



MENTOR MEMOS

Utah State
UNIVERSITYUTAH CO.
extensionAugust MemoWeekly Activity Reports

We really appreciate your super efforts to email, call and even travel across the state to meet your kids. You do a great job and we can't thank you enough!

Also, we thank those who report their contacts to us by the end of the month. Sponsors for our program base their contributions ultimately on your reports. If they get no reports, we get no funds to pay insurance, activities, supplies, etc. So we ask you to please report your contacts (which include visits, phone calls, emails, texting,, etc) with your youth by the end of each month, and thanks again to those who are already reporting. Our online log is designed to allow you to report your weekly activities through a quick and simple system. This is a great way to help the coordinators keep up with how each mentoring relationship is going.

Online Log

Since some of you are new or may need a refresher, here are the steps to use the online log to report contacts with youth:

- After your site coordinator registers you and you are matched with a child, go to <https://utah4h.usu.edu/yfp/>
- You should reach a page entitled "YFP Mentor Validation" under "4-H Mentoring".
- Enter your email in the appropriate box.

For those who already have a password:

- Enter your password in the appropriate box and click on log-in.
- You should arrive at a page that says "Log in successful; click to continue"
- Click on the "click to continue".
- Scroll down the mentor list and click on your name. Your mentee's name should automatically appear in a box under your name.
- Please fill in the appropriate data in each box. Remember the time spent is in minutes.
- Click on "submit report"..

For first-time users:

- If this is your first time to log-in, in lieu of entering a password, click on "Help! I don't know my password"
- A window will open with a box for your email address.
- Enter your email address in the appropriate box
- Your new password will be sent to your email address.
- When you open your email containing your password, you can click on an option to change your password if you wish.

You now have a password. Please follow the green instructions for those who already have a password. If you can't log in, and you should be able to do so, please contact your site coordinator.

Alternative Reporting

As an alternative to the online log reporting system, you may talk to your site coordinator about sending a short email once a week including the details of each weekly visit. If you feel reporting through email would be the easiest, most of our coordinators are willing to work with you.

Upcoming Events

- M&M Demolition Derby at Spanish Fork Fairgrounds (475 W. Main, Spanish Fork) from 7-11 PM on this Sat., Aug. 21st. You might want to arrive around 6 PM to find parking and look at fair entries. Please get your tickets at the entrance of the Derby by 7 PM or they will be donated.
- Halloween Carnival in October 2010
- Mentor Conference in Nov. 2010

Thanks for all you do and have a great year!
from Your Site Coordinators