



# PlusONE Mentors Program

SHASTA FAMILY YMCA



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## Mentor Reporting Form

This is a monthly reporting form. It must be turned in at the end of each month. Please fill it out completely. For each visit you may write as much or as little as you would like. Just let us know generally what you did on that visit. Be sure to let us know the number of hours you spent together, even if it is just an approximation. **(Please fill this report form out and mail to PlusONE Mentors at address above.)**

Mentor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mentee's Name: \_\_\_\_\_ Month of: \_\_\_\_\_

### Visit 1

Date: \_\_\_\_\_ Hours Spent: \_\_\_\_\_ Mileage \_\_\_\_\_ \$ Amount spent on this meeting \_\_\_\_\_

Summary of Activities: (Please use the back of this form if you need more room)

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### Visit 2

Date: \_\_\_\_\_ Hours Spent: \_\_\_\_\_ Mileage \_\_\_\_\_ \$ Amount spent on this meeting \_\_\_\_\_

Summary of Activities: (Please use the back of this form if you need more room)

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### Visit 3

Date: \_\_\_\_\_ Hours Spent: \_\_\_\_\_ Mileage \_\_\_\_\_ \$ Amount spent on this meeting \_\_\_\_\_

Summary of Activities: (Please use the back of this form if you need more room)

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### Visit 4

Date: \_\_\_\_\_ Hours Spent: \_\_\_\_\_ Mileage \_\_\_\_\_ \$ Amount spent on this meeting \_\_\_\_\_

Summary of Activities: (Please use the back of this form if you need more room)

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**Dear Mentor: At the end of each month, please answer the following questions based on your observations or discussions with your mentee.**

1. How many school days, if any, has your mentee missed this month? \_\_\_\_\_

1a. What were the reasons for these absences?

1b. How many of these were excused absences? \_\_\_\_\_

2. Has your mentee been keeping up with school work during this month?

\_\_\_\_ Yes, well \_\_\_\_ Yes, somewhat \_\_\_\_ Not very well

3. Has your mentee received any disciplinary action at school during the past month?

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Mentee is home schooled \_\_\_\_ Not applicable

3a. **If YES**, please check which of the following disciplinary actions your mentee received:

\_\_\_\_ served detention

\_\_\_\_ expulsion

\_\_\_\_ suspension

\_\_\_\_ other disciplinary action: \_\_\_\_\_

3b. For what reason(s) did your mentee receive disciplinary action?

4. What successes has your mentee experienced this month? [Include received any positive assessments or experiences in school, sports, or work, awards, or other experiences that s/he feels good about or proud of.]

5. What concerns do you have about your mentee?

6. What progress has your mentee made on goals s/he has set with you?

7. What other positive behavioral or attitudinal changes have you noticed in your mentee this month?

Take a moment and rate the risk factors for your mentee for the month by this scale:

0= Not applicable, 1= low risk to 5= high risk

Low Grades 0 1 2 3 4 5

Drop Out 0 1 2 3 4 5

Self-esteem 0 1 2 3 4 5

Suicide 0 1 2 3 4 5

Crimes 0 1 2 3 4 5

Pregnancy 0 1 2 3 4 5

Violence 0 1 2 3 4 5

Anger 0 1 2 3 4 5

Domestic Violence 0 1 2 3 4 5

School Attendance 0 1 2 3 4 5