



**OVERVIEW OF  
I CAN DO IT, YOU CAN DO IT!  
PROGRAM FORMS**

Website: <http://cdd.unm.edu/ICanDolt>

**Mentees**

**In The *I Can Do It, You Can Do It!* Program**

<b>Form</b>	<b>Description</b>	<b>Available</b>	<b>Comments</b>
Participant Registration Form	Before participants begin the Program, they complete this form to register.	On Program Website; completed on-line.	Participants should print a copy before submitting the on-line form and submit to Agency Coordinator.
Medical Release Form	Before participants begin the Program, they need their primary care provider to complete and approve to participate in the Program with or without limitations.	On Program Website; is downloaded, printed and completed by hand.	Participants should print blank form, complete and take to their primary care provider. Agency Coordinators should retain a copy of the form.
Participant Survey	The survey is completed three times: 1) before participant begins Program, 2) immediately after end of Program, 3) six months after the end of Program.	On Program Website; is completed on-line.	Responses go directly into evaluation database.
Goal Setting Worksheet	At first meeting with mentor, this form is completed to set the participant's goal and activities to do during the Program.	On Program Website; is downloaded and completed by hand.	The mentor may wish to keep a copy of this form.
Weekly Check-In Worksheet	This worksheet tracks progress of goal discussed at weekly meetings between mentor and participant.	On Program Website; is downloaded and completed by hand.	The mentor may wish to keep a copy of this form.

## Mentors

### In The *I Can Do It, You Can Do It!* Program

Form	Description	Available	Comments
Mentor Registration Form	Before mentors work with participants in the Program, they complete this form to register.	On Program Website; is downloaded, printed and completed by hand.	Mentors should print a copy, complete, sign and submit to Agency Coordinator. Information is also used to match mentors with mentees.
Mentor Post-Assessment	Immediately after the end of the Program, mentors complete this form to provide feedback about the Program and working with their mentee.	On Program Website.	Responses are used to consider future improvements to the Program.
Mentor Manual	A complete "how-to" manual for Mentors.	On Program Website; is downloaded and printed.	Mentors use the manual as a reference tool during the Mentor Training conducted by the Agency Coordinator.

## Agency Coordinators

### Of The *I Can Do It, You Can Do It!* Program

Form	Description	Available	Comments
Program Manual	A complete "how-to" manual for Agency Coordinators.	On Program Website; is downloaded and printed.	Agency Coordinators use the manual as a reference tool during the Agency Coordinator Orientation conducted by the Training and Technical Assistance Staff.
Mentee Recruitment Flyer	Agency Coordinators use this flyer to recruit mentees to participate in the Program.	On Program Website; is downloaded. Local contact information is added before printing in color.	Agency Coordinator should add their name, phone number and email address for the local contact information. Flyer is in Publisher.

**Agency Coordinators (Continued)**  
**Of The *I Can Do It, You Can Do It!* Program**

<b>Form</b>	<b>Description</b>	<b>Available</b>	<b>Comments</b>
Mentor Recruitment Flyer	Agency Coordinators use this flyer to recruit mentors to participate in the Program.	On Program Website; is downloaded. Local contact information is added before printing in color.	Agency Coordinator should add their name, phone number and email address for the local contact information. Flyer is in Publisher.
Program Overview Brochure	Agency Coordinators use this brochure to share information about the Program.	On Program Website; is downloaded and printed in color.	Agency Coordinator should use this brochure with parents, schools, communities, organizations, etc. Flyer is in Publisher.