



**STEM Mentoring Program  
Online Reporting System Guidance  
Semi-Annual Progress Reports**

**Program Implementation Period**

**Final Report:** July 1, 2018 – November 30, 2018

Reporting Period	Due Date
July 1 – November 30, 2018	December 14, 2018

For reporting assistance, contact:

**FirstPic, Inc.**

**Phone:** 443-302-2080 | **E-mail:** [stemmentoringprogram@onlinereporting.org](mailto:stemmentoringprogram@onlinereporting.org)

Quantitative Questions	
Question	Definition
<p>Race/Ethnicity:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> American Indian/Alaskan Native</li><li><input type="checkbox"/> Asian</li><li><input type="checkbox"/> Black/African American</li><li><input type="checkbox"/> Hispanic or Latino (of any race)</li><li><input type="checkbox"/> Native Hawaiian and other Pacific Islander</li><li><input type="checkbox"/> Other Race</li><li><input type="checkbox"/> White/Caucasian</li><li><input type="checkbox"/> Youth Population Not Directly Served</li></ul>	<p>On this page, please select all options that apply to the youth you are serving in your STEM Mentoring program. All categories must have at least one box checked. If you are not serving youth in a particular category, select the “Youth Population Not Directly Served” box for that category.</p>
<p>Justice:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> At-risk population (no prior offense)</li><li><input type="checkbox"/> First time offenders</li><li><input type="checkbox"/> Repeat offenders</li><li><input type="checkbox"/> Sex offenders</li><li><input type="checkbox"/> Status offenders</li><li><input type="checkbox"/> Violent offenders</li><li><input type="checkbox"/> Youth Population Not Directly Served</li></ul>	
<p>Gender:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Male</li><li><input type="checkbox"/> Female</li><li><input type="checkbox"/> Youth Population Not Directly Served</li></ul>	
<p>Age:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 6 years old</li><li><input type="checkbox"/> 7 years old</li><li><input type="checkbox"/> 8 years old</li><li><input type="checkbox"/> 9 years old</li><li><input type="checkbox"/> 10 years old</li></ul>	
<p>Geography:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Rural</li><li><input type="checkbox"/> Suburban</li><li><input type="checkbox"/> Tribal</li><li><input type="checkbox"/> Urban</li><li><input type="checkbox"/> Youth Population Not Directly Served</li></ul>	
<p>Other:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Mental health</li><li><input type="checkbox"/> Pregnant</li><li><input type="checkbox"/> Substance abuse</li><li><input type="checkbox"/> Truant/Dropout</li><li><input type="checkbox"/> Youth Population Not Directly Served</li></ul>	<p>We understand that many 10-year-old youth will turn 11 during the course of the program. For reporting purposes, please use the age of the youth at the start of the STEM Mentoring program.</p> <p>We understand that the categories under "Other" will likely not apply to 6-10 year olds. If this is the case at your site, please check "Youth Population Not Directly Served" for this category.</p>

1a) Number of mentees enrolled at the beginning of the reporting period.	<p>Please enter the number of mentees who were already enrolled in the program at the beginning of the reporting period.</p> <p><b>NOTE:</b> This should include all mentees carried over that were recruited in the first reporting period (1/1 – 6/30).</p>
1b) Number of new mentees added during the reporting period.	<p>Please enter the number of mentees who were added during the reporting period.</p> <p><b>NOTE:</b> This should only be newly added mentees during the reporting period (7/1 – 11/30)</p>
2) Number of mentees who have one or more parents actively serving in the military.	All mentees should be tracked for this question. Only report the number of mentees with parents actively serving in the military.
3) The number of mentees exhibiting an improved perception of social support (including the feeling that they are cared for, have assistance available from others, and are part of a supportive social network).	Based on your observation of the mentees during the year. All mentees should be tracked for this question. Only report the number of mentees who exhibit an improved perception of social support.
4a) Number of mentees who had an arrest or delinquent offense during this reporting period.	All mentees should be tracked for this question. Only report the number of mentees who had an arrest or delinquent offense during this reporting period.
4b) Number of mentees who were recommitted to a juvenile facility during this reporting period.	All mentees should be tracked for this question. Only report the number of mentees who were recommitted to a juvenile facility during this reporting period.
4c) Number of mentees who were sentenced to adult prison during this reporting period.	All mentees should be tracked for this question. Only report the number of mentees who were sentenced to adult prison during this reporting period.
4d) Number of mentees who received a different sentence during this reporting period.	All mentees should be tracked for this question. Only report the number of mentees who received a different sentence from the previous questions during this reporting period.
5a) Number of mentees who have completed at least 20 sessions in the 2018 STEM Mentoring program.	<p>This answer should be the total number of mentees participating in the program who have completed 20 or more sessions. If no mentees have completed 20 or more sessions, this answer should be '0'.</p> <p><b>NOTE:</b> This applies to the entire program year. Can be any combination of enrichment activities and regular sessions.</p>
5b) Number of mentees who have completed fewer than 20 sessions in the 2018 STEM Mentoring program.	This answer should be the total number of mentees participating in the program who have completed less than 20 sessions.

	<b>NOTE:</b> This applies to the entire program year. 5a and 5b combined should equal all mentees served (the same as 1a and 1b combined).
5c) Number of mentees who left the 2018 STEM Mentoring program during this reporting period before completing 20 sessions AND are not planning to return to the program during the next reporting period.	<p>This answer should reflect the number of mentees who have permanently left the program without completing 20 sessions.</p> <p><b>NOTE:</b> Since there is no 'next' reporting period for 2018, it will not be possible for any mentee to return to the program.</p>
6a) Number of mentees who have been participating in the 2018 STEM Mentoring program for more than 6 months.	<p>This answer should include the number of mentees who have participated in 6 or more months of the STEM Mentoring program.</p> <p><b>NOTE:</b> This applies to the entire program year.</p>
6b) Number of mentees who have been participating in the 2018 STEM Mentoring program for fewer than 6 months.	This answer should include any mentee who enrolled after June 1, 2018.
6c) Number of mentees who participated in STEM Mentoring sessions for at least 4 hours per month (on average) during this reporting period.	<b>NOTE:</b> If the implementing site is running sessions once per week, this should generally average out to 4 hours per month. Do not counts months when sessions were not offered (e.g. if Club was closed in Summer months). It is OK if a mentee missed 2-3 sessions.
6d) Number of mentees who participated in STEM Mentoring sessions for fewer than 4 hours per month (on average) during this reporting period.	<b>NOTE:</b> If the implementing site is running sessions once per week, this should generally average out to 4 hours per month. This answer should count any mentees who have been absent or missed a large number of sessions.
7a) Number of mentors carried over from the previous reporting period.	<b>NOTE:</b> This should be the total number of mentors carried over from the previous reporting period (Jan 1 – Jun 30).
7b) Of A, the number of mentors who have undergone training.	This answer should include mentors who have been trained on mentoring best practices.
7c) Number of new mentors recruited during this reporting period.	<b>NOTE:</b> This number should count any mentors recruited after July 1.
7d) Of C, the number of mentors who have successfully completed training during this reporting period.	This answer should include mentors that have been trained on mentoring best practices during this reporting period. <b>This number should never exceed the response to 7c.</b>
7e) Total number of trained program mentors demonstrating an increased knowledge in the program during the reporting period.	This should include all mentors who have been trained and demonstrated an increased knowledge in mentoring best practices (based on your observations).
7f) Number of mentors who have prematurely left the program.	This should include all mentors who left the program before the end of program implementation.

8) Does the STEM Mentoring Program at your site have an active partner? (not counting Sea Research Foundation, FirstPic, Inc., or <i>FIRST</i> Lego League Jr.)	This can be any organization that you partner with to run/enhance the program, including local schools/colleges, faith-based organizations, businesses, etc.
---	--

Qualitative Questions	
Question	Definition
1) Please share some accomplishments from this reporting period.	Please provide detailed information about your mentee and mentor recruitment, mentor training, program implementation (including the session you completed most recently and for which module), mentor/mentee pre and post-survey completion (as applicable), mentee/mentor ratios that are even better than the minimum of 1 mentor to 4 mentees (as applicable) and any other success stories. Please indicate the date in which you completed all implementation, including the final required enrichment activity.
2) Please share some details about your STEM Mentoring Enrichment Activity(ies) and other special activities for this reporting period (include the dates implemented and any specific successes and challenges)	Tell us about the required (and any extra) STEM Enrichment Activities or other events that have taken place with your mentors and mentees. Include dates that the events took place.
3) Please describe any challenges you have faced during this reporting period, and how FirstPic and Sea Research Foundation can provide assistance.	<p>Please detail specific challenges you have encountered, such as if you are not currently operating your program with the number of mentees and/or mentors outlined in your implementation plan.</p> <p><b>NOTE:</b> Since the program is now over, provide details on the efforts made to correct the situation and lessons that were learned.</p>
4) Are you on track to complete the program as outlined in your LOA? If no, please explain.	Please answer “Yes” or “No.” If you are behind on program implementation, answer “No,” and explain your plan or what steps you have taken to correct the situation.
5) What major activities do you have planned for the next reporting period?	This questions does not apply as there is no next reporting period. Enter “N/A”.



**STEM Mentoring Program  
Quarterly Progress Report  
Narrative Rubric**

This scoring rubric provides information on what a quality response looks like for each narrative question. We recommend that program staff and mentors take notes during the quarter so responses are thorough, thoughtful, and include specific examples and detail.

Remember, the goal should be for the person reading this report to have a clear picture of what is going on at the site level.

Narrative Questions	Unsatisfactory (Edits Required)	Sufficient (Edits May be Requested)	Excellent (No Edits Requested)
<b>Question 1:</b> Please share some accomplishments from this reporting period.	The response does not provide detailed information about accomplishments of the program or accomplishments are not relevant to the program goals.	Though the response discusses accomplishments that are relevant to the program, the narrative is general; higher level and specific examples are needed.	Accomplishments are shared that are <b>detailed and relevant</b> to the overall goals of the program. <b>Specific examples</b> of activities are provided.
<b>Question 2:</b> Please share some details about your STEM Mentoring Enrichment Activity(ies) and other special activities for this reporting period (include the dates implemented and any specific successes and challenges).	The response does not provide enough detail on events that took place, or indicate that there were none for this reporting period.	Though the response indicates an event occurred with minimal detail, more specific information is needed.	<b>Specific</b> event/activity is described in <b>complete detail</b> , including when and where it took place and participation by <b>mentors</b> and mentees.
<b>Question 3:</b> Please describe any challenges you have faced during this reporting period, and how FirstPic and Sea Research Foundation can provide assistance.	If problems/barriers are outlined, response is short and provides little information about the issue at hand.	If a problem/barrier is outlined, general information is provided, context is missing, and issue is difficult to understand.	A detailed response is provided that outlines the problem/barrier and explains the entire context so the <b>reader fully understands</b> .
<b>Question 4:</b> Are you on track to complete the program as outlined in your LOA? If no, please explain.	Response is “no” but provides vague or no further information.		If answer is yes, no additional information is needed. If answer is no, a <b>detailed explanation</b> is included.
<b>Question 5:</b> What major activities do you have planned for the next reporting period?	N/A for this reporting period.	N/A for this reporting period.	N/A for this reporting period.