

Column A AmeriCorps*VISTA Project Plan –	Column B Project timeline	Column C – Reporting for VISTA member.
<p>Goal 1:</p> <p>In the counties of Alameda, Marin, San Francisco, Contra Costa, and San Mateo there are approximately 27,503 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.</p> <p>During this three-year project VISTA members will familiarize themselves with the needs of the children and family affected by incarceration.</p> <p>In turn, VISTA members will use the knowledge and skills developed in the orientation period to 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.</p> <p><i>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.</i></p>		
<p>Activities:</p> <p>The VISTA member will:</p> <ol style="list-style-type: none"> 1. Develop awareness regarding the needs of and existing resources for Children and Families affected by incarceration. 2. Review current and past mentor project activities, policies, procedures including best practices and mentoring partnerships or collaboratives. 3. Develop a mentor recruitment presentation suitable for public audiences. 4. Create and organize program materials for recruiting mentors including brochures, bookmarks, flyers, PSA's, etc. 5. 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. 6. Recruit, screen and refer potential mentors to participating program/s. 7. Track referrals by entering volunteer information into the program database. 8. Develop partnerships with a broad cross-section of community organizations leading to local mentoring collaboration. 		

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<p>Output: VISTA members will complete California Department of Corrections and Rehabilitation Brown Card Training at San Quentin State Prison.</p> <p>Output: VISTA members will complete literature review on children and families affected by incarceration and orientation to all Centerforce programs and publications.</p> <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> <p>Output: VISTA members will develop written and oral recruitment presentations and materials appropriate to public audiences and including community demographics.</p> <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 groups and organizations through public presentations, both in person and through the media.</p> <p>Target: <u>20</u> recruitment presentations will be made to <u>500</u> community members a year.</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>Indicator: Number of mentors screened and referred to mentoring organizations serving children of incarcerated parents.</p>	<p>Q1</p> <p>Q1</p> <p>Q1</p> <p>Q1-4</p> <p>Q2- 4</p> <p>Q2-4</p>	
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<p>Target: 120 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>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>Q2-4</p>	
<p>Goal 2:</p> <p>To further enhance and encourage the development of positive, healthy relationships between mentors and mentees, a variety of monthly match supporting events and two annual retreats 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.</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 annual calendar of events, monthly activity flyers and tri annual 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>Q1</p> <p>Q2-4</p>	

<p>Indicator: Schedule and promotion of mentor-mentee activities.</p> <p>Target: 20 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 create annual calendar of events, monthly activity flyers and tri annual newsletter for distribution to mentor-mentee matches, caregivers and incarcerated parents 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: 25-30 mentor-mentee matches will participate in each activity facilitated by VISTA members.</p> <p>Instrument: Sign-in sheets will be developed and used for each VISTA-facilitated activity. An activity evaluation form will also be developed and used to track success of the event/activity and interest in others.</p>	<p>Q1-4</p> <p>Q2-4</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 and participants for needed areas of support and preferred match activities. 2. Identify potential funding resources. 		

<ol style="list-style-type: none"> 3. Create and send letters of inquiry to potential funders and community resources. 4. Write proposals for funding and sustaining mentor-mentee services. 5. Identify and record community resources necessary to support mentoring activities while reducing the cost to mentors. 6. Approach businesses for donation of free resources for mentors to help defray costs of match activities. 7. Follow up donations and awards with letters of appreciation. 8. Make resources available to matches. 		
<p>Output: The VISTA member will survey program staff and participants 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: Grants written and donations solicited.</p> <p>Target: 10 funding proposals will be written and 80 businesses solicited for donations.</p> <p>Instrument: Database or spreadsheets which track proposals written and donations solicited.</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 grants totaling \$40,000 and 20 donations.</p> <p>Instrument: Notice of awards and evidence of donations as documented through the</p>	<p>Q2-4</p> <p>Q2 – 4</p> <p>Q3-4</p>	

