****

**Policy and Procedure - Evaluation**

**GenYZ Mentoring**

**Purpose**

Evaluation is a key component in measuring GenYZ’s impact and for making continuous improvements in the effectiveness and delivery of services.

This intention of this policy and procedure is to establish a framework to assist in the collection and use of evaluation data.

**Policy**

It is the policy of GenYZ Mentoring that evaluation will be a key component in measuring program impact and for making continuous improvements in the effectiveness and delivery of services.

Evaluation data will be collected on a regular basis and will include measures on:

* effectiveness of program processes
* effectiveness of mentoring relationships
* impact on young people

Program staff will be responsible for effective planning evaluation efforts and for reporting findings to management for program review.

**Procedure**

1. Collect young person and mentor evaluation data every six months (during the months of May–June and November–December).
2. Post confidential surveys to mentors, young people and their parents/guardians to be returned directly to GenYZ.
3. Provide incentives for all those who complete evaluation surveys (e.g. movie vouchers).
4. Undertake face-to-face evaluation interviews at program milestones such as three and 12 month intervals.
5. Meet with the program reference group every six months to evaluate and review findings, and implement changes to program plans, policies and procedures to ensure continuous improvement.
6. Write a report outlining key evaluation findings and showcasing match case studies.
7. Promote the report to key stakeholders as per the Communications Plan.