Handout: Building a Mentoring Resource Collection

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Resources Covered in This Presentation

Software for Managing Library Collections

The Basics of Copyright Law for Mentoring Programs

How to Search For and Borrow Items
from the MRC Lending Library

Webinar presentation by Michael Garringer, Patti MacRae, & Kay Logan

Mentoring Resource Center

More information about this webinar can be found at:
http://www.edmentoring.org/seminar9.html

Resources Covered in This Presentation

We have provided title, author, publisher, and availability information for each of the items discussed in today's webinar. These resources are representative of the wealth of publications available in the mentoring, youth development, and education fields, and offer a good starting point for the development of a collection that will be useful to your mentoring program over time. They are presented here in the order discussed during the webinar. Please contact the Mentoring Resource Center, or any of today's presenters for further suggestions on resources or research in specific topic areas.

RESOURCES FOR MENTORING PROGRAM DEVELOPMENT

Basic Texts of the Mentoring Field

Handbook of Youth Mentoring edited by David DuBois and Michael Karcher, 2005. Published by Sage Press (ISBN: 1-76192977-0).
This is an invaluable resource for the mentoring field, featuring scholarly examinations of the many contexts, best practices, policies, and theories that are part of the youth mentoring movement. It is the most essential collection of professional advice and research to date in this field.
Ordering information: Available from Sage Press at:
http://www.sagepub.com/booksProdDesc.nav?prodId=Book226176. (Also available through Amazon and other online retailers.)

Research in Action Series by various authors, 2007. Published by the National Mentoring Partnership.
This series of 10 publications provides an examination of the research in a number of hot topic areas along with practical tools that local mentoring programs can use to turn that research into program practices. Specific titles are:

- *Mentoring: A Key Resource for Promoting Positive Youth Development*
- *Effectiveness of Mentoring Program Practices*
- *Program Staff in Youth Mentoring Programs: Qualifications, Training, and Retention*
- *Fostering Close and Effective Relationships in Youth Mentoring Programs*
- *Why Youth Mentoring Relationships End*
- *School-Based Mentoring*
- *Cross-Age Peer Mentoring*
- *Mentoring Across Generations: Engaging 50+ Adults as Mentors*
- *Youth Mentoring: Do Race and Ethnicity Really Matter?*
- *Mentoring: A Promising Intervention for Children of Prisoners*

Ordering information: These are all available for download on the MENTOR Web site at: http://www.mentoring.org/access_research/research_in_action/research_in_action_series/

Understanding and Facilitating the Youth Mentoring Movement by Jean Rhodes and David DuBois, 2006. Published by the Society for Research in Child Development. This 2006 issue of Social Policy Report provides a fantastic recap of the current thinking and research on youth mentoring relationships, program practices, and policy implications for the mentoring field.
Ordering information: Available for download at:
http://www.srcd.org/documents/publications/spr/spr20-3.pdf

Making a Difference in Schools: The Big Brothers Big Sisters School-Based Mentoring Impact Study by Carla Herrera, Jean Baldwin Grossman, Tina Kauh, Amy Feldman, and Jennifer McMaken, 2007. Published by Public/Private Ventures.
This report details the initial findings from the most rigorous study of the impacts of school-based mentoring programs to date. It is a wealth of information for anyone thinking about developing, improving, or evaluating a school-based mentoring program.
Ordering information: Available for download at:
http://www.ppv.org/ppv/publications/assets/220_publication.pdf.

High School Students as Mentors: Findings From the Big Brothers Big Sisters School-Based Mentoring Impact Study by Carla Herrera, Tina Kauh, Siobhan Cooney, Jean Baldwin Grossman and Jennifer McMaken, 2008. Published by Public/Private Ventures.
This publication follows up on the original *Making a Difference in Schools* report by examining the differences in program practices and youth outcomes between adult-youth and peer-peer mentoring matches in school-based mentoring programs. It really highlights the differences in how peer mentoring must be designed and supported at the school site.
Ordering information: Available for download at:
http://www.ppv.org/ppv/publications/assets/252_publication.pdf

Stand by Me: The Risks and Rewards of Mentoring Today's Youth by Jean Rhodes, 2002. Published by Harvard University Press (ISBN: 0-674-00737-9).
This is one of the classic texts of the mentoring movement. Dr. Rhodes explains the concepts of mentoring and the research that has led us to this point in simple prose that makes it an ideal starting point for those just learning about mentoring. Through real-life stories and examinations of hard research, Rhodes paints a picture of how mentoring works and what is needed to bring about change in young people in mentoring relationships.
Ordering information: Available from Harvard University Press at:
http://www.hup.harvard.edu/catalog/RHOSTA.html. (Also available through Amazon and other online retailers.)

Program Design and Improvement

How To Build A Successful Mentoring Program Using the Elements of Effective Practice: A Step-by-Step Toolkit for Program Managers published by National Mentoring Partnership, 2005.
This comprehensive resource offers advice on how to develop a quality mentoring program based on the recommendations from a team of mentoring experts including Dr. Jean Rhodes, Dr. David DuBois, and Dr. Susan Weinberger. Sections on program planning, development, implementation, management, and evaluation are accompanied by practical tools and editable templates. The print version comes in a loose-leaf binder format with an accompanying CD-rom containing the editable versions of the tools. The toolkit can also be downloaded at no charge as a PDF, and is available in both English and Spanish.
Ordering information: Purchasing and download details can be found on the National Mentoring Partnership website, http://www.mentoring.org/find_resources/

Foundations of Successful Youth Mentoring: ***A Guidebook for Program Development*** by Michael Garringer, revised 2007. Published by The Hamilton Fish Institute on School and Community Violence & The National Mentoring Center at Northwest Regional Educational Laboratory.
A cornerstone resource for developing or improving all types of youth mentoring programs across a variety of settings. Chapters cover all phases of program development and implementation, offering research-based guidance and practical tips on starting a new program, designing and implementing services, creating strong organizational capacity, and more. Each chapter concludes with a list of self-assessment questions that help users gauge their progress, and a compehensive checklist of at the end provides road map for anyone interested in developing a quality mentoring program.
Ordering information: Available for download at:
http://www.nwrel.org/mentoring/nmc_pubs.php.

Generic Mentoring Program Policy and Procedure Manual by Linda Ballasy, revised 2008. Published by The Hamilton Fish Institute on School and Community Violence & The National Mentoring Center at Northwest Regional Educational Laboratory.
This resource makes it simple for mentoring programs to create their own customized policy and procedure manual to guide both policy and day-to-day services. By using this template as a guide, program managers can see the full range of policies and procedures that may be needed in order to implement a safe and effective mentoring program. Be sure to also download the *Customizable Template* version in Word format.
Ordering information: Available for download at:
- http://gwired.gwu.edu/hamfish/merlin-cgi/p/downloadFile/d/20701/n/off/other/1/name/policypdf/
- http://gwired.gwu.edu/hamfish/merlin-cgi/p/downloadFile/d/20702/n/off/other/1/name/policy_TEMPLATEdoc/

Co-Piloting: A Systematic Mentoring Program for Reaching and Encouraging Young People by Robert P. Bowman and Susan C. Bowman, 1997. Published by YouthLight, Inc. (ISBN 1-889636-03-7).

This is a comprehensive guide to setting up and sustaining an effective mentoring program for young people. It comes in a binder kit that includes a leader's guide that discusses all aspect of establishing a successful program, and two handbooks for mentors —one for working with children and one for adolescents. The leader's guide includes many reproducible forms and transparencies for mentor training sessions, volunteer recruitment, and other needs. The handbooks offer a wealth of fun activities for matches to do together, as well as useful advice for mentors on building a positive and lasting relationship.

Ordering information: Available from the publisher under the title *Meaningful Mentoring – Leader's Guide* at http://www.youthlightbooks.com/products/388.html

Beyond the Bell: A Toolkit for Creating Effective Afterschool Programs by Carol McElvain, Judith Caplan, Krista Diedrich, Seth Kaufman, and Katie Walter, 2005. Published by Learning Point Associates (ISBN 0-9773136-0-3).

This practical toolkit is designed primarily for afterschool programs but is an excellent resource for anyone establishing and running programs for youth. Chapters focus on management, communication, evaluation, collaboration, family involvement, staff development and other topics, and each chapter includes useful tools that support the information covered. Staff development workbooks and a CD-ROM containing adaptable Word versions of all tools are included in the package.

Ordering information: Available from the publisher at: http://www2.learningpt.org/catalog/.

Sample text and tools can be previewed on the Beyond the Bell website: http://www.beyondthebell.org/.

Risk Management

Managing Risk in Nonprofit Organizations: A Comprehensive Guide by Melanie Herman, George Head, Peggy Jackson & Toni Fogarty, 2004. Published by John Wiley & Sons, Inc. (ISBN 0-471-23674-8).

This comprehensive resource shows program leaders how to identify risk and prepare for it by developing and implementing sound risk management procedures in all apects of their organization, from volunteer and human resource issues to property and fiscal risk.

Ordering information: Available from the publisher at: http://www.wiley.com/WileyCDA/ and at Amazon.com.

More Than a Matter of Trust: Managing the Risks of Mentoring by Leslie White, John Patterson, & Melanie Herman, 1998. Published by the Nonprofit Risk Management Center (ISBN 0-9637120-9-8).

This book explores the various potential risks facing mentoring programs and discusses how to effectively manage those risks. Chapters include an overview of risk management principles, legal liability and how to protect your agency, and a discussion of ten key elements of risk management for mentoring programs.

Ordering information: Available from the publisher at: http://www.nonprofitrisk.org/store/more-than-matter.shtml

SAFE (Screening Applicants for Effectiveness): Guidelines to Prevent Child Molestation in Mentoring and Youth-Serving Organizations by Elsy Arevalo, Daniel Chavira, Becky Cooper, and Michelle Smith, 2006. Published by Friends for Youth. This resource from Friends for Youth offers excellent advice and tools on how to prevent child predators from gaining access to mentoring programs. Chapters cover research on child sexual abuse, guidelines for prevention, information on fingerprinting and background checks, sexual abuse reporting, red flags to watch for in mentor screening and monitoring, and more. An excellent resource for any program where volunteers interact with youth.
Ordering information: Available from Friends for Youth at:
http://www.friendsforyouth.org/MentoringInstitute.html

Evaluation

What's Working? Tools for Evaluating Your Program by Rebecca N. Saito, 2001. Published by Search Institute (ISBN 1-57482-407-4).
This excellent toolkit provides mentoring programs with a step-by-step process for establishing and implementing a basic program evaluation. Programs using this process will be able to determine what youth outcomes appear to be affected by their services, the quality of the mentoring relationships developed by their program, and how the program could be improved. Numerous sample forms and evaluation tools are included.
Ordering information: Available from the publisher at:
http://searchinstitutestore.org/home.php?cat=253

Measuring the Difference Volunteers Make: A Guide to Outcome Evaluation for Volunteer Program Managers edited by Melissa Eystad, 1997. Published by the Minnesota Department of Human Services.
A very good basic guide to understanding the key concepts of outcomes evaluation and how to conduct an evaluation of the impact volunteers make. The guide explains the nuts and bolts of writing outcome measures, collecting data, analysing results, and using results to communicate the value of your program. It offers a few helpful forms as well.
Ordering information: No longer available in print form, this resource can be downloaded for free from a number of online sources, including Energize:
http://www.energizeinc.com/art/subj/prog.html

Measuring Program Outcomes: A Practical Approach by United Way of America's Task Force on Impact, 1996. Published by United Way of America.
More comprehensive than the previous resources, this widely used primer on outcome evaluation not only provides practical, step-by-step information on conducting a quality outcome evaluation, but also familiarizes the non-researcher with common evaluation tools, methods, and terminology. Sections cover establishing outcomes and indicators, using logic models, data collection methods, and analyzing, reporting and using results. Worksheets and sample forms and tools are also included.

Ordering information: Available from United Way of America for only $5 at:
http://www.unitedwaystore.com/product.jsp?id=2356

W.K. Kellogg Foundation Evaluation Handbook by the W.K. Kellogg Foundation, 1998.
This is a very complete evaluation guide that offers both evaluation theory and a detailed walkthrough of the planning, implementation, and utilization steps of the evaluation process. Sections on organizational assessment, choosing an external evaluator, selecting and measuring outcomes, and working with logic models are particularly helpful.
Ordering information: Available for free download at:
www.wkkf.org/Pubs/Tools/Evaluation/Pub770.pdf

Sustainability

Effective Fundraising for Nonprofits: Real-World Strategies That Work, 2nd Edition by Ilona Bray, 2008. Published by Nolo Press (ISBN 978-1-4133-0748-1).
This book is an excellent resource to help the beginning fundraiser or new program manager get started on building a strong resource development program. It is both practical and comprehensive, covering such topics as how to create a fundraising plan, communicating your message, board roles and responsibilities, attracting individual supporters, planning special events, raising money through business and sales activities, seeking grants, marketing and media outreach, and more.
Ordering information: Available from the publisher at: http://www.nolo.com/index.cfm, or at Amazon.com and other online booksellers.

Sustaining Grassroots Community-Based Programs: A Toolkit for Community- and Faith-Based Service Providers published by U.S. Department Of Health And Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, 2008.
This free electronic resource is very useful in helping organizations lay the foundations for an effective sustainability plan. It covers such basics as mapping community assets, assessing organizational readiness, establishing best practices in budgeting and financial management, and developing strong, results-oriented evaluation, as well as information and tools on specific fundraising and marketing strategies.
Ordering information: Available for download at:
http://download.ncadi.samhsa.gov/prevline/pdfs/SMA08-4340.pdf

Fundraising for the Long Haul by Kim Klein, 2000. Published by Chardon Press (ISBN 978-0-7879-6173-2).
This classic fundraising book belongs on the shelf of every passion-driven service-minded organization attempting to survive and thrive while under-staffed and tightly budgeted. The author shares her 25 years of experiences as a fundraiser to instruct and inspire the reader, providing plenty of practical advice along the way.
Ordering information: Available from the publisher at:
http://www.josseybass.com/WileyCDA/

Nonprofit Board Answer Book: Practical Guide for Board Members and Chief Executives by Robert Andringa, 2001. Published by BoardSource (ISBN 1-58686-029-1).
This practical book from a leading publisher of nonprofit governance resources offers a wealth of advice for board members and agency leaders. Written in an easy-to-use question and answer format, specific chapters cover board functions, board structures and processes, board and committee meetings, and board-staff relations.
Ordering information: Available from the publisher at http://www.boardsource.org/.

Advisory Councils by Nancy R. Axelrod, 2004. Published by BoardSource (ISBN 1-58686-068-2).
This handy 36-page guide covers many of the basics of creating and implementing an advisory council. The author explores important topics such as choosing the right members, structuring the group and its work, and handling common conflicts and challenges. Programs seeking to develop a dedicated and energetic 'working group" to help them carry out their mission and increase program visibility will find this resource useful.
Ordering information: Available from the publisher at http://www.boardsource.org/.

Another great resource from BoardSource is their *Governance Series* (2004). This set of nine brief handbooks covers many of the responsibilities and structures of a formal board of directors. They provide useful advice for any nonprofit hoping to improve the functioning and usefulness of its governance team. Each handbook covers a specific issue, such as finances, fundraising, legal responsibilities, advancing the mission, planning and evaluation, and leadership. These may be purchased separately or as a set.
Ordering information: Available from the publisher at http://www.boardsource.org/.

Periodicals

The Prevention Researcher published by Integrated Research Services.
This quarterly journal provides scholarly and practitioner-based articles on a particular theme in each issue. Past topics include youth development, substance abuse, bullying, abuse and neglect, and youth access to employment and higher education. A great resource for keeping current on all areas of youth work.
Ordering information: Subscriptions available at:
http://www.tpronline.org/subscriptions.cfm

Youth Today published by the American Youth Work Center.
This monthly newspaper is an excellent source of information about national policy debates, hot topics in the youth work field, new resources, and effective programs around the country that are having a lasting positive impact on young people. Opinionated and insightful, *Youth Today* is essential reading for youth work professionals.
Ordering information: Subscriptions available at:
http://www.youthtoday.org/about/subscribe.cfm

Grassroots Fundraising Journal published by the Grassroots Institute for Fundraising Training.
This bimonthly magazine provides a wealth of practical advice for nonprofits and other youth service providers. The emphasis is on emerging trends and how to position your program for financial stability both today and into the future.
Ordering information: Subscriptions available at:
http://www.grassrootsfundraising.org/article.php/subscribeandrenew

RESOURCES FOR MENTORING AND SUPPORTING YOUTH

General Resources for Mentoring and Helping Young People

Mentoring for Meaningful Results: Asset-Building Tips, Tools, and Activities for Youth and Adults by Kristie Probst, 2006. Published by Search Institute (ISBN: 978-1-57482-875-7).
This is an excellent tool for preparing staff, adult and peer mentors, mentees, and parents for the mentoring experience. Based on the Search Institute's Developmental Assets, the content focuses on strengths and positive outcomes for everyone involved. Easy-to-use, reproducible handouts are included that can help staff as they develop their programs and train participants. This resource also offers several activities and tools mentors can use in their mentoring relationship.
Ordering information: Available from the publisher at:
http://searchinstitutestore.org/home.php. (Also available through Amazon.com and other online retailers.)

Mentoring Answer Book by Cyndi Klapperich, 2002. Published by Big Brothers Big Sisters of McHenry County (ISBN 0-9719137-0-6).
This guide for mentors is a very comprehensive and honest look at how to deal with all types of situations that can arise over the course of a mentoring relationship. Written in question and answer format, it covers such key issues as beginning the relationship, talking about health and nutrition, dealing with the youth's family, behavioral issues, and handling crisis situations. A wonderful resource that will be helpful to any mentor or program staff responsible for mentor training.

A companion resource from the same organization is ***Mentoring Handbook for Parents***, published in 2004 (ISBN 0-971913-1-4). This excellent resource for working effectively with parents offers advice on such topics as setting ground rules with parents, the role of the parent in the relationship, issues around siblings, and safety.
Ordering information: Both are available from the publisher at:
http://www.mentoringanswerbook.com/purchasebook1.asp.

No Such Thing as a Bad Kid: Understanding and Responding to the Challenging behavior of Troubled Children and Youth by Charles Appelstein, 1998. Published by The Gifford School (ISBN 0-9659836-0-9).
This wisdom-filled book was written specifically for teachers, youth-care professionals and foster parents to provide practical, hands-on tips and strategies for helping troubled kids. Based on the author's many years of work with youth in residential, foster care, and special education settings, this resource focuses on understanding, preventing, and responding to challenging behavior. Throughout, the tone is positive and inspiring, aimed at bringing out the best in both child and child-helper.
Ordering information: Available at Amazon.com and other retail booksellers.

<u>Activities for Mentors & Mentees to Do Together</u>

My Mentor & Me: 36 Weekly Activities for Mentors and Mentees to Do Together During the Elementary School Years by Susan Weinberger, 2000. Published by the Governor's Prevention Partnership, Connecticut.
This is an excellent activity guide for use in an elementary school mentoring program. The 36 activities are designed to guide the match through each of the weeks of the school year. There are activities for matches to get to know each other, explore interests, give back to the community, do art projects, learn about safety, plan for summer, and more.

My Mentor & Me: The Middle School Years. 36 Weekly Activities for Mentors and Mentees to Do Together During the Middle School Year, Including Tips for Talking about Bullying by Susan Weinberger, 2003. Published by the Governor's Prevention Partnership, Connecticut.
This second guide in the series has activities to help mentees get organized, address bullying, deal with anger, and more.

My Mentor & Me: The High School Years. 36 Weekly Activities for Mentors and Mentees to Do Together During the High School Years by Susan Weinberger, 2001. Published by the Governor's Prevention Partnership, Connecticut
The 36 activities cover topics for older mentees, such as choosing a college, writing a resume, and working on communication skills.
Ordering information: Available from the Connecticut Mentoring Partnership for $6.00 per book. There are price breaks for programs that buy larger quantities: http://www.preventionworksct.org/publications.html.

Mentoring Journal by Friends for Youth, 2008. Published by Friends for Youth Mentoring Institute (ISBN: 978-0-9789107-7-8).
The Friends for Youth *Mentoring Journal* is a wonderful supplement to any mentoring relationship. The journal is sold as a set of two to be used by mentor and mentee. The journals are organized into six sections: an introduction, four quarterly sections which guide matches through a calendar or school year, and closure. Each section offers a number of activity ideas designed to get mentors and mentees conversing and having fun together. There are also personal activities designed to let participants reflect on their

mentoring relationship and what they are getting out of the experience. There are placeholders for mementos and photographs, art-based activities which allow participants to express their feelings and goals in creative ways, and reflective worksheets that get youth thinking about the relationship and their lives from different perspectives. The graphic design and artwork in these journals is outstanding and sure to inspire youth (and mentors) to express themselves in artistic, meaningful ways.
Ordering information: Available from the Friends for Youth Mentoring Institute. There are price breaks for programs that buy larger quantities: http://www.friendsforyouth.org/MentoringInstitute.html.

Academic Activity Guide: A Learning Resource for Mentors and Mentees by Heather Laird, 2003. Published by Friends for Youth Mentoring Institute (ISBN: 978-0-9789107-4-7).
This resource offers a wealth of constructive learning activities that mentors and mentees can use together. The activities provide opportunities to develop skills in academic areas including language arts, social studies, science, math and personal development. They are also designed to stimulate interest in learning and discovery, and to nurture the development of the mentoring relationship itself. In addition to structured activities with clear instructions, the book includes a brief list of books for adolescents, a sample reflection log, calendar of significant dates throughout the year, and a quick list of 101 learning activities mentors and mentees can do together. Because all activities are adaptable, this resource can be used with a wide range of ages.
Ordering information: Available from the Friends for Youth, Mentoring Institute at: http://www.friendsforyouth.org/MentoringInstitute.html

The Usborne Complete Book Of Art Ideas: Over 400 Inspiring Ideas For Things To Do
by Fiona Watt, 2004. Published by EDC Publishing (ISBN: 978-0-7945143-9-6).
This beautifully illustrated book is full of fun, low-cost art activities that would be great for mentors and mentees to do together, or for group activities. There are activities appropriate for a wide range of ages. The instructions are clear with step-by-step illustrations. Both adult and peer mentors with no experience teaching art should find ideas for projects that they can easily implement. Projects in a variety of media are included, such as painting, pastels, collage, crayons, inks, found objects and rubbings.
Ordering information: Available from the publisher at http://shop.edcpub.com/ (also available through Amazon.com and other online retailers).

Too Old For This, Too Young For That! Your Survival Guide For The Middle-School Years by Harriet S. Mosatche and Karen Unger, 2000. Published by Free Spirit Publishing (ISBN: 978-1-57542-067-7).
This down-to-earth guide was written for youth to help them prepare for entering early adolescence, including physical, emotional, and developmental changes, coping with new schools, and making new friends. It stands apart from other books on the subject in that it neither minimizes nor sensationalizes the fears all kids feel at this age. It gives straightforward tips and advice on pretty much everything, with plenty of self-reflection worksheets and questionnaires. Mentors may also find it useful for sparking conversation with mentees. A lot of ground is covered quickly, and many of the topics may be things

that matches want to explore in greater depth, so it helps that Web sites, hotlines, and other resources are included throughout.

Ordering information: Available from Free Spirit Publishing at http://www.freespirit.com/catalog/catalog_detail.cfm?CAT_ID=1 (also available through Amazon.com and other online retailers).

Activities for Groups

Teambuilding with Teens: Activities for Leadership, Decision Making, & Group Success by Mariam MacGregor, 2008. Published by Free Spirit Publishing (ISBN: 978-1-57542-265-7).
This is an excellent activity guide for working with teens to develop leadership skills. Materials can easily be adapted for preparing peer mentors. There are activities, complete with reproducible handouts on topics such as the qualities of leadership, social issues, working with others, and creative problem solving.
Ordering information: Available from Free Spirit Publishing at: http://www.freespirit.com/catalog/catalog_detail.cfm?CAT_ID=1 (also available through Amazon.com and other online retailers).

Building Everyday Leadership in All Teens: Promoting Attitudes and Actions for Respect and Success. A Curriculum Guide for Teachers and Youth Workers by Mariam MacGregor, 2007. Published by Free Spirit Publishing (ISBN: 978-1-57542-213-8).
This great curriculum for working with groups of teens covers topics such as what it means to be a leader, how to work with others, ethical decision making, risk taking, team building, effective communication, creative thinking, and more. It also can be used in conjunction with individualized ***Guidebooks for Teens*** (ISBN: 978-1-57542-212-1) for additional assignments as they move through the training sessions.
Ordering information: Available from Free Spirit Publishing at: http://www.freespirit.com/catalog/catalog_detail.cfm?CAT_ID=1 (also available through Amazon.com and other online retailers),

An Asset Builder's Guide to Training Peer Helpers: Fifteen Sessions on Communication, Assertiveness, and Decision-Making Skills by Barbara Varenhorst, 2003. Published by Search Institute (ISBN: 978-1-57482-724-8).
This resource provides an asset-based framework for training peer mentors, covering the mentor's roles and responsibilities, as well as skills for helping others develop and build on their own assets in areas such as dealing with peer pressure, making good choices, and communicating effectively.
Ordering information: Available from the Search Institute at: http://searchinstitutestore.org/home.php.

Make A World of Difference: 50 Asset-Building Activities to Help Teems Explore Diversity by Dawn Oparah, 2006. Published by Search Institute (ISBN: 978-1-57482-868-9).
The topic of cultural and ethnic diversity is one that all mentoring programs, and

mentoring relationships, must address to be effective for all participants. This activity book offers 50 ready-to-use sessions that can be used to either train mentors or give mentors and mentees unique and fun ways to think and talk about diversity. Specific topics include boundaries, sexism, disability awareness, classism, gender roles, and body image. This is a great resource for teaching young people to value and respect others. *Ordering information:* Available from the Search Institute at: http://searchinstitutestore.org/home.php (also available through Amazon.com and other online retailers).

The Best of Building Assets Together: Favorite Group Activities That Help Youth Succeed by Jolene Roehlkepartain, 2008. Published by Search Institute (ISBN: 978-1-57482-159-8).
This comprehensive activity guide offers 166 activities that can get groups of youth, including mentor-mentee pairs, sharing, thinking, collaborating, and reflecting together. Built around the 40 Developmental Assets framework, the activities cover topics such as raising self-awareness, strengthening relationships, developing character, and setting goals. Included is a CD-ROM with reproducible handouts and other materials.
Ordering information: Available from the Search Institute at: http://searchinstitutestore.org/home.php (also available through Amazon.com and other online retailers).

The Essential Guide to Talking with Teens: Ready-To-Use Discussions for School and Youth Groups by Jean Sunde Peterson, 2007. Published by Free Spirit Publishing (ISBN: 978-1-57542-218-3).
The discussion activities in this thoughtful book can easily be adapted to working with mentor-mentee pairs in a group setting, and some may even be useful as one-on-one activities for mentors and mentees. The activities are designed to produce thoughtful reflection and conversation in focus areas such as handling stress, forming identity, processing feelings, and creating a positive vision of the future. Reproducible handouts are provided.
Ordering information: Available from Free Spirit Publishing at: http://www.freespirit.com/catalog/catalog_detail.cfm?CAT_ID=1 (also available through Amazon.com and other online retailers).

<u>Activities for Working with Special Populations of Youth</u>

Girls Inc. Presents: You're Amazing! A No-Pressure Guide to Being Your Best Self by Claire Mysko, 2008. Published by Girls Incorporated (ISBN: 978-1-59869-713-1).
This resource is designed as a workbook for individual teen girls, but is easily adapted for use by mentor-mentee pairs or groups of girls. The topics covered are based on the issues and concerns of girls as identified in Girls, Inc.'s 2006 survey of third through 12th–graders, many of whose comments and stories are included in the book. Topics include dealing with stereotypes, looks, friends, academics, dating, relationships, family, stress, talents, setting priorities, and tough breaks. There is a good resource list of Web sites and national organizations at the back of the book.

Ordering information: Find out more about this resource on the Girls, Inc. Web site at http://www.girlsinc.org/news/archives/youreamazing.html (also available from Amazon.com and other online retailers).

Brave New Girls: Creative Ideas to Help Girls Be Confident, Healthy, and Happy (Second Edition) by Jeanette Gadeberg, 2008. Published by Fairview Press (ISBN: 978-1-57749-179-8).
This resource is designed mostly as a workbook for individual teen girls, but many of the worksheets and activities can easily be adapted for use by mentees or even mentor-mentee pairs. It covers a wealth of topics that are relevant to teen girls, such as managing friendships, setting goals, improving self-esteem, and understanding and reflecting on messages about young women in popular culture.
Ordering information: Available from the publisher at: http://fairviewpress.org/ViewBook.asp?BookID=215 (also available from Amazon.com and other online retailers).

BAM! Boys Advocacy and Mentoring: A Leader's Guide to Facilitating Strengths-based Groups for Boys, Helping Boys Make Better Contact by Making Better Contact With Them by Peter Mortola, Howard Hiton and Stephen Grant, 2008. Published by Routledge (ISBN: 978-0-41596-318-3).
This in-depth resource provides a complete guidebook for implementing a program aimed at working with at-risk groups of adolescent males. Many of the activities involve strategic storytelling and other communication styles likely to be effective with boys, and most of the facilitated activities can be useful outside the highly structured BAM! framework.
Ordering information: Find out more about this resource on the Boys Advocacy and Mentoring Web Site, http://www.bamgroups.com/bam_site/Home.html (also available from Amazon.com and other online retailers).

Journeyman: A Documentary about Rites Of Passage, Mentoring and Male Culture in America, Mirror Man Films, 2008.
This excellent DVD comes from the Boys to Men Mentoring Network affiliate in Minnesota. Boys to Men (http://www.boystomen.org) is a nationwide program that pairs men with 12-16 year-old boys in one-on-one relationships. *Journeyman* focuses on the worlds of two boys, Mike and Joe, from fatherless households, who are in the throes of dealing with gangs, violence and depression. It introduces us to their mentors, who struggle to get the boys to open up, and are ultimately rewarded as the matches really take off. We also hear from some of the nation's leading experts on "boy culture," who illuminate many of the cultural and societal barriers to boys' success. In the second half of the documentary we follow the boys and their mentors into the woods for group mentoring and rites-of-passage ceremonies. We also hear from program leaders and mentors on why they think many men are sometimes reluctant to mentor and why mentoring is an invaluable experience for men who choose to do it.
Ordering information: Available from Mirror Man Films at: http://www.mirrormanfilms.org/film.html (also available through Amazon.com and other online retailers).

Roots and Wings Toolkit for Launching and Supporting Girl Scouts Beyond Bars and Girl Scouting in Detention Centers Programs, produced by Girl Scouts of the United States of America.
One of the best resources in our library for programs serving youth with an incarcerated parent comes from the Girl Scouts Beyond Bars program. Although designed for girls and mothers, many of the toolkit components could be adapted to programs that work with boys or incarcerated fathers. The toolkit includes a CD Rom covering program start up, volunteer recruitment, and volunteer training. The training module covers active listening; values; cultural sensitivity; and boundaries. The toolkit also includes a curriculum for the girls: Beyond Bars, a Curriculum for Life: Building Resilience Through Life Skills Development, with over a dozen activities that address issues common to all youth, such as managing friendships, making healthy choices, identifying personal values, and setting goals. One of the features that makes this resource powerful is the award winning documentary "Troop 1500" that follows a Texas troop and gives a first-hand look at the issues facing the girls.
Ordering information: Available free of charge from the Girls Scouts at:
http://www.girlscouts.org/program/program_opportunities/community/gsbb.asp.

Do You Have What It Takes? A Comprehensive Guide to Success after Foster Care by Teens who Have Been There edited by Kendra Hurley, 2007 Published by Youth Communication (ISBN: 978-0966-1256-9-6).
This resource, written by current and former foster youth to prepare their peers both emotionally and practically for the challenge of living independently, should be of interest to any program serving youth in foster care. Each section starts with real-life experiences, followed by self-reflection and planning worksheets and a group activity. Words of encouragement are provided throughout. Subjects covered include managing money, finding and maintaining a job, finding housing, building a support system and health and hygiene.
Ordering information: Available from Youth Communication at
http://www.youthcomm.org/Publications/Books.htm (also available through Amazon.com and other online retailers).

Inspirational Stories of Mentoring

Letters to a Young Brother: MANifest Your Destiny by Hill Harper, 2006. Published by Gotham Books (ISBN 978-1-592-40249-6).
Written as a series of letters to a fictional younger brother, and based on his conversations with youth around the country, this book by the *CSI: NY* star addresses many of the challenges young men face today. Topics cover such far ranging issues as graduating, setting goals, friendships, responsibility, family life, being raised by a single mom, materialism, finances, drinking, cars, gossip, and more.

Hill expanded this concept a few years later with ***Letters to a Young Sister: DeFINE Your Destiny*** (ISBN 978-1-592-40351-6), which delves into the complexity of growing

up female. Once again, the book speaks directly to the reader on topics including gossip, dating, self-esteem, body image, family, dealing with sexism and racism, depression, staying out of debt, and how boys should treat you.
Ordering information: Available from the publisher at:
http://us.penguingroup.com/nf/Search/QuickSearchProc/1,,Author_1000068034,00.html
(also available through Amazon.com and other online retailers).

A Hand to Guide Me: Legends and Leaders Celebrate the People Who Shaped Their Lives edited by Denzel Washington, 2008. Published by Boys and Girls Clubs of America and Meredith Books (ISBN: 978-0-696-23049-3).
This 2006 book, written to coincide with the 100th anniversary of the Boys and Girls Clubs of America, features a compelling testimonial from the famous author about the role that many mentors played throughout his upbringing. The book also features chapters from a diverse and impressive list of prominent Americans, such as Muhammad Ali, Bill Clinton, John Mellencamp, Leonard Nimoy, Gen. Colin Powell, Dick Vitale, Cal Ripken Jr., Toni Morrison, Bonnie Raitt, and Bob Woodward, to name a few.
Ordering information: Available from Amazon.com and many other online retailers.

Guiding Lights: The People Who Lead Us Toward Our Purpose in Life by Eric Liu, 2004. Published by Random House (ISBN 0-375-50863-5).
This book covers both youth and adult relationships and examines the role that others play in the directions our lives take. Through the stories of many individuals, this book defines the impact of a mentor and provides thoughtful analysis of exactly why and how we seek out others to help us on life's journey.
Ordering information: Available from Amazon.com and many other online retailers.

The Person Who Changed My Life: Prominent Americans Recall Their Mentors, by Matilda Raffa Cuomo, 1999. Published by Birch Lane Press.
This book, written by the former First Lady of New York and including a forward by Hillary Rodham Clinton, also provides heartfelt testimonials from many leaders in their respective fields. The list of contributors here includes Alec Baldwin (all the Baldwin brothers, actually), Harry Belafonte, Julia Child, Walter Cronkite, Elizabeth Dole, Marian Wright Edelman, Steven Jay Gould, Larry King, Christopher Reeve, Martin Sheen, and Christine Todd Whitman, among many others.

Software for Managing Library Collections

The software listed below is a sampling of some of the better choices available for small libraries and other collections of print or electronic media. Using collection management software can help with tracking items you have loaned, organizing the collection into something easily searchable as it grows in size, and managing the collection's resources across multiple program sites.

Many of these options are free or low-cost, and most provide a free demo or trial version. Mentoring programs should also consider other options such as building a simple Access database, using an Excel spreadsheet, or even using index cards and an old-fashioned card catalog.

Note: Inclusion on this list does not imply the endorsement of these specific products by either the MRC or the U.S. Department of Education. A much more thorough listing of available library automation software can be found here: http://www.dmoz.org/Reference/Libraries/Library_and_Information_Science/Software/.

BookCat
BookCat is designed as a book collector database, but can easily be used by small business and nonprofits to organize a collection of materials. It imports book data, saving you time from manual entry. It also offers loan and reporting features. $39.95.
http://www.fnprg.com/bookcat/index.html

Book Collector Pro
This Web-based service builds your collection via scanned barcodes or typed ISBN numbers. It offers loaning tools, statistical reports, label-generating functions, and the ability to build customized inventory lists. Prices start at $49.95.
http://www.collectorz.com/book/

Concourse
This is a Windows-based platform that provides simple-but-effective cataloging, circulation, and reporting features. The same company also provides a Web-based platform called Atriuum, which offers many of the same features. Pricing varies (not listed on their Web site).
http://www.booksys.com/v3/products/concourse/

LibraryThing
This free service operates almost like a social networking site. You can use it to catalog your collection (using Amazon.com, Library of Congress, or other data sources) and can also network with other users who have similar interests and collections. Over 450,000 people are currently using it, and most are writing reviews, discussing books in groups, and sharing their expertise. This may be most appropriate for fiction or popular nonfiction books, but it might also be useful for the types of items a mentoring program collection would have.
http://www.librarything.com/

LiBRARYSOFT
This software is designed for smaller libraries and includes modules for cataloging, circulation, importing MARC records, and more. Pricing starts at $495.00.
http://www.librarysoft.com/productsF/lsoft.htm

Library World
This is a Web-based platform (meaning you don't need to install any software on your end), where you create an account, set up your collection, and then assign access privileges to other staff and patrons. The base package includes full cataloging, circulation, and inventory functions. $365.00 per year (there is a free 30 day trial).
http://www.libraryworld.com

OpenBiblio
This is a free automated library system written in the PHP programming language. While this is a robust piece of open source software, it should only really be considered by programs that have extensive IT support to install and configure the software.
http://obiblio.sourceforge.net/

Organizer Pro
This company makes several versions of this software that might work for a mentoring program, including Small Library, Simple Library, and CheckIn/CheckOut Organizer (it is unclear from their Web site if these are actually separate programs). All versions are Windows-based and offer a number of useful cataloging and collection management tools. $245.00
http://www.primasoft.com/

Readerware
This product allows you to organize a book, music, or movie collection by scanning a barcode or entering ISBN or UPC codes. It also offers circulation, inventory, and reporting functions. Packages start at $40.00.
http://www.readerware.com/

Resource Mate 3.0
This software is designed for use by churches, schools, nonprofits, small business, and other small-scale collection managers. It offers pretty robust cataloguing, searching, circulation, and reporting functions. Starts at $195.00.
http://www.jaywil.com/index.html

Surpass Select, SL, or CL
These three versions of Surpass come with many different options and packages, including the ability to have a searchable Web-based catalog for patrons, downloadable Library of Congress records, and even the ability for patrons to attach reviews to books. The CL (church library) version offers fewer features, but may be a good fit for a mentoring program with a small collection (it is unclear from their Web site whether this is available *only* to faith-based organizations). Starts at $595.00 (for the CL version).
http://www.surpasssoftware.com/products.htm

The Basics of Copyright Law for Mentoring Programs

An important consideration in building any library or resource collection is reflecting on how it will be used by client. In the case of small local mentoring programs, the collection is likely to be used by staff, mentors, teachers and school personnel, and perhaps mentees. Each of these groups may wish to use the materials in your collection in a variety of ways. It is important that each of these groups respects the copyright protection of the materials in your collection.

Most issues around copyright violation will revolve around use of materials by the program staff: You may have purchased a youth development curriculum and want to make copies of handouts. You want to borrow an idea or quote from a mentoring book and use it in a training you are conducting. You come across a wonderful chart outlining the role of a mentor and want to send it home with parent permission letters…

For these types of circumstances, the following tips can help keep you in the clear:

- **Assume everything is copyright protected.** This includes Web sites, CD-ROMs, training manuals, and materials produced by educational, government, and nonprofit agencies. Even if you don't see a copyright symbol or explicit declaration, that doesn't mean the material is not protected.

- **Look for permission language in the items you purchase for your collection.** Resources such as curriculum, workbooks, activity guides, and evaluation tools will explicitly mention how and when the material can be reproduced by the purchaser. Looking for this information up front can save you a lot of time and energy tracking down permission. However, if that information is unavailable…

- **Ask for permission when reprinting or reproducing materials.** Because you are working in a youth-serving nonprofit or educational setting, the vast majority of copyright holders will grant you permission to reproduce their materials for use in things like mentor training, mentor-mentee activities, and collecting program data as part of an evaluation. Not many people are making big money by selling their mentoring materials, so they are often more than happy to share what they have developed.

- **Use public domain materials whenever possible (but be careful).** Public domain refers broadly to works that are not technically "owned" by anyone. There are many ways that books, music, and works of art can become public domain, but the most common one mentoring programs will encounter are materials produced by the federal government or at the government's request. One obvious example is the rather large number of publications produced by the MRC on behalf of the US Department of Education on this very initiative. All of that material is public domain.

But you should be careful if you decide to use material from public domain sources: they often contain material from other sources that is copyright protected. So if the MRC gets permission to reprint a BBBS training activity in a new guidebook for ED mentoring grantees, that reprinting does not remove BBBS' original copyright protections. So make sure that any content you are using from a public domain source was not itself reprinted from another copyright-protected source.

- **Follow the "Fair Use" guidelines.** Fair use is a doctrine of U.S. copyright law that allows for the limited reproduction of copyright-protected material without getting permission from the copyright holder. This doctrine is intended to enable educators, researchers, artists, and others to build on previous human achievements in a reasonable way—a balancing act between the rights of the intellectual property holder and the advancement of human progress and innovation. Unfortunately, Fair Use is determined on a case-by-case basis; we only have a broad set of guidelines to go on. Fair Use is determined by four factors:

  1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
  2. the nature of the copyrighted work;
  3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
  4. the effect of the use upon the potential market for or value of the copyrighted work.
     (*US CODE: Title 17, 107. Limitations on exclusive rights: Fair use*)

  A good breakdown of what is generally considered safe to reproduce without permission can be found online at:
  http://www.umuc.edu/library/copy.shtml#copy

  While Fair Use does grant you some leeway, it is always best to attempt to get permission from the copyright holder. If that is not possible, for whatever reason, you should always…

- **Properly cite everything you use.** The best way to wind up in trouble is to reproduce something that is protected and not even bother to include a citation or reference. That is much more likely to make someone be upset about the use of the material than if it is cited properly. But understand that acknowledging the source of copyrighted material does not substitute for obtaining permission.

Make sure that your staff, mentors, and other mentoring library users understand these limitations and use your materials appropriately. Your school or public librarian can offer further advice on the appropriate and legal reproduction of materials that you may be unsure about using.

Additional Reading on Copyright and Fair Use

AALL Guidelines on the Fair Use of Copyrighted Works by Law Libraries —
http://www.aallnet.org/about/policy_fair.asp

Copyright: Fair Use — http://www.copyright.gov/fls/fl102.html

Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web —
http://www.umuc.edu/library/copy.shtml

U.S. Copyright Office Circular 1: Copyright Basics —
http://www.copyright.gov/circs/circ1.pdf

U.S. Copyright Office Circular 1: Reproduction of Copyrighted
Works by Educators and Librarians — http://www.copyright.gov/circs/circ21.pdf

How to Search For and Borrow Items
from the MRC Lending Library

The MRC Lending Library is available for use by all current U.S. Department of Education mentoring grantees. You can search the collection on the edmentoring.org Web site, order materials online, and access the reference librarian support of our Resource Advisors. Materials can be borrowed for 30 days (maximum of five items at a time, renewals are available) and the only cost to your program is the postage to return the borrowed items. This can be a great way of previewing items you are thinking about purchasing, gathering content for a training session or funding proposal, or to further your staff's professional development.

Searching the Collection

- Users can search the collection at:
  http://www.edmentoring.org/lending_library.html.

- The search engine covers the author, title, abstract, publisher, and keyword/subject fields automatically. Keyword search is the most efficient way of searching if you do not have a specific book in mind.

- There are also links for search tips, the 20 most recent additions to the collection, and the lending policies.

- Once you have entered a search, you are presented with a relevance-sorted list of library items. Clicking the item's title takes you to its more detailed record, which includes an abstract and a link to check the item out.

Checking Out Items
There are three ways ED mentoring grantees can borrow items from the collection:

- Use the "request this item" button at the bottom of a book's record. ***The username to use is "grantee" and the password is "success"*** (this is the same for all grantees). You can add up to five items to your checkout cart at a time.

- You can send an email with your program contact information and the items you would like to mentorcenter@nwrel.org.

- You can call either Kay Logan at 503-275-0135 or Michael Garringer at 503-275-9647 and tell them which items you would like to borrow.

Returning Items
You should receive books you have ordered within a week. Once you are finished with them, you can return them to the MRC using the postal service "book rate" (which is a bit

less expensive) to: Mentoring Resource Center Lending Library, 101 SW Main St., Suite 500, Portland OR, 97204.

Using Our Reference Services
ED mentoring grantees can call our staff any time if they are looking for resources on a specific topic or a specific piece of information. Our staff is well-trained in conducting Internet searches and we have institutional partnerships with several local colleges and universities that provide access to their collections and database tools as well. So if you need research, resources, or examples from the field, let us know and we'll get to work for you.