

Mentor Activity Logs

Activity logs are mandatory and should be submitted monthly. The logs allow the mentor coordinators and other workers involved to stay up to date on how the match is going. This is one way you can share your feelings about how the match is going and reach out to us if you have concerns. In addition, activity logs are very important to us so we can track how much time volunteer mentors spend with their youth. We track mentor hours and the data is used to evaluate our mentor program annually.

Due Date

Activity logs need to be submitted to the program on a monthly basis. Your log for the month is **due by the 7th of the next month.**

Activity Log Forms

Activity logs are on our website at www.hhsvolunteers.org under *Mentor Resources*, where you can directly submit your form to us. You are also able to print or obtain forms from a mentor coordinator and return them by email, fax or mail.

Completing the Form

On the top of the form, please fill in the month you are claiming, your name, **initials** of your mentee, and the worker's name if there is a social worker currently assigned.

We also need:

- The dates of your meetings and the hrs/time spent with your mentee
- The quality code and activity code/comments/progress/concerns for each meeting.
- If you would like a call from a mentor coordinator, please check yes to indicate this. See example for further details on completing the log.

Please contact us with any questions:

832-2223/832-2460

hhsmentors@outagamie.org



OUTAGAMIE COUNTY MENTORING PROGRAM
MENTORING ACTIVITY LOG
**DUE THE 7TH OF THE MONTH*

Month: June

Mentor Name: Jimmie Ginger

Youth (Initials Only): P.S.

Social Worker: Nikki McDonald

DATE OF MTG	TIME/HRS SPENT W/ YOUTH	QUAL CODE	ACTIVITY CODE/ MENTORS COMMENTS/ NOTE ANY PROGRESS TOWARDS GOALS/ CONCERNS
6/5/13	3	G	<i>Rec/soc Took PS to see the movie The Croods, He said The Croods was the best movie he had seen and wanted to see it again.</i>
6/12/13	3.5	E	<i>Car/ILS Took PS to dinner at McDonalds, afterward taught PS how to replace the battery in a car, my old corvette needed a new battery so we did all steps from purchasing and disposing of the battery to installing the battery and taking the vehicle for a test ride. He is interested in auto mechanics so this was a good experience for him.</i>
6/20/13	2	G	<i>Rec/soc Took PS to dinner, he chose McDonalds again. We went to the mall, looked at sporting goods items, PS has an interest in hunting and fishing so we spend our time at Scheels looking at gear. PS had never been on an escalator before was a little fearful riding the escalator but after going up and down seemed to enjoy it... I was surprised that he never been on an escalator at nearly 17 yrs old.</i>
6/26/13	2	E	<i>Rec/soc PS and I went to view the sturgeon spawning on the Wolf River in Shiocton. I had never done this before, both PS and I found it really interesting, at least he seemed to be enjoying himself. Afterward we stopped at a local restaurant for pizza and played a couple games of pool. PS really enjoys playing pool.</i>

__Yes, please call me about my mentor match. Phone # _____ Best time to call: _____

Activity codes

_rec/soc = recreational/social- movies, museums, shopping, YMCA
aca = academic- helping with homework or special project, reading
adv = advocacy- helping with particular problem, visiting class, accessing services
car/I.L.S.= career/independent living- helping with job search, teaching meal preparation, how to budget money

Quality codes

E= Excellent
G= Good
F= Fair
P= Poor
N= Non-existent

www.hhsvolunteers.org

Click on Mentor Program, then Mentor Resources