaluation form will also be developed and used to track success of the event/activity and interest in others.</p>		
<p>Goal 3: In order to make mentoring more affordable and as an incentive for all those who choose to serve, the VISTA member will develop community resources to be made available to mentor-mentee matches to be utilized during their shared time together.</p>		
<p>Activities - VISTA member will:</p> <ol style="list-style-type: none"> 1. Survey mentor program staff for needed areas of support and preferred match activities. 2. Identify potential funding resources or in-kind donations. 3. Create and send letters of inquiry to potential funders and community resources. 4. Identify and record community resources necessary to support mentoring activities while reducing the cost to mentors. 5. Approach businesses for donation of free resources for mentors to help defray costs of match activities. 6. Follow up donations and awards with letters of appreciation. 8. Make resources available to matches. 		
<p>Output: The VISTA member will survey program staff relative to mentor-mentee needs and identify potential sources of funding and donations including local foundation, businesses, and service organizations.</p> <p>Intermediate Outcome (PERFORMANCE MEASURE): The VISTA member will write grants and solicit donations from identified foundations, businesses and service organizations.</p> <p>Indicator: Letters written and donations solicited.</p> <p>Target: # <u>30</u> requests for donations will be written and # <u>30</u> businesses solicited for donations.</p> <p>Instrument: Database or spreadsheets which track proposals written and donations solicited.</p>	<p>Q1</p> <p>Q1-4</p>	

<p>End Outcome (Performance Measure): The VISTA member will be successful in securing funds and donations for the activities and events planned for mentor-mentee activities.</p> <p>Indicator: Funds and donations available for mentor-mentee activities and services.</p> <p>Target: Secure # <u>20</u> donations that would be used for match activities or agency events</p> <p>Instrument: Notice of awards and evidence of donations as documented through the project database or spreadsheet.</p>	<p>Q2-4</p>	
<p>Goal 4: In order to support the development of quality one-to-one relationships between mentors and their mentees, a series of comprehensive trainings, inclusive of curriculum and study materials, will be developed and facilitated by the VISTA member and BBBS Staff</p> <hr/> <p>Activities - VISTA member will:</p> <ol style="list-style-type: none"> 1. Research existing trainings, inclusive of social, emotional, and academic approaches and approved activities, realistic expectations, risk management, resources, etc. 2. Update and/or create training curriculum and study materials. 3. Procure expert trainers and schedule date, time, and place of trainings. 4. Promote trainings to potential volunteer mentors. 5. Facilitate quarterly specialized trainings for mentors and bi-annual general trainings. 		
<p>Output: Best practices discovered through research will be integrated with current training curriculum and study materials.</p> <p>Output (PERFORMANCE MEASURE): The VISTA member will procure trainers, schedule, and promote comprehensive trainings.</p> <p>Indicator: Schedule of monthly trainings, inclusive of trainer, topic, date, time, and place.</p> <p>Target: # <u>6</u> trainings will be scheduled.</p> <p>Instrument: Printed training and coordinated schedule.</p>	<p>Q1</p> <p>Q2-4</p>	

<p>End Outcome (PERFORMANCE MEASURE): Trainings will be provided for participating mentors throughout the year.</p> <p>Indicator: Number of potential mentors or mentees participating in the trainings.</p> <p>Target: Potential mentors or mentees will participate in a minimum of 1-3 trainings.</p> <p>Instrument: Sign-in sheets for training attendees.</p>	<p>Q2-4</p>	
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