



Partnership Application

Mentor Kansas, previously known as Kansas Mentors, is a statewide mentoring partnership that connects existing mentoring programs with one another and serves as a resource for communities wishing to start a program. Mentor Kansas believes that every young person deserves caring and supportive relationships in life to help him or her grow and develop into a thriving, productive and engaged adult. Mentor Kansas works to promote the great mentoring opportunities found throughout the state and fuel the quality and quantity of positive mentoring relationships available to young Kansans. Mentor Kansas also serves as the Kansas affiliate of MENTOR: The National Mentoring Partnership.

If you are operating a mentoring program for children and youth in Kansas, we strongly encourage you to join the network of partner mentoring programs. There is no cost associated with becoming a partner program. The application will take approximately 25 minutes to complete and will address the mentoring program's design and operational standards.

All Mentor Kansas Partner programs must meet the Mentor Kansas definition of mentoring:

A consistent, structured, stable relationship between youth and a caring role model(s) that involves regular, ongoing and ideally face-to-face meetings; and is focused on developing the character, capabilities and confidence of the young person(s).

Mentor Kansas does not assume responsibility or liability for the actions or inactions of individual mentoring programs. If you have any questions, please contact Mentor Kansas via e-mail (mentor@ksde.org) or by phone (785-368-6211). We also encourage you to visit the Mentor Kansas website (www.mentorkansas.org) to learn more and to request a free copy of the Elements of Effective Practice for Mentoring™.

Date			
Primary Contact Information			
Name			Title
Email Address			
Work Phone		Cell Phone	
Preferred Contact Method	<input type="checkbox"/> Work Phone	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Email <input type="checkbox"/> Text
Do we have permission to add your contact information to the Mentor Kansas Connection Newsletter and Listserv?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The Mentoring Connector is a free service and the only database of its kind designed to help quality youth mentoring programs across Kansas recruit volunteer mentors. Are you enrolled in the Mentor Connector database?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Interested		
Is your program part of another existing organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Organization Information			
Organization Name			
Address			
City and State		Zip Code	
Phone Number		Fax Number	
Year Mentoring Program Established			
Federal Tax ID or Employer Identification Number			
Organization Website			
Please list your social media platforms below (if available)			
Facebook		Instagram	
LinkedIn		Twitter	
Program Design			
Does your mentoring program align to Mentor Kansas' definition of mentoring?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe how your mentoring program aligns to Mentor Kansas' definition of mentoring. See page 1 for the Mentor Kansas definition of mentoring.			

Mentoring Model Used (check all that apply)	
<input type="checkbox"/> One-to-One	<input type="checkbox"/> E-Mentoring <input type="checkbox"/> Group
<input type="checkbox"/> Peer-to-Peer	<input type="checkbox"/> Team <input type="checkbox"/> Other (please specify) _____
Mentoring Location (check all that apply)	
<input type="checkbox"/> School-Based	<input type="checkbox"/> Faith-Based <input type="checkbox"/> Community/Site-Based
<input type="checkbox"/> Other (please specify) _____	
Grade level of mentee served (check all that apply)	
Elementary School	<input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Middle School	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
High School	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Post High School/College	
Other (please specify)	
Number of Matches and Mentors	
Number of Matches _____	Number of Mentors _____
Number of Mentees _____	Number on Waitlist _____
Please describe your population of youth served	
Frequency of meetings?	
Length of each meeting?	
Minimum duration of match?	
Which of the following do you recruit as potential mentors? (check all that apply)	
<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Community/General Public
<input type="checkbox"/> College Students	<input type="checkbox"/> Corporate Employees
<input type="checkbox"/> High School Students	<input type="checkbox"/> Older Adults/Retirees
<input type="checkbox"/> Other (please specify) _____	

Program Operational Standards

Which program systems do you have in place? (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Budgeting for Operations | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> Managing Program Finances | <input type="checkbox"/> Marketing and Communications |
| <input type="checkbox"/> Policies and Procedures | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> None of the Above | |

Does your program or host organization carry liability insurance? If no, please explain below.

- Yes No

The **Elements of Effective Practice for Mentoring (EPPM)** is a collection of research-informed practices for mentoring programs. It promotes overall program quality and strong mentoring relationships by recommending evidenced-based Standards and Benchmarks that programs can deliver.

Indicate your program's level of implementation in regards to the Elements of Effective Practice for Mentoring. **Refer to the benchmark checklist, included at the end of the packet, to rate your program.**

	Absent	Limited	Average	Good	Excellent
Recruitment					
Training					
Screening					
Matching and Initiating					
Monitoring and Support					
Closure					

What screening tools do you have in place for volunteers, mentors and staff?
(check all that apply)

	Volunteers	Mentors	Staff
National Sex Offender Public Website Check			
FBI Background Check			
KBI Background Check			
Kansas Courts Online			
Child Abuse and Neglect Registry Check			
Adult Abuse, Neglect and Exploitation Registry Check			
Driving Record			
Drug Screening			
Personal Reference Check			
Professional Reference Check			
Online or Written Application			
Interviews			
Home Visits			
None of the Above			

What training and resources are you interested in at this time?

Is there any other information about your program you would like to share?

Completed by: _____ Title: _____ Date: _____

Please return completed form to:

Paula Smith
Mentor Kansas Director
785-368-6211
psmith@ksde.org



The following list of benchmarks and standards have been adopted by Mentor Kansas as those that provide safe and effective mentoring relationship. Please review all that apply to assist the partner application rate of your program's implementation level. *Benchmarks are adapted from the [Elements of Effective Practice for Mentoring, 4th Edition](#).*

STANDARD 1: TRAINING

Benchmarks

MENTOR RECRUITMENT

- B.1.1** Program engages in recruitment strategies that realistically portray the benefits, practices, supports, and challenges of mentoring in the program.
- B.1.2** Program utilizes recruitment strategies that build positive attitudes and emotions about mentoring.
- B.1.3** Program recruit's mentors whose skills, and backgrounds best match the goals and structure of the program.
- B.1.4** Program encourages mentors to assist with recruitment efforts by providing them with resources to ask individuals they know, who meet the eligibility criteria of the program, to be a mentor.

- B.1.5** Program trains and encourages mentees to identify and recruit appropriate mentors for themselves, when relevant.

MENTEE AND PARENT OR GUARDIAN RECRUITMENT

- B.1.6** Program engages in recruitment strategies that realistically portray the benefits, practices, supports, and challenges of being mentored in the program.
- B.1.7** Program recruit's mentees whose needs best match the services offered by the program.

Standard 2: Screening

BENCHMARKS

MENTOR SCREENING

- B.2.1** Program has established criteria for accepting mentors into the program as well as criteria for disqualifying mentor applications.

- B.2.2** Prospective mentors complete a written application that includes questions designed to help assess their safety and suitability for mentoring a youth.

- B.2.3** Program conducts at least one face-to-face interview with each prospective mentor that includes questions designed to help the program assess his or her suitability for mentoring a youth.

- B.2.4** Program conducts a comprehensive criminal background check on perspective adult mentors, including searching a national criminal records database, along with sex offender and child abuse registries and, when relevant, driving records.

B.2.5 Program conducts reference check interviews with multiple adults who know the applicant (ideally, both personal and professional references) that include questions to help assess his or her suitability for mentoring a youth.

B.2.6 Prospective mentors agree in writing to a one-year (calendar or school) minimum commitment that is required by the mentoring program.

B.2.7 Prospective mentors agree in writing to participate in face-to-face meeting with their mentees that average a minimum of once a week and a total of four or more hours per month over the course of the relationship, or at a minimum frequency and amount of hours that are required by their mentoring program.

MENTEE SCREENING

B.2.8 Program has established criteria for accepting youth into the program as well as criteria that would

disqualify a potential youth participant.

B.2.9 Parent(s)/guardian(s) complete an application or referral form.

B.2.10 Parent(s)/guardian(s) provide informed permission for their child to participate.

B.2.11 Parent(s)/guardian(s) and mentees agree in writing to a one-year (calendar or school) minimum commitment for the mentoring relationship, or the minimum time commitment that is required by the mentoring program.

B.2.12 Parent(s)/guardian(s) and mentees agree in writing that mentees participate in face-to-face meetings with their mentors that average a minimum of once a week and a total of four or more hours per month over the course of the relationship, or a minimum frequency and amount of hours that are required by the mentoring program.

STANDARD 3: TRAINING

BENCHMARKS

MENTOR TRAINING

B.3.1 Program provides a minimum of two hours of pre-match, in-person, mentor training.

B.3.2 Program provides pre-match training for mentors on the following topics:

a. Program requirements (e.g., match length, match frequency, duration of visits, protocols for missing, being late to meetings, and match termination)

b. Mentors' goals and expectations for the mentee, parent or guardian, and the mentoring relationship.

c. Mentors' obligations and appropriate roles.

d. Relationship development and maintenance.

e. Ethical and safety issues that may arise related to the mentoring relationship.

- f.** Effective closure of the mentoring relationship.
- g.** Sources of assistance available to support mentors.
- h.** Opportunities and challenges associated with mentoring specific populations of youth (e.g., children with an incarcerated parent, youth involved in the juvenile justice system, youth in foster care, high school dropouts), if relevant.
- i.** Initiating the mentoring relationship.
- j.** Developing an effective, positive relationship with mentee's family, if relevant.
- B.3.3** Program provides pre-match training for the mentor on the following risk management policies that are matched to the program model, setting, and population served.
- a.** Appropriate physical contact
- b.** Contact with mentoring program (e.g.,

- who to contact, when to contact)
- c.** Relationship monitoring requirements (e.g., response time, frequency, schedule)
- d.** Approved activities
- e.** Mandatory reporting requirements associated with suspected child abuse or neglect, and suicidality and homicidally
- f.** Confidentiality and anonymity
- g.** Digital and social media use
- h.** Overnight visits and out of town travel
- i.** Money spent on mentee and mentoring activities
- j.** Transportation
- k.** Emergency and crisis situation procedures
- l.** Health and medical care
- m.** Discipline
- n.** Substance use
- o.** Firearms and weapons

- p.** Inclusion of others in match meetings (e.g., siblings, mentee's friends)
- q.** Photo and image use
- r.** Evaluation and use of data
- s.** Grievance procedures
- t.** Other program relevant topics
- B.3.4** Program uses training practices and materials that are informed by empirical research or are themselves empirically evaluated.

STANDARD 4: MATCHING

BENCHMARKS

- B.4.1** Program considers the characteristics of the mentor and mentee (e.g., interests; proximity; availability; age; gender; race; ethnicity; personality; expressed preferences of mentor, mentee, and parent or guardian; goals; strengths; previous experiences) when making matches.

B.4.2 Program arranges and documents an initial meeting between the mentor and mentee as well as, when relevant, with the parent or guardian.

B.4.3 Program staff member should be on site and/or present during the initial match meeting of the mentor and mentee, and, when relevant, parent or guardian.

B.4.4 Mentor, mentee, a program staff member, and, when relevant, the mentee's parent or guardian, meet in person to sign a commitment agreement consenting to the program's rules and requirements (e.g., frequency, intensity and duration of match meetings; roles of each person involved in the mentoring relationship; frequency of contact with program), and risk management policies.

STANDARD 5: MONITORING AND SUPPORT

BENCHMARKS

B.5.1 Program contacts mentors and mentees at a minimum frequency of twice per month for the first month of the match and once a month thereafter.

B.5.2 At each mentor monitoring contact, program staff should ask mentors about mentoring activities, mentee outcomes, child safety issues, the quality of the mentoring relationship, and the impact of mentoring on the mentor and mentee using a standardized procedure.

B.5.3 At each monitoring contact, program should ask about mentoring activities, mentee outcomes, child safety issues, the quality of the mentoring relationship, and the impact of mentoring on the mentee using a standardized procedure.

B.5.4 Program follows evidence-based protocol to elicit more in-depth assessment from mentors and mentees about the quality of their

mentoring relationships, and uses scientifically-tested relationship assessment tools.

B.5.5 Program contacts a responsible adult in each mentee's life (e.g., parent, guardian, or teacher) at a minimum frequency of twice per month for the first month of the match and once a month thereafter.

B.5.6 At each monitoring contact with a responsible adult in the mentee's life, program asks about mentoring activities, mentee outcomes, child safety issues, the quality of the mentoring relationship, and the impact of mentoring on the mentee using a standardized procedure.

B.5.7 Program regularly assesses all matches to determine if they should be closed or encouraged to continue.

B.5.8 Program documents information about each mentor-mentee meeting including, at a minimum, the date, length, and

description of activity completed.

B.5.9 Program provides mentors with access to relevant resources (e.g., expert advice from program staff or others, publications, Web-based resources, experienced mentors) to help mentors address challenges in their mentoring relationships as they arise.

B.5.10 Program provides mentees and parents or guardians with access or referrals to relevant resources (e.g., expert advice from program staff or others, publications, Web-based resources, available social service referrals) to help families address needs and challenges as they arise.

B.5.11 Program provides one or more opportunities per year for post-match mentor training.

B.5.12 Program provides mentors with feedback on a regular basis regarding their mentees' outcomes and

the impact of mentoring on their mentees to continuously improve mentee outcomes and encourage mentor retention.

STANDARD 6: CLOSURE

BENCHMARKS

B.6.1 Program has a procedure to manage anticipated closures, when members of the match are willing and able to engage in the closure process.

B.6.2 Program has a procedure to manage unanticipated closures, when members of the match are willing and able to engage in the closure process.

B.6.3 Program has a procedure to manage closure when one member of the match is unable or unwilling to engage in the closure process.

B.6.4 Program conducts exit interview with mentors and mentees, and when relevant, with parents or guardians.

B.6.5 Program has a written policy and procedure, when relevant, for managing rematching.

B.6.6 Program documents that closure procedures were followed.

B.6.7 Regardless of the reason for closure, the mentoring program should have a discussion with mentors that includes the following topics of conversation:

a. Discussion of mentors' feelings about closure

b. Discussion of reasons for closure, if relevant

c. Discussion of positive experiences in the mentoring relationship

d. Procedure for mentor notifying the mentee and his or her parents, if relevant, far enough in advance of the anticipated closure meeting to provide sufficient time to adequately prepare the mentee for closure

- e.** Review of program rules for post-closure contact
- f.** Creation of a plan for post-closure contact, if relevant
- g.** Creation of a plan for the last match meeting, if possible
- h.** Discussion of possible rematching, if relevant
- B.6.8** Regardless of the reason for closure, the mentoring program should have a discussion with mentees, and when relevant, with parents or guardians that includes the following topics of conversation:
 - b.** Discussion of reasons for closure, if relevant
 - c.** Discussion of positive experiences in the mentoring relationship
 - d.** Procedure for notification of mentor, if relevant, about the timing of closure
 - e.** Review of program rules for post-closure contact

- f.** Creation of a plan for post-closure contact, if relevant
- g.** Creation of a plan for the last match meeting, if possible
- h.** Discussion of possible rematching, if relevant
- B.6.9** Program has a written public statement to parents or guardians, if relevant, as well as to mentors and mentees that outline the terms of match closure and the policies for mentor/mentee contact after a match ends (e.g., including contacts using digital or social media).

Note: Benchmarks are adapted from the [Elements of Effective Practice for Mentoring, 4th Edition](#) (click to access the full checklist).