

## Sample YouthBuild Mentoring Program Implementation Timeline

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The YouthBuild mentoring model is designed to align with the typical YouthBuild program's cycle or year. The sample timeline for implementation that follows is based on a YouthBuild program that begins its typical school year in the fall, illustrating how mentoring program activities fit into this overall program timeline. Programs with ongoing or year-round enrollment will need to adjust these activities accordingly. Regardless of your program's enrollment cycle, mentoring program activities should take place throughout the year so that students can receive as much mentoring as possible.

### July–September

- Local YouthBuild program hires mentoring coordinator and prepares person for his or her role.
- Mentoring coordinator attends annual YouthBuild USA National Mentoring
- Alliance training for hands-on training in evidence-based best practices for mentoring.
- Mentoring coordinator begins developing program materials, including a mentoring policy and procedure manual, application forms and other intake documents, mentor recruitment literature, and information for student and parent orientations.
- Mentoring coordinator meets with other YouthBuild staff members to determine what roles they can play in the mentoring program.
- Mentoring coordinator begins recruiting mentors from the community, partner organizations, groups of YouthBuild alumni, and individual youth sponsors.
- Mentors are screened and trained prior to the beginning of the year so that matches can be made as soon as possible, maximizing mentoring time.
- Data collection systems are developed (see Chapter 11 for details).
- Mentoring coordinator forms an advisory committee that can provide guidance to the program, access to new community partnerships, and other forms of support.
- Mentoring coordinator begins planning community service projects and other group or mentor-rich activities.
- Partnerships with community organizations are solidified in preparation for the coming year.
- All program participants (mentors, mentees, parents or guardians) fill out any initial assessments or pre-match baseline data collection tools.
- Data is collected and submitted quarterly to YouthBuild USA.

## **October–December**

- Mentoring coordinator begins matching all approved mentors and youth as soon as possible in the program year.
- Matches have a structured first meeting and mentoring relationships begin.
- Programs may wish to structure the first several meetings as either group activities or highly structured one-on-one meetings that provide icebreakers and easy relationship-building activities.
- Youth begin developing YouthBuild Life Plans with help of YouthBuild counselor or other designated staff. YouthBuild Life Plans are then shared with mentors.
- Mentoring coordinator checks in with mentors, mentees, and parents or guardians to see how matches are progressing.
- Post-match training is provided to all mentors, while other individualized support is provided to mentors and mentees as needed.
- First service activity takes place; other mentor-rich group activities are also provided.
- Mentoring coordinator continues to recruit community mentors in case youth need to be rematched or new students enter the program.
- Data is collected and submitted quarterly to YouthBuild USA.
- Biannual data is submitted to OJJDP.

## **January–March**

- Matches continue their meetings, building relationships and focusing on YouthBuild Life Plans.
- YouthBuild Life Plans are updated; match activities evolve accordingly.
- Mentoring coordinator continues regular check-ins with mentors, mentees, and parents or guardians to see how matches are progressing.
- Post-match training is provided to all mentors, while other individualized support is provided to mentors and mentees as needed.
- Mentoring coordinator provides occasional mentor recognition or match celebration events.
- Second service activity takes place; other mentor-rich group activities are also provided.
- Mentoring coordinator continues to recruit community mentors in case mentees need to be rematched or new students enter the program.
- Data is collected and submitted quarterly to YouthBuild USA.
- Biannual data is submitted to OJJDP.

## **April–June**

- Matches continue their meetings; third service activity takes place.
- Mentoring coordinator checks in with each match and confirms they are ready to transition into the post-graduation period. The mentoring coordinator should provide matches with any additional training or support so that they can continue to meet the 15-month match requirement. In some instances, students may choose to be matched with a new or additional self-identified mentor (someone they met through a mentor-rich activity) at this time.
- Mentees revise their YouthBuild Life Plans heading into graduation.
- All program participants fill out end-of-year data collection tools.
- Most matches continue past graduation. Program holds match celebration ceremonies for any matches that are ending at graduation and match commitment ceremonies for any new matches that will extend into post-graduation time.
- Quarterly data is submitted to YouthBuild USA.