

REACH Coordinator Resources



Sample Mentor Assessment Summary

Name: _____ Date: _____

Screening Materials	Date Sent to Applicant	Date Rec'd From Applicant	Date Sent to Agency	Date Item Completed
Written Application				
Copy of Driver's License				
Proof of Auto Insurance				
Information Release				
Personal References				
Interest Survey				
DMV Release Form				
Criminal History Release Form				
Child Abuse & Neglect Release Form				
Sexual Offender Release Form				
Volunteer Interview				
Personal Reference Interview				
Personal Reference Interview				
Personal Reference Interview				
Acceptance/Rejection Letter				

Eligibility Criteria

Does the applicant meet each of the eligibility criteria? Please check the appropriate box.

Yes	No	Eligibility Criteria
		18 years of age or older
		Resides/works in the metro area
		Willing to adhere to program policies and procedures
		Agrees to a minimum of one school year commitment
		Commits to weekly mentoring sessions with mentee
		Completed screening procedure

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		Agrees to attend required training sessions
		Willing to communicate regularly with program coordinator and complete weekly meeting and activity information log
		Has clean criminal history
		Has never been accused, arrested, charged, or convicted of child sexual abuse

Yes	No	Eligibility Criteria (cont.)
		Has not been convicted of a felony in past seven years
		Does not use illicit drugs
		Does not use alcohol or controlled substances inappropriately
		Is not in treatment for substance abuse. Has had a non-addictive period for at least the past five years
		Has not been hospitalized for a mental disorder in past three years
		Has not falsified information during screening process

Does the mentor applicant meet all eligibility criteria? Yes _____ No _____

If no, are there any mitigating circumstances?

General Assessment Areas

Did the applicant relate appropriately to the program staff during the following steps?

- Initial contact and inquiry
- Orientation
- Interview

Did the applicant complete the screening process with ease and appropriateness?

Are his/her reasons for wanting to be a mentor appropriate?

Is the applicant's personal and professional life appropriate and stable?

Does the applicant exhibit qualities of open-mindedness, flexibility, and emotional stability?

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Does the applicant have experience working with youth?

Did the applicant's references speak well of him/her?

Does the individual have appropriate age-related interests and ability?

Overall comments:

Recommendation:

Recommendation to Approve: Yes: _____ No: _____

Reasons Why:

Approval:

Approved: Yes: _____ No: _____

By: _____

By: _____

By: _____

Date: _____