

MENTORING FOR SUCCESS
Fall 2010 PRETEST Survey for 4th & 5th Grade Students
ADMINISTRATION GUIDELINES

Mentoring Site Coordinators:

Please read the following guidelines before administering the Fall 2010 pretest survey to your mentees. Please be sure that you are using the current version (revised 07/09/10) of the survey. If you need additional copies please go to <http://psweb.etr.org/sfUSD> or email Kris Freiwald at krisf@etr.org.

Pretest Purpose

The purpose of the pretest survey is gather information about the mentee BEFORE she or he has participated in the Mentoring for Success program. Pretests are given ONE TIME to each mentee.

Data Collection

- **PRETEST surveys should only be completed by:**
 - Students who are NEW to the program and who have not previously completed a pretest survey AND
 - 4th and 5th grade foster youth mentees.
- We recommend that you collect the pretest survey at the time the student's parent consent form is returned or within one month of the mentee/mentor match being made.
- If you are unclear whether or not a student should complete a survey please contact Kris Freiwald at krisf@etr.org or 831-438-4060 Ext. 253.
- Please make a copy of completed surveys for your records and send original surveys AND survey completion checklist to Erin Farrell at SSSD 1515 Quintara by Thursday October 21st 2010.

Survey administration procedures:

- BEFORE ADMINISTERING THE SURVEY:**
 - **Site Coordinators complete all of the student information** at the top of the survey: HO, Student Name, School, Grade Level and Survey Date.
 - Explain to students that the survey is part of our efforts to hear directly from students about their experiences with the mentoring program. They will be asked to take a follow-up survey at the end of the next school year or when they leave the program. Their responses are confidential and no one at the school will see their responses.
- Allow students 15-20 minutes to complete the survey.
- As much as possible, provide a quiet space for students to complete surveys.

If you have any questions...

Please call Kris Freiwald at ETR Associates at 831-438-4060 Ext. 253. or email at krisf@etr.org.

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Thank you for your assistance!

PLEASE READ