

## Parent Mentor Project Evaluation Directions 2010-2011

### How to complete the form

#### Provide a monthly total in each of the eleven items:

1. **Parent/family contacts** - This is a duplicated count. Count as many times as you have personal contact with a parent, student, or family member. Examples; phone call, home visit, individual meetings, email, fax, written correspondence or conference call, etc. When two or more parent mentors share a project, totals from each mentor should be added together and submitted as one. This count does not include mass mailings or web site hits.
2. **School contacts** - This is a duplicated count. Count as many times as you have personal contact with any school district personnel in the district(s) you serve. This includes all meetings which school personnel attend. Examples: phone calls, individual meetings, email, fax, written correspondence or conference call, staff development meetings, and committee meetings. This count does not include mass mailings or web site hits.
3. **Agency contacts** - This is a duplicated count. Count as many times as you have personal contact with any agency personnel outside your school district. Example; ODE, OCECD, SST, DD, FCFC, and other parent mentors.
4. **Newsletters/bulk mailings/ materials distribution** - Count the number of materials you distribute through email, flyers, brochures, snail mail and personal contact to families, schools, and agency personnel.
5. **Website hits/visits** – Count the number of hits you get. If you have a personal website for your project and there is a hit counter on it, you can calculate how many hits you get per month by visiting that page each month on the same day and subtracting the previous month's count from the current month's count. If your website is part of the district web site, you can get those statistics from your IT person.
6. **Training participants (parents, families, students)** – Count the number of parents, family members, and students, who attend any training you sponsor or co-sponsor through your project. This could include Game Club participants.
7. **Training participants (educators, professionals, agencies)** - Count the number of participants (other than family members) who attend any training you sponsor or co-sponsor through your project.
8. **ETR's attended** – Count the number of ETR's you have attended with families and schools.
9. **IEP's attended** – Count the number of IEP's you have attended with families and schools.

10. **Other meetings with parents, and /or educational staff and / or agencies** – Count the number meetings (other than ETR's, IEP's) that you attended as a parent mentor. This may include, but is not limited to IAT's, RTI's, transition meetings, parent-teacher conferences, etc.
11. **Conferences, workshops** - Count the number of conferences or workshops you have attended each month.
12. **Total December child count** - This information is available from the special education department of each of the districts you serve. Tally the totals of each district served if you serve more than one district.
13. **Number of families** (unduplicated) – This is the total number of individual families you had personal contact with, NOT the number of times you had contact with them.
14. **Task forces, committees, boards, etc.**; List the names of the committees, task forces, boards, upon which you personally serve.