



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

Program Implementation Period

Mid-Program Report: January 1, 2020 – June 30, 2020

Final Report: July 1, 2020 – December 12, 2020

Reporting Period	Due Date
January 1 – June 30, 2020	July 8, 2020
July 1 – December 12, 2020	December 28, 2020

For reporting assistance, contact:

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Quantitative Questions	
Question	Definition
<p>Race/Ethnicity:</p> <ul style="list-style-type: none"><input type="checkbox"/> American Indian/Alaskan Native<input type="checkbox"/> Asian<input type="checkbox"/> Black/African American<input type="checkbox"/> Hispanic or Latino (of any race)<input type="checkbox"/> Native Hawaiian and other Pacific Islander<input type="checkbox"/> Other Race<input type="checkbox"/> White/Caucasian<input type="checkbox"/> Youth Population Not Directly Served	<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"><input type="checkbox"/> At-risk population (no prior offense)<input type="checkbox"/> First time offenders<input type="checkbox"/> Repeat offenders<input type="checkbox"/> Sex offenders<input type="checkbox"/> Status offenders<input type="checkbox"/> Violent offenders<input type="checkbox"/> Youth Population Not Directly Served	
<p>Gender:</p> <ul style="list-style-type: none"><input type="checkbox"/> Male<input type="checkbox"/> Female<input type="checkbox"/> Youth Population Not Directly Served	
<p>Age:</p> <ul style="list-style-type: none"><input type="checkbox"/> 6 years old<input type="checkbox"/> 7 years old<input type="checkbox"/> 8 years old<input type="checkbox"/> 9 years old<input type="checkbox"/> 10 years old	
<p>Geography:</p> <ul style="list-style-type: none"><input type="checkbox"/> Rural<input type="checkbox"/> Suburban<input type="checkbox"/> Tribal<input type="checkbox"/> Urban<input type="checkbox"/> Youth Population Not Directly Served	
<p>Other:</p> <ul style="list-style-type: none"><input type="checkbox"/> Mental health<input type="checkbox"/> Pregnant<input type="checkbox"/> Substance abuse<input type="checkbox"/> Truant/Dropout<input type="checkbox"/> Youth Population Not Directly Served	<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>NOTE: For the July report, this should be '0' since no mentees would have already been enrolled before this reporting period.</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>NOTE: For the July report, this should include all mentees who were recruited for the program at any time from January 1 – June 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/or are part of a supportive social network).	All mentees should be tracked for this question. Report the number of mentees who exhibited any improvement in perception of social support over the course of their time in the STEM Mentoring program.
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 of 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 were involved in the juvenile justice system during this reporting period and received a different sentence other than what is listed in questions 4b and 4c.
5a) Number of mentees who have completed at least 20 sessions in the 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>NOTE: For the July report, this will depend on your site's implementation schedule. Please consider both in-person sessions as well as any virtual sessions your site implemented from January 1–June 30 when calculating this number.</p>
5b) Number of mentees who have completed fewer than 20 sessions in the STEM Mentoring program.	<p>This answer should be the total number of mentees participating in the program who have completed fewer than 20 sessions.</p> <p>NOTE: 5a and 5b combined must equal 1b</p>

5c) Number of mentees who left the 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 during this reporting period without completing 20 sessions.</p> <p>NOTE: If you are not sure if the mentee will return, do not include them here.</p> <p>For example: If a mentee has been unable to participate in remote sessions due to a lack of access to technology, but may participate again once in-person sessions resume, do not include them here.</p>
6a) Number of mentees who have been participating in the 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>NOTE: For the July report, this answer is “0” because programming did not begin for mentees until February.</p>
6b) Number of mentees who have been participating in the STEM Mentoring program for fewer than 6 months.	<p>NOTE: For the July report, this number should include all of the mentees recruited for the program, so the answer must be the same as 1b.</p>
6c) Number of mentees that participated in STEM Mentoring sessions for at least 4 hours per month (on average) during this reporting period.	<p>NOTE: For the July report, this number should include all mentees who consistently participated in STEM Mentoring sessions offered by your site in-person prior to the COVID-19 health crisis <i>and/or</i> any virtual STEM Mentoring programming offered by your site.</p>
6d) Number of mentees who participated in STEM Mentoring sessions for fewer than 4 hours per month (on average) during this reporting period.	<p>NOTE: This would be any mentees not included in 6c). 6c and 6d combined must equal 1b</p>
<p>7a-7h) Questions on victimization.</p> <p>EXAMPLE:</p> <p><i>7e) Number of mentees who identified as a labor trafficking victim during the reporting period.</i></p> <p><i>7f) Number of new mentees who identified as a labor trafficking victim during the reporting period.</i></p>	<p>Reporting requirements from OJJDP require that these questions be asked. We understand that these may not apply to the youth population served in your program. Please answer to the best of your ability based on the information you have available.</p> <p>NOTE: Some of the questions ask for data on “new” mentees. For the July report, all mentees are considered new; therefore, numbers need to match for any pair of questions on the same criteria that ask about the number of “mentees” and the number of “new mentees” who meet that criteria.</p> <p>For example: The number for 7e has to match 7f.</p>
8a) Number of mentors carried over from the previous reporting period.	<p>NOTE: For the July report, this number must be “0” since there was no previous reporting period for the 2020 STEM Mentoring program.</p>
8b) Of 8a, the number of mentors who have undergone training.	<p>This answer should include mentors who have been trained on mentoring best practices.</p> <p>NOTE: For the July report, this number should be “0” since there was no previous reporting period.</p>
<p>Note for counting mentors for question 8c due to current implementation practices related to COVID-19:</p> <p>Due to the limitations for recruiting and utilizing outside volunteer mentors during the current health crisis, organizations may count staff members working with the mentees on STEM Mentoring-related activities as mentors for this reporting period. Please remember to include these staff members on the tracking sheets as applicable.</p>	

8c) Number of new mentors recruited during this reporting period.	Please enter the number of mentors who were recruited during the reporting period. NOTE: For the July report , this should include all mentors who were recruited for the program at any time from January 1–June 30 .
8d) Of 8c, the number of mentors who have successfully completed training during this reporting period.	This answer should include mentors who have been trained on mentoring best practices during this reporting period. Note: This number may not exceed the response to 8c.
8e) 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 during the reporting period.
8f) Number of mentors who have prematurely left the program.	This should include all mentors who left the program during the reporting period. NOTE: Only mentors who you are certain will not be returning to the program in the next few months should be included in this number.
9) 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.)	Answer “Yes” or “No.” This can be any organization that your site partners 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. NOTE: Please focus on any positive aspects of the STEM Mentoring program at your site (Explorations in STEM, Volume 1, virtual mentoring, outreach to families, etc.).
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 STEM enrichment activities and any other events that have taken place with your mentors and mentees. NOTE: Please include information on any STEM Mentoring enrichment activities that occurred before and/or during the COVID-19 health crisis, including any virtual events that have taken place. If you ran a virtual <i>FIRST</i> LEGO League Jr. Expo, please share information on that here.

<p>3) Please describe any challenges you have faced during this reporting period, and how FirstPic and Sea Research Foundation can provide assistance.</p>	<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. Information related to the challenges and adjustments you have had to make due to the COVID-19 health crisis should also be detailed here.</p> <p>NOTE: Please also include information on how you have or plan to correct/address these challenges, and outline any assistance that may be needed.</p>
<p>4) Are you on track to complete the program as outlined in your LOA? If no, please explain.</p>	<p>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.</p> <p>Note: Please provide details on any STEM Mentoring virtual programming your site is doing or plans to do. If your site will be resuming in-person programming, please describe how that will be occurring. If your site is not able to conduct virtual programming or in-person implementation in the foreseeable future, that information should be provided here.</p> <p>Sea Research Foundation and FirstPic, Inc. are available to assist with modified implementation plans as sites begin to re-open. Please email cclemens@firstpic.org if you would like to discuss this possibility.</p>
<p>5) What major activities do you have planned for the next reporting period?</p>	<p>With the current uncertainty surrounding the COVID-19 situation, making plans is understandably problematic right now. Please include information on contingency plans to implement virtual activities as applicable.</p>



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

This 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)
Question 1: 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 detailed and relevant to the overall goals of the program. Specific examples of activities are provided.
Question 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).	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.	Specific event/activity is described in complete detail , including when and where it took place and participation by mentors and mentees.
Question 3: 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 reader fully understands .
Question 4: 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 detailed explanation is included.
Question 5: What major activities do you have planned for the next reporting period?	The response does not provide detailed information about planned activities of the program or activities that are not relevant to the program goals.	Though the response discusses planned activities that are relevant to the program, the narrative is general; higher level and specific examples are needed.	Planned activities are shared that are detailed and relevant to the overall goals of the program. Specific planned activities are highlighted.