Tutor/Mentor Connection Annual Tutor/Mentor Program Profile Survey

The Tutor/Mentor Connection has been using a simple questionnaire since 1993 to try to learn who operates volunteer-based tutor/mentor programs in Chicago, and where they are located. We share this information in an interactive, map-based locator in an attempt to help each program attract needed resources to constantly improve what they do while at the same time helping new programs grow in underserved areas. See this at http://www.tutormentorprogramlocator.net

Our aim is to help leaders use this information to build strategies that help constantly improving programs grow.

We need to understand:

• What programs operate
• What age groups do they serve
• Where are they located
• How many youth and volunteers are involved
• What type of tutoring and/or mentoring do they offer

• Which programs include arts, technology, music, writing and other unique learning strategies
• How long has each program been in operation; how many are less than 3 years old; how many are between 4 and 8 years old; how many have operated 9 or more years
• How do programs show what they do via their web sites
• How many point to research links on their web sites to demonstrate why they do what they do
• How many intend to transform what volunteers do as part of a strategy to increase what they can do to help kids
• Who funds these programs; who could fund them?

Our aim is to make this information available along with our maps so that anyone can use it to help volunteer-based tutor/mentor programs grow in more places where they are needed. As we learn more and have more resources we seek to constantly add new questions to expand the community-wide understanding of the universe of volunteer-based tutor/mentor programs.

If you operate a volunteer-based tutor/mentor program please fill out the survey on the following pages to tell us about your program.
This survey is also available on-line in the Program Locator section of http://tutormentorprogramlocator.net/Portal2008/login.asp. Email tutormentor2@earthlink.net to schedule a phone meeting where you can be registered and shown how to fill out the survey on-line.

**Tutor/Mentor Connection (T/MC) TUTOR/MENTOR PROGRAM PROFILE for the School Year Ending _____**

Please complete one PROGRAM PROFILE for each site you operate. Information from the PROFILE is used to update the On-Line T/MC Directory, and to provide information your organization can use to build a case for its services in different parts of the city. Please return your completed PROGRAM PROFILE to Tutor/Mentor Institute, LLC, Merchandise Mart PO Box 60654. Email tutormentor2@earthlink.net with questions.

**Background: Please identify your name and program:**

Agency: ______________________________________
Program/Unit ______________________________________
Address ______________________________________
City _________________ Zip Code ____________
Phone: _______________ Fax:________________
E-Mail ____________________________________
Web Site ULR ________________________________
Your name: ______________________________________
Title: ______________________________________
Date Program Profile was completed ________________

**II. The Mission:**

1. Please provide a 50 word description of your tutor/mentor program’s services, hours of operation, meeting place and age group served. This information will appear in Program Locator Directory at http://www.tutormentorprogramlocator.net/Prgloc.aspx. This can be an attachment.

2. If you have an annual plan, or strategic plan that shows your Tutor/Mentor program’s mission, action plan and expected outcomes, please include that information with your survey.
3. If you have an Internet web site, please provide the ULR address. The Tutor/Mentor Connection will build a link from its site to yours. The T/MC invites you to do the same. This can create tremendous new visitors to your site, the T/MC site and other tutor/mentor programs throughout the city.

III. The Program:

4. Please mark the description that best matches the type of program you offer (mark only one).

___A. Pure Academic (Tutoring) Program. Focuses on homework and the fundamentals: reading, writing and arithmetic, and improving grades and high school/college entry. Normally in a group setting; does not emphasize a long-term personal relationship between the tutor and child.

___B. A Mixture of Academic (Tutoring) and Mentoring. Focuses on one-on-one mentoring as well as improving grades. May also involve field trips, speakers, arts, technology, college and career readiness programs, etc. Youth usually meet at a central site. Most youth work with the same tutor or mentor each week, usually in a one-on-one or in a small group setting.

___C. Pure Mentor Program. Youth are usually in a one-on-one partnership with an adult volunteer. May also feature field trips, field trips, or motivational speakers. Scholastic achievement not a primary goal.

___D. Alternative School and/or School-based Program. A learning center or program that takes place at a public or private school during the school day or directly after school.

___E. Recreation or Sports Program. Usually at a community center or club, offering constructive use of after-school hours. Academics are not part of primary mission.

5. In addition to the primary service described above, your program also includes one or more of components of your program. (Mark all that apply)

- 5a ___ Computer Technology Center. Youth use computers for homework, networking, on-line mentoring and/or to develop workplace computer skills
- 5b ___ Arts Program – youth participate in writing, drawing, photography, theater and or video creation as part of a regular mix of services
- 5c ___ College and Career Readiness program
- 5d ___ Work skills/apprentice program
- 5e ___ Other (describe ____________________________ ________________________________ )
- 5f _____ none of the above
6. Which of the following services are provided by your tutor/mentor program? Please check all that apply.

____ A safe place for children to learn and grow
____ An ongoing relationship with a caring adult or mentor, tutor or coach
____ A marketable skill through effective education
____ A healthy start
____ An opportunity to give back through community service

7. For how many years has your program offered these services in the neighborhood(s) you currently serve? (check one)

__Less than 1 year
__1 to 2 years
__3 to 4 years
__5 to 6 years
__7 to 10 years
__More than 10 years

IV. The Youth:

8. Currently, how many youths are regularly participating in your program? _______

How many, according to grade? ___Elementary (K-5) ___Jr. High (6-8) ___Sr. High (9-12)

9. How many youths were regularly participating at the same time one-year ago? _______

How many by grade? ___ Elementary(K-5) ___ Jr. High(6-8) ___Sr. High(9-12)

10. During what time(s) does your program offer tutor/mentor programs? (check all that apply)

___ Afternoon ___ Evenings ___ Weekends ___ Other (please specify)_______________ ___

11. How many of your youth are in one-on-one adult/youth matches? _______

How many are not in such matches? ______

12. Please provide percentages showing the racial composition of youth in your program.

___ African American
___ Latino
___ Caucasian
___ Asian
___ Other
V. The Volunteers:

13. How many volunteers are regularly participating in your program as tutors and/or mentors (as of May 10)?
   _____ current number of tutors/mentors (at end of _____________ school yr.)
   _____ average percent participating at regular sessions

14. How many of your volunteer tutors/mentors were regularly participating in your program at this time last year?
   _____ Previous school year # of volunteers   _____ Previous school year average participation

15. What is the average amount of time per week that a volunteer tutor/mentor spends one-on-one with a youth?
   1-2 hrs/week _____
   2-4 hrs/week _____
   Over 4 hrs _____
   Volunteers meet with youth two times a month _____
   Volunteers meet with youth only once per month _____

16. For your volunteer population, provide percentages for all categories applicable (if available)

   Age Range
   12-19 _____
   20-35 _____
   36-50 _____
   51+ _____

   Racial Composition

   African American _____
   Latino _____
   Caucasian _____
   Asian _____
   Other _____

17. On average, how long are tutor/mentor volunteers active with your program? (check one)

   Less than 1 year(1) _____
   1 to 2 years(2) _____
   3 to 4 years(3) _____
   5 to 6 years(4) _____
   7 to 10 years(5) _____
   10 or more years
(6) VI. Program Administration

18. In which of the following events did your organization participate during the past 12 months?

___ November Tutor/Mentor Leadership Conference
___ May Tutor/Mentor Leadership Conference
___ Visit www.tutormentorconnection.org web site
___ Visit http://tutormentorconnection.ning.com site
___ Not aware of these

19. Please describe up to three workshops topics that you would like to have presented at a Tutor/Mentor Leadership Conference and that would motivate your staff and volunteers to attend:
The information that is collected and shared by the Tutor/Mentor Institute, LLC and Tutor/Mentor Connection is intended to help volunteers, donors, policy makers and program leaders have a better understanding of why volunteer-based tutor/mentor programs are needed, where they are located, what level of service is available for different age groups, or in different areas, etc.

By sharing this in a variety of communications program our aim is to increase the flow of talent, dollars and technology to all volunteer-based tutor/mentor programs and strengthen the infrastructure needed to sustain long-term mentoring programs and relationships between youth and adult volunteers.

Join in on-line forums and become active in this project.

Survey of tutor/mentor program needs -
http://tutormentorconnection.ning.com/forum/topics/tutormentor-survey-most

Does your web site help communicate what you do?

Join these groups or create new sub groups reflecting your own geography or background. http://tutormentorconnection.ning.com/groups

If you use this information to learn how to better describe the work your organization does on your own web site, it will become a destination that attracts more people who will help you. If you sent your web site and/or blog link to Tutor/Mentor Institute, LLC we will put it on our http://www.tutormentorconnection.org web site and include it with the program description we post on the Tutor/Mentor Program Locator, which is intended to draw visitors to your site. The information you provide can convert them into volunteers and supporters.

Help us build visits to the Program Locator and on-line resources we offer. Add the http://www.tutormentorexchange.net link to your web site and add the http://tutormentor.blogspot.link to your blog list.

If you have questions EMAIL tutormentor2@earthlink.net

Want to become a sponsor?  See http://www.tutormentorexchange.net/donations

Tutor/Mentor Institute, LLC, Tutor/Mentor Connection
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