**T/MC profile**

**St. Joe’s: A program with great In-sight**

Sister Stephanie Schmidts has something to prove. As outreach minister for a school-affiliated tutor and mentoring program that sits in the shadows of Cabrini-Green, she has spent the last eight years illustrating the effectiveness after-school tutoring and mentoring programs exhibit in supplementing the daily tradition of classroom teaching.

Matching kindergarten through 8th grade students of St. Joseph’s Elementary School with volunteer adults from the surrounding community in a program called In-sight, Sister Stephanie along with staff and volunteers claim boosting the academic performance levels of student participants as well as the enthusiasm of its volunteers.

"Teachers are involved in the program by sharing their skills with volunteers and giving them a background of the students," says Sister Stephanie. "We are also in close contact with parents, and encourage volunteers to develop a relationship with them as well."

Each volunteer is matched, one-to-one, with a student, meeting Tuesdays from 6 to 7 p.m. and Saturdays from 10:30 to 11:30 a.m. In interviewing each volunteer upon initial registration, the program determines if there is an age group they prefer working with. With teachers instilling a tutoring agenda which parallels what each student is working on in school, a quarterly report submitted by each volunteer ensures a measuring stick to progress.

Working in tandem with the school's daily activities is what sets this program apart from others, according to Sister Stephanie. "It enhances the program when you have support coming from all ends," she says.

*Continued on back page*

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**Fall T/MC conference sails into Shedd Aquarium with wave of support**

Leaders and volunteers representing nearly 150 tutor/mentor programs throughout Chicago, plus programs of the Illinois Intergenerational Initiative, will gather for a sharing of ideas and resources on Friday and Saturday, November 11-12, 1994 at the Shedd Aquarium, 1200 South Lake Shore Drive.

Spurred by the enthusiastic response of the Saturday’s session welcomes volunteers and first TutorMentor Leadership Conference, held May 14 at Catholic Charities, the fall conference has expanded to two days. This enables program leaders more time to network and more sessions to attend, and offers volunteers the opportunity to network and participate in tutor/mentor training workshops.

The TutorMentor Leadership Conference will showcase some of the best work going on around the city, with a particular interest on replication. The workshops are being designed with time to probe ideas and talk with program leaders about how to plan and strategize programs. It’s a great opportunity to see how other programs operate, build supportive networks and integrate new ideas into your own programs.

**Friday’s session** is aimed at program leader: Featured topics and guest speakers will focus on strategic planning and funding, recruiting and retention of volunteers, program activities and training and evaluation.

**Saturday’s session** welcomes volunteers and program staff for more networking. Training workshops will provide practical, hands-on tips for: reading and writing initiatives for elementary and high school students, science and math activities, and a demonstration of performing arts as a teaching tool.

Participation in the T/MC Leadership Conference is by invitation only. There is no fee. If you did not receive an invitation and would like to attend, please call...

312-467-2889
TUTOR/MENTOR PROGRAMS

Chicago Programs Directory — 2nd Edition distributed!

Sept. 26, 1994—"I received a copy of the Chicago Programs Directory in the mail today. May I congratulate you and your staff for developing and providing another excellent resource book. If possible, I am requesting four (4) additional copies to distribute to my ancillary staff. Your directory will give them immediate access to pertinent information needed for referrals. Thank you." Garland M. Cleggett, Urban Youth High School, Chicago, Ill.

That's the type of response the Second Edition of the Chicago Programs Directory is generating. We hope you are finding the directory just as helpful.

Although we feel the Directory is the most comprehensive listing of Tutor/mentor programs in Chicago, we don't claim that it yet has ALL, or even most programs. That is where we need your help. If you know of other tutor/mentor programs operating in churches, businesses or clubs, please fax contact information to the T/MC, or put the leaders of those programs in touch with us. At the same time, help us keep your information up-to-date by sending address, description and/or personnel changes to the T/MC office at Cabrini Connections. (FAX 467-7542)

The Chicago Programs Directory is just part of the T/MC action plan. Information developed through the T/MC 1994 survey was used to provide WMAQ-TV News and Chicagoland Cable TV with comparisons of service levels for the Cabrini-Green and Roseland areas.

By this strategy we intend to focus volunteer and business resources on the many neighborhoods which need our programs, but are most often ignored by the media spotlight.

All programs and public schools received one FREE copy of the Chicago Programs Directory. If you would like to receive additional copies, please send $3 per copy to:

Cabrini Connections
Tutor/Mentor Connection
C/o Montgomery Ward
535 W. Chicago Ave.,
21-N
Chicago, IL 60610

Your $3 will help keep production and mailing costs low so that we can continue to provide updated editions to your at no cost. Thank you.

Programs listed in the Directory also received a FREE copy of BEST PRACTICE, developed by National-Louis University and the Chicago Project on Learning and Teaching. Five additional back-issues of BEST PRACTICE will be reserved for each program that attends the Fall T/MC Leadership Conference.

Calling for help through the T/MC network

Raising three teenaged sons in a South Side neighborhood that's seen it's share of crime and violence, Yvette Anderson was inspired to act. Between her 9 to 5 office job and her mother, she has spent the past year struggling to initiate a community movement to help kids in her neighborhood.

With advice from T/MC's Dan Bassill, Anderson developed a plan of attack to establish a tutor/mentor program in her New City neighborhood, which lies from 35th to 55th streets between Western Ave. and the Dan Ryan Expressway. It hasn't been easy, Anderson says, "But I'm not getting discouraged. It just means I have to try another way." What she's tried includes running for community posts in seeking avenues to make her crusade happen. "My sons have had friends killed," she says. "It's gotten to the point that it's no longer a big deal. There's something wrong with that," she says. Anderson hopes her involvement with the Tutor/Mentor Connection gives her ideas for a new direction while introducing her to volunteers and business leaders who may be willing to help. "At this point," she says, "I really need to get some people to behind this with me."

For information on how you can help Ms. Anderson, call the Tutor/Mentor Connection at 312.467.2889.

The Near North, including Cabrini-Green, has more than 14 tutor/mentor programs with an estimated 1400 kids participating—most in one-on-one tutor/mentor settings.

FALL T/MC CONFERENCE at Shedd Aquarium

NOV. 11 AND 12TH. PLAN TO ATTEND!
Go Back-to-School

Hints for effective recruiting

Volunteers are the backbone and heart of any Tutor/Mentor Program. An effective recruiting strategy is aimed at recruiting enough volunteers to meet your initial enrollment of students, then continuing to recruit to retain volunteers who have joined and find new volunteers to replace those who leave during the year. The following is only a sample of objectives and strategies that could be duplicated.

SAMPLE OBJECTIVES

- Continue to increase the qualifications and motivation of every volunteer
- Recognize, thank and reinforce volunteers with goal of retaining 85% who begin in October.
- Increase the participation of minority men to 15% total.
- Recruit more than 60% of the tutors from the previous year (2003) to achieve success.
- Provide program of reward and recognition that continues to motivate volunteers to participate as tutors and in all levels of program development.

SUGGESTED STRATEGIES

- Involve veteran volunteers. As you invite them to return for another year encourage each to bring one or two friends.
- Get your program listed with the Chicago area United Way Volunteer Center (312-906-2424), and your local United Way Volunteer Center.
- Work with neighbor and area volunteer organizations to set up volunteer fairs at churches and businesses in your area.
- Recruit college students. Many local colleges have volunteer placement centers.
- Organize your volunteers into teams. Encourage them to meet at their work site to review strategies and reinforce each other. NOTE: Teams of corporate volunteers can also be your number one source of financial support.
- Learn to recruit the older adult volunteer. Target nursing homes, retiree communities and retiree newsletters published by corporations and associations that support retirees. For more ideas, attend the Fall T/MC conference.
- Recognize that there are needs in your organization for volunteers who might not be tutors or mentors. Develop job descriptions for you newsletter, fund raisers, office help, training manager and volunteer contact/recruiting team.
- Include your students in your volunteer plan.
- Reciprocate. Use the T/MC Chicago Programs Directory to refer volunteers to other programs if yours does not offer a perfect match.
- Help the volunteer succeed. Volunteers who are satisfied with the time they commit will usually stay with you longer, grow more committed and sometimes become your most important leaders. Find ways to make volunteer roles flexible to fit busy work schedules, travel and vacation.
- Never stop recruiting. Even if you have a full complement of volunteers, you should not shut down your recruiting effort.

Two measures of the success of your volunteer recruitment:

1) You end the year with more volunteers than you started with; and
2) You build a growing percent of veteran volunteers who rejoin your program every year.

Suggestions for tutor/mentor success

A successful tutor/mentor:

- Makes and keeps personal commitment to be a tutor/mentor for an extended period of time—six months to one year minimum.
- Regularly attends scheduled meetings with student. Does not make promises or commitments to student that cannot be kept.
- Continually builds personal tutor/mentor skills by attending training opportunities and utilizing available printed resources.
- Accepts personal responsibility for being informed of program activities, resources and rules. Shares that information with student.
- Spends time between sessions developing goals and activities for each meeting with student.
- Puts student first, concentrating on his or her needs and problems.
- Builds success into the structure of each interaction and/or meeting with the student.
- Respects individuals, their abilities and their right to make their own choices in life.
- Is student's friend, but not buddy, challenging him or her to do their best, accepting responsibility and avoiding activities that could be harmful.
- Listens and accepts different points of view, non-judgemental.
- Brings creativity and initiative to tutor/mentor activities and sees solutions and opportunities as well as barriers.
- Flexible and open in dealing with student, other volunteers and program leaders.
- Seeks to offer constructive criticism, solutions and personal involvement in improving effectiveness of tutor/mentor activities.
- Does not become quickly discouraged. Some student behavior patterns may take a long time to develop. Understands that some improvements may be obvious, but permanent change comes slowly.

Using the T/MC map to pinpoint program sites, Kevin Ballard of After School Action Network recruits at the Sept. 9th United Way/Lipton Volunteer Fair.
In-sight continued from page 1

Participation is high for students and volunteers, Sister Stephanie says. "We aim for 100% participation from students and have recently reached 95%." More than 200 volunteers, who tend to come from the Near North Side, are never hard to find, according to Sister Stephanie. "Many (volunteers) feel as if they've received better educational treatment than most, and they want to give back."

One way in bettering the participation among students, Sister Stephanie says, is by offering sign-ups for the program at the same time as registration to the school. The strategy is to encourage students, teachers and parents of students to see the program as another aspect of the school's services.

Sister Stephanie asserts that other schools, both public and private, could take a lesson from the successes of In-sight. She agrees the concept of equipping each and every school with a similar initiative made up of volunteers from a particular school's community is a viable approach to bolstering an education system that's often criticized for its limitations. Though a few catholic schools have approached Sister Stephanie about establishing similar programs, she doesn't know of any which have attempted to do so.

"There are plenty of people willing to help," says Sister Stephanie, citing similar support of the school's Hi-sight program, which services the needs of high school students. "It's just a matter of doing it."

EDITOR'S NOTE:
In-sight is one of more than 100 tutor/mentor programs to respond to the T/MC 1994 survey. It is also one of the best examples of a school partnership with an after-school tutor/mentor program.

This model is an example of a type of tutor/mentor program that could be formed in neighborhoods with few business sites to host programs—such as Chicago's South or Southwest Side, where the T/MC survey shows few programs within a large area of need.

We encourage neighborhoods which lack the business support and resources available to communities like Cabrini-Green to look at their network of public and private schools as potential hosts for tutor/mentor programs which could be supported by volunteer teams from downtown corporations.

For more information on In-sight, call 312.787.7174 or come to the Nov. 11 and 12th conference at Shedd Aquarium.

T/MC profile

Have ideas for motivating students or volunteers? Is there a program leader you'd like to profile? A concept you'd like to toss out there?

This column's for you! We're looking for contributions to use as T/MC profiles in future reports--up to 500 words--with information T/MC readers might like to know.

For example, we're interested in learning about effective parent involvement in tutor/mentor programs. Do you have a good example to share?

Or do you want to profile a student who has succeeded with your help? Here's the place to brag, beg or borrow.

Send your story to: Cabrini Connections, c/o Montgomery Ward, Attention: News Link, 535 W. Chicago Ave., 21-N, Chicago, IL 60610.

Note: all submissions will become property of Cabrini Connections, and will be used to promote tutoring and mentoring in Chicago and throughout America.

Volunteer training opportunities:

- Sat., Oct. 15, 8:30 a.m.
  Fourth Presbyterian Church's fall Tutors Workshop at the Guest Quarters Hotel, 198 E. Delaware. Keynote speaker Bill Bowman, President of Near North Little League--feated coach in the book Hardball by Dan Coyle--a profile of the little league's season in Cabrini Green.

Special break-out sessions begin at noon and include discussion on topics such as;
  How to tutor reading, math and computers.
  For more information and to RSVP, call Kelly at 312.787.2729 ext. 220.

- Sat., Nov. 12, 8:30 a.m.
  T/MC training at Shedd Aquarium. See page 1 for details.

If you would like to list workshops or conferences sponsored by your organization, please FAX or mail a brief workshop description, plus dates, times and locations of such functions to the T/MC.

T/MC 10-POINT PLAN

1. DATA GATHERING
Develop a research process to determine current sites of tutoring and mentoring services throughout Chicago, and create an on-line, geographic database that illustrates differing levels of service and need in individual communities.

2. DATA MAPPING
Develop Geographic Information System (GIS) maps showing tutoring and mentoring sites in each Chicago neighborhood, as well as potential host sites for new programs.

3. DATA APPLICATION
Compare levels of service and need in each community area and use this information to rally community leaders, corporations, foundations and government leaders to support development of tutoring and mentoring programs, especially in areas where they are most needed.

4. PROGRAM PROMOTION AND FUND RAISING
Create promotional materials to mobilize community volunteers to become active in new and established tutor/mentor programs and to generate funding to support on-going operations of these programs.

5. CORPORATE INVOLVEMENT
Encouraging corporations to become sponsors of tutoring/mentoring programs, in the manner that Montgomery Ward and The Quaker Oats Company currently support tutoring programs in Cabrini-Green.

6. CITY-WIDE CONFERENCE
Stage an annual city-wide conference to share proven tutoring and mentoring strategies and encourage networking among program leaders.

7. TRAINING
Provide group training seminars and workshops for volunteers who serve as tutors and mentors at various program sites throughout the city. The workshops, designed and presented by Columbia College of Chicago faculty, will supplement training offered by differing programs and will be offered as lunch-time learning where the volunteers work.

8. DIRECTORY OF PROGRAMS
Develop a comprehensive directory of tutoring and mentoring programs to serve as a baseline of services currently available and for developing a marketing plan to increase services where they do not exist.

9. MEDIA RELATIONS
Create editorial materials and work with Chicago-area media to secure media coverage of the need for tutoring and mentoring programs, the strategies used by successful programs and the neighborhoods in need of additional services.

10. MEASUREMENT
Develop an annual "scorecard" to measure the yearly change in service availability in individual neighborhoods. The index will be a means for T/MC to demonstrate changes in levels of service.

TUTOR/MENTOR CONNECTION

All T/MC activities are fully funded by Cabrini Connections, a not-for-profit corporation. Contributions from area corporate, foundation and individual donors is crucial to sustaining this effort. For information on becoming a sponsor, call 312.467.2889.