



The Mentoring Center of Central Ohio

Training Mentors. Strengthening Programs. Transforming Lives.

Letter of Understanding Revised 2/28/15

Youth for Christ (Client Name)

This letter outlines the agreed-upon services that the Mentoring Center of Central Ohio will provide to the above named client. Members of the Mentoring Center staff will provide the services described herein. Meeting dates/times will be agreed upon by both parties. The Mentoring Center is eager to provide additional support beyond those described here and will be pleased to enter into an additional arrangement.

We understand that this program entails having approximately 25 middle school students and 35 high school students involved in the after school program. Students will be matched 1:1 with mentors if possible, but most likely 2:1 (mentor/mentee). Mentoring discussions will focus on life skills and career skills. The program is operated year round. During the school year, youth attend after school activities. Mentoring will take place weekly between 6:00 and 7:30 p.m. on a designated day of the week. The program will also be extended into the summer months. Times TBD.

A. Consultation = N/A

Initial discussions among Kimeta Dover, Steve Knotts, Annette Vasulka and Marilyn Pritchett on 2-24-15 and 2-26-15 to identify potential services desired/needed = no charge.

B. Strategic Planning: = \$750

Research target population, their needs, and mentoring best practices (Elements of Effective Practice sessions) as it relates to the program. =

Y1: 7 hours @\$75 = \$525 Y1: 2 hours @\$75 = \$150 Y1: 1 hours @\$75 = \$75

C. Program Implementation: \$9,125

Assist with implementation of program (based on six evidence-based standards to producing high quality mentoring relationships as detailed in *The Elements of Effective Practice for Mentoring*).

1. Recruitment: N/A

Recruit appropriate participants to realistically meet the program need and expected outcomes.

2. Screening/Background Checks = N/A

The Mentoring Center can provide criminal background checks on adult mentors mentoring youth under age 18 (as priced above). The actual cost will depend upon number of adult mentors to be screened. Process should include sufficient interviewing by client to determine if prospective volunteers have the time, commitment and personal qualities to be an effective mentor.

3. Training = \$7,975 (over a 3-year period)

The Mentoring Center will provide mentor training to adults working with middle school and high school youth. We will also provide training of mentees, life skills trainings directly to mentor/mentee pairs but also will have train-the-trainer sessions with Youth for Christ staff to reinforce the skills taught.

Year 1 = \$5,237.50

a. Mentor Training

- Making of a Mentor/Relationship Building (incorporating parent engagement tips): :
2.5 hrs @\$125/hr = \$312.50

- Going the Distance: 2 hrs @\$125/hr = \$250
- Customization of training scenarios to fit Youth for Christ: 4 hours @\$75/hr = \$300

b. Mentee Training

- Making of a Mentee: 1.5 hours @\$125/hr = \$187.50 x 2 groups = \$375

c. Life Skills Mentor/Mentee Leasing and Train-the-Trainer Sessions

We suggest goal-setting/decision-making (relates to 21st Century Careers); connecting with people different from me; anger management/ being a good friend or co-worker; responsible use of social media; time management; thinking like a leader, perhaps a primer in financial literacy) and other key life skill topics. Each "course" is designed to teach content as well as boosting hopefulness, character, and resiliency as urged by the Community Connectors grant. The Mentoring Center will train Youth for Christ staff to facilitate these key life skills.

- Train-the-Trainer session: 4 hrs @\$125 = \$500
- Leasing of 7 Life skills curricula for year 1 = \$500 x 7 topics = \$3,500

Year 2 = \$2,337.50

a. Mentor Training

- Making of a Mentor/Relationship Building (incorporating parent engagement tips):for new year 2 mentors : 2.5 hrs @\$125/hr = \$312.50
- Going the Distance for new year 2 mentors: 2 hrs @\$125/hr = \$250
- Advance Course TBD for year 1 mentors: 2 hrs @\$125/hr = \$250
- Advanced Course TBD for year 1 mentors: 2 hrs @\$125/hr = \$250
- Customization of training scenarios to fit Youth for Christ: 1 hours @\$75/hr = \$75

b. Mentee Training

- Making of a Mentee: 1.5 hours @\$125/hr = \$187.50 x 2 groups = \$375

c. Life Skills Mentor/Mentee Leasing and Train-the-Trainer Sessions

We suggest goal-setting/decision-making (relates to 21st Century Careers); connecting with people different from me; anger management/ being a good friend or co-worker; responsible use of social media; time management; thinking like a leader, perhaps a primer in financial literacy) and other key life skill topics. Each "course" is designed to teach content as well as boosting hopefulness, character, and resiliency as urged by the Community Connectors grant. The Mentoring Center will train Youth for Christ staff to facilitate these key life skills.

- Train-the-Trainer refresher session: 1 hr @\$125 = \$125
- Leasing of 7 Life skills curricula for year 2 = \$100 x 7 topics = \$700

Year 3 = \$2,837.50

a. Mentor Training

- Making of a Mentor/Relationship Building (incorporating parent engagement tips):for new year 3 mentors : 2.5 hrs @\$125/hr = \$312.50
- Going the Distance for new year 3 mentors: 2 hrs @\$125/hr = \$250
- Advance Course TBD for all mentors: 2 hrs @\$125/hr = \$250
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- Advanced Course TBD for all mentors: 2 hrs @\$125/hr = \$250
- Advanced Course TBD for all mentors: 2 hrs @\$125/hr = \$250

- Customization of training scenarios to fit Youth for Christ: 1 hours @\$75/hr = \$75

b. Mentee Training

- Making of a Mentee: 1.5 hours @\$125/hr = \$187.50 x 2 groups = \$375

c. Life Skills Mentor/Mentee Leasing and Train-the-Trainer Sessions

We suggest goal-setting/decision-making (relates to 21st Century Careers); connecting with people different from me; anger management/ being a good friend or co-worker; responsible use of social media; time management; thinking like a leader, perhaps a primer in financial literacy) and other key life skill topics. Each "course" is designed to teach content as well as boosting hopefulness, character, and resiliency as urged by the Community Connectors grant. The Mentoring Center will train Youth for Christ staff to facilitate these key life skills.

- Train-the-Trainer refresher session: 1 hr @\$125 = \$125
- Leasing of 7 Life skills curricula for year 2 = \$100 x 7 topics = \$700

(NOTE: Each year new mentors will be required to take "Making of a Mentor/Relationship Building" and "Going the Distance" training. For their second year these mentors will be asked to take at least 2 advanced classes that fit with their mentoring experience. Choices will include "Cultural Dynamics, Mentoring the Adolescent, Learning Styles, Anger Management and/or another course that is appropriate. Over the course of 3 years, a given mentor will have the opportunity to take up to 6 mentoring courses to help strengthen the mentor/mentee bond.

4. **Matching** = N/A

The Mentoring Center can help you match program participants along dimensions likely to increase the odds that mentoring relationships will be fun and interesting to adult, high school and middle school students.

5. **Monitoring and Support** = \$750

Check-in's to provide mentors opportunities to share challenges and successes and receive support with ongoing advice, problem-solving and coaching for the duration of the relationship. Check-in with youth to learn how they are reacting to mentors and the program as a whole and whether they have suggestions to make the sessions and lifeskills trainings more interesting, relevant or impactful.

- Check-ins will be 1 hour each, twice yearly for each group for a total of 2 hours each.
Y1: 2 hours @\$75 = \$150 Y1: 2 hours @\$75 = \$150 Y1: 2 hours @\$75 = \$150
- Development of key check-in points year 1 = 4 hrs @\$75 = \$300

Consider use of Strength of Relationship Survey (Big Brothers Big Sisters of America) to determine if some relationships need/would benefit from added staff supports or interventions. (Determine if Youth for Christ or Mentoring Center will "score" SOR surveys and meet with mentors to provide guidance for future meetings/connections.)

6. **Closure** = N/A

We can facilitate bringing the match to closure in a way that affirms the contribution of both the mentor and the mentee and offers both individuals the opportunity to assess the experience. There are a number of key opportunities here—based on research--that we can help take advantage of. The goal is maximum duration for each match!

7. **Evaluation Advising**: = \$400

Help develop a plan to measure program process and expected outcomes which may include qualitative and quantitative evaluation of program experience. 4 hrs. x \$100 = \$400 (Actual conduct of evaluation—Cost TBD)

D. Miscellaneous/Additional Charges = \$697

a. Mileage = \$.57/mile x estimated 28 miles RT x 17 trips = \$272

b. Travel/Set-up Fees \$25/trip x 17 trips = \$425

(17 trips is based on approximately = 6 mentors trainings; 6 mentee trainings; 2 train-the-trainer sessions; 3 check-ins with staff or in-person consultation, strategic planning or evaluation sessions. Client will be charged for the actual amount of trips.)

Line Item Overview of Costs

	Year 1	Year 2	Year 3
A. Ongoing Consultation	N/A	N/A	N/A
B. Strategic Planning	\$525	\$150	\$75
C. Program Implementation:			
1. Recruitment (N/A)			
2. Screening/Background Checks (N/A)			
3. Training	\$5,237.50	\$2,337.50	\$2,837.50
4. Matching (N/A)			
5. Monitoring and Support	\$450	\$150	\$150
6. Closing (N/A)			
7. Evaluation Advising	\$400		

D. Miscellaneous/Additional Charges

1. Mileage (\$272)	\$91	\$91	\$90
2. Travel/Set-up (\$425)	\$142	\$142	\$141

TOTAL	\$13,009 (over a 3-year period)	\$6,845.50	\$2,870.50	\$2,293
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This agreement shall constitute the understanding between client and the Mentoring Center of Central Ohio. This agreement may be modified by mutual agreement of the parties in writing. Cancellation of this contract must be in writing and given ten days in advance of any agreed presentation. Any cancellation made fewer than 10 days from a given presentation will be charged at the fee stated.

If these specifications meet your approval, please sign one copy of the agreement and email (indicate email address); fax (indicate fax number) or mail a signed copy to (indicate staff member, title and address). Please call to arrange dates/times or to make any needed modifications in scheduled training.

Invoices will be sent as services are rendered or monthly (or as agreed).

Our agreement to the foregoing information is confirmed by our signatures below:

Many thanks for your interest. We are excited about working with you on your initiative.

To be filled out by client:

(Signature) Organization Chief Executive Officer/
Executive Director/Agency Head

Printed Name

Date

Organization/Agency Name

Program Name (if different)

Street Address

City

State

ZIP

Main Contact Person

Telephone

Email

Website (if applicable)

To be filled out and signed by the Mentoring Center of Central Ohio



Kimeta A. Dover, Executive Director
Mentoring Center of Central Ohio



Date