



# The Creative Mentoring® Program Calendar of Activities

## **October**

**(See: Beginning of the Year Checklist for more details on starting the year)**

- Distribute and collect **Teacher/Coordinator Referral Forms, Parent Permission Forms and Mentee Interest Forms**. Please send a copy to our office.
- Contact Mentors from last year and let them know when your program will get started.
- Distribute and collect **Parent Permission Forms** from the parents of students to be mentored. Collect these for ALL students to be mentored, even if they were mentored last year.
- Hold a kickoff meeting for your mentors OR meet with them individually.
- Review the mentors' online personal data with them. Advise Creative Mentoring of any changes in their address, phone numbers, work information, etc. via email.
- Distribute your school-specific mentor orientation packets, including calendars, school phone numbers, procedures specific to your school, and a list of radio stations for snow day announcements.

## **November**

- Submit your current list of mentors to our office. Visit [www.cgimmentor.org](http://www.cgimmentor.org) to see the most updated information that we have on file.

## **December**

- Hold a holiday event for your mentors and students to show how much you appreciate them.

## **January**

- *HAPPY NEW YEAR! January is National Mentoring Month! This is a great time to rev up your recruitment efforts and to plan an event to thank your volunteers.*

## **February**

- *Do you have a great story? Submit your articles and/or photos to Creative Mentoring.*

## **March/April**

- *HAPPY SPRING BREAK! Enjoy your time off, you've worked hard!*
- Submit your current list of mentors to our office. Visit [www.cgimmentor.org](http://www.cgimmentor.org) to see the most updated information that we have on file.

## **May**

- Hold an end-of-year event for your mentors and students to show how much you appreciate them.
- Complete and submit evaluations, grades, behavior, attendance, etc. information as requested.