

Column A AmeriCorps*VISTA Project Plan –	Column B Project timeline	Column C – Reporting for VISTA member.
<p><b>Goal 1:</b> In Humboldt County, there are approximately 1,300 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><b>Activities:</b></p> <p>The VISTA member will:</p> <ol style="list-style-type: none"> <li>1. Review current and past mentor project activities, policies, procedures including best practices and mentoring partnerships or collaboratives.</li> <li>2. Develop a mentor recruitment presentation suitable for public audiences.</li> <li>3. Create and organize program materials for recruiting mentors including brochures, bookmarks, flyers, PSA's, etc.</li> <li>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.</li> <li>5. Recruit, screen and refer potential mentors to participating program/s.</li> <li>6. Track referrals by entering volunteer information into the program database.</li> <li>7. Develop partnerships with a broad cross-section of community and faith-based organizations leading to local mentoring collaboration.</li> </ol> <p><b>Output:</b> 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><b>Output:</b> VISTA members will develop written and oral recruitment presentations and materials appropriate to public audiences and including community demographics.</p>	<p>Q1</p> <p>Q1</p>	



<p><b>End Outcome (PERFORMANCE MEASURE):</b> VISTA member will identify individuals within selected faith-based organizations to act as site coordinators for mentor program recruitment, training and follow-up.</p> <p><b>Indicator:</b> Partnership agreements with faith-based organizations and commitment on the part of one volunteer mentor recruitment coordinator from each congregation.</p> <p><b>Target:</b> Three congregations and coordinators committing to the project.</p> <p><b>Instrument:</b> Signed memorandum of agreement by faith-based organization and volunteer coordinator.</p>	<p>Q2-4</p>	
<p><b>Goal 2:</b> 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><b>Activities -</b> VISTA member will:</p> <ol style="list-style-type: none"> <li>1. Identify positive and healthy match activities by surveying mentors and their mentees.</li> <li>2. Plan and organize schedule of activities and events for mentor-mentee matches.</li> <li>3. Create and distribute monthly newsletter describing activities, events, and trainings in which mentor-mentee matches can participate at no cost.</li> <li>4. Document results of activities and events.</li> </ol>		
<p><b>Output:</b> Review past match activities and survey program mentors and their mentees for preferred match activities.</p> <p><b>Output (PERFORMANCE MEASURE):</b> VISTA member will schedule activities for all mentors and their mentees.</p> <p><b>Indicator:</b> Schedule and promotion of mentor-mentee activities.</p> <p><b>Target:</b> 30 match activities will be scheduled.</p> <p><b>Instrument:</b> Evaluation form will be developed and used to track the details of coordinating</p>	<p>Q1</p> <p>Q2-4</p>	

<p>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><b>Output:</b> VISTA member will create monthly newsletter for distribution to mentor-mentee matches including information about free match activities and events.</p> <p><b>End Outcome (PERFORMANCE MEASURE):</b> VISTA member will coordinate activities which will be made available for mentor-mentee match participation throughout the year.</p> <p><b>Indicator:</b> Number of mentor-mentee matches participating in the VISTA member-facilitated activities.</p> <p><b>Target:</b> 5 mentor-mentee matches will participate in each activity facilitated by VISTA members.</p> <p><b>Instrument:</b> 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>Q1-4</p> <p>Q2-4</p>	
<p><b>Goal 3:</b> 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><b>Activities - VISTA member will:</b></p> <ol style="list-style-type: none"> <li>1. Survey mentor program staff for needed areas of support and preferred match activities.</li> <li>2. Identify potential funding resources.</li> <li>3. Create and send letters of inquiry to potential funders and community resources.</li> <li>4. Write proposals for funding and sustaining mentor-mentee services.</li> <li>5. Identify and record community resources necessary to support mentoring activities while reducing the cost to mentors.</li> <li>6. Approach businesses for donation of free resources for mentors to help defray costs of match activities.</li> <li>7. Follow up donations and awards with letters of appreciation.</li> </ol>		

<p>8. Make resources available to matches.</p> <p><b>Output:</b> 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><b>Intermediate Outcome (PERFORMANCE MEASURE):</b> The VISTA member will write grants and solicit donations from identified foundations, businesses and service organizations.</p> <p><b>Indicator:</b> Grants written and donations solicited.</p> <p><b>Target:</b> 5 funding proposals will be written and 50 businesses solicited for donations.</p> <p><b>Instrument:</b> Database or spreadsheets which track proposals written and donations solicited.</p> <p><b>End Outcome (Performance Measure):</b> The VISTA member will be successful in securing funds and donations for the activities and events planned for mentor-mentee activities.</p> <p><b>Indicator:</b> Funds and donations available for mentor-mentee activities and services.</p> <p><b>Target:</b> Secure 4 grants and 10 donations.</p> <p><b>Instrument:</b> Notice of awards and evidence of donations as documented through the project database or spreadsheet.</p>	<p>Q2-3</p> <p>Q2 – 4</p> <p>Q3-4</p>	
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<p><b>Goal 4:</b> 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.</p> <hr/> <p><b>Activities - VISTA member will:</b></p> <ol style="list-style-type: none"> <li>1. Research existing trainings, inclusive of social, emotional, and academic approaches and approved activities, realistic expectations, risk management, resources, etc.</li> <li>2. Update and/or create training curriculum and study materials.</li> <li>3. Procure expert trainers and schedule date, time, and place of trainings.</li> <li>4. Promote trainings to potential volunteer mentors.</li> <li>5. Facilitate monthly trainings for mentors with all local partners.</li> </ol> <hr/> <p><b>Output:</b> Best practices discovered through research will be integrated with current training curriculum and study materials.</p> <p><b>Output (PERFORMANCE MEASURE):</b> The VISTA member will procure trainers, schedule, and promote comprehensive trainings.</p> <p><b>Indicator:</b> Schedule of monthly trainings, inclusive of trainer, topic, date, time, and place.</p> <p><b>Target:</b> 20 trainings will be scheduled.</p> <p><b>Instrument:</b> Printed training and coordinated schedule.</p> <p><b>End Outcome (PERFORMANCE MEASURE):</b> Trainings will be provided for participating mentors and/or mentees throughout the year.</p> <p><b>Indicator:</b> Number of potential mentors or mentees participating in the trainings.</p> <p><b>Target:</b> Potential mentors and/or mentees will participate in a minimum of 1-2 trainings.</p> <p><b>Instrument:</b> Sign-in sheets for training attendees.</p>	<p>Q1 –2</p> <p>Q2-4</p> <p>Q2-4</p>	
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