



Instructions for Mentors in Administering the Universal Encouragement Program

Congratulations on having the privilege of being a mentor! Helping guide a student along his or her path to a successful future can be extremely rewarding. However, it can be very challenging if you lack information about the person you are trying to help.

Encouragement Services, Inc. is a non-profit organization that has developed the Universal Encouragement Program (UEP), a survey tool designed to help you gather pertinent information about your mentee. UEP has three forms: Form 1 is intended for use with students in grades 6-8, Form 2 is intended for use with students in grades 9-12, and Form 3 is intended for graduates and former students. UEP survey forms provide detailed reports that will inform you and your sponsoring organization about your student's experiences, aspirations, needs, and perceptions about his or her education and career development. You can then use this information to help guide your work with your mentee.

As part of a mentoring organization that utilizes the UEP, we ask that you assist your mentee to take the assessment (online) and send the results of the survey to you (by email). You will then have a report of the mentee's experiences, needs and perceptions about his or her education and career development. This information will help you to develop a better understanding of his or her guidance and support needs.

Before you begin, you will need to obtain your organization's UEP authorization code. You will need to know which UEP form your program wants the student to complete. You will also need to make sure your mentee has access to a computer with Internet service (and a printer to print out a copy of his/her responses). It is helpful for the student to gather some information in advance of completing the assessment:

1. The highest level of education completed by anyone in the student's household.
2. Email addresses of parent/guardian(s)
3. Mentor's email address
4. Student's email address
5. Mailing address of parent/guardian(s)

To begin filling out the survey, instruct your mentee to click on the Students Menu at www.capenetwork.org, and be sure to select the correct survey form (usually Form 1 for grades 6-8 and Form 2 for grades 9-12). Your mentee will need to enter the authorization code for your organization at the top of the second survey page (the student registration page). Items with an asterisk on the student registration page must be completed in order to proceed to the next section.

Please remind your mentee to fill out all the information to the best of his/her abilities. The survey is entirely voluntary, and students may opt to not answer some items. Encourage your mentee to ask questions if he/she is unsure about anything found on the form. Feel free to converse with your mentee about the assessment, provide clarification if needed, and discuss why information might be useful. Inform your mentee that once the mentee completes each page, he/she should click the Next link found at the bottom of the page. If the mentee needs to return to a section already completed, he/she can use the links on the left side of the page to return to that section.

Once your mentee has completed the form, he/she should click on the Finish Survey link at the bottom of the last page of questions (Services and Activities). He/She will be prompted to either go back to make revisions or to proceed by clicking on the send/print/save button. When your mentee clicks on send/print/save, he/she will be presented with the following options:

- A) Print a copy of his/her form and responses (if a printer is available)
- B) Send his/her form and responses by email to:
 - 1. Parent/Guardian 1
 - 2. Parent/Guardian 2
 - 3. Themselves
 - 4. Others (Enter email addresses separated with commas)

Instruct your mentee to fill in your email address in the space provided by the "Other" option.

This will allow you to receive a copy of your mentee's individual report. Then, after making his/her selections, your mentee should click on the Finish button. This will save his/her information to the database and send reports by email, if this option is selected.

Now that your mentee has completed the survey, you should be able to access the report through your email. Please take the time to review your mentee's Universal Encouragement Program report and use it as you see fit. Pay special attention to the factors summarized at the beginning of the report, as these summarize significant risk factors and activities and services in which your mentee has indicated an interest.

Thank you for using the Universal Encouragement Program. If you should have any problems or questions, please feel free to contact us by phone or email. More information, including previews of the instruments and sample reports, can be found at www.capenetwork.org/docs.htm.

Universal Encouragement Program Mentor Checklist

1. Get Form number to use and authorization code from your sponsoring organization.
2. Make sure your mentee has access to an Internet-connected computer.
3. Make sure mentee has your email address (to be entered at the end of the assessment).
4. Guide mentee to the appropriate survey form to use (Forms are in the Students Menu on the left side of the page at www.capenetwork.org.)
5. Review the Information to Students page with mentee and make sure that your mentee understands how to fill out the assessment.
6. When finishing the survey, make sure the mentee enters your email address in the "Others" line so you will receive a link to the mentee's Individual Student Report.
7. Check your email for the report.
8. Refer to the report in guiding your mentee.

The CAPE Network Universal Encouragement Program is a product of Encouragement Services, Inc., a nonprofit corporation committed to college access and career development services. For more information, contact Scott Gillie, scott@esi.c, telephone: 812.876.5055 .