



The Creative Mentoring® Program Calendar of Activities

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

October

- Distribute and collect **Teacher/Coordinator Referral Forms and Mentee Interest Forms** and send a copy to our office.
- Contact mentors from last year to inform them of your program's start date.
- Distribute and collect **Parent Permission Forms** for ALL students to be mentored, even if they were mentored last year and send a copy to our office.
- Have a beginning of year kickoff meeting to welcome your mentors OR meet with them individually. Review their personal data and advise CM via email of any changes to their address, phone numbers, email address, work information, etc.
- Distribute your mentor packets including calendars, school phone numbers, school procedures and a list of radio stations for snow day announcements.

November

- Submit to CM a complete roster of matched and unmatched mentors and mentees. Refer to your dashboard at www.cgimmentor.org to see the most updated information we have on file.

December

- Hold a holiday appreciation event for your mentors and mentees.

January

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

February

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

March/April

- HAPPY SPRING BREAK! Enjoy your time off as you've worked hard!
- Submit to CM a complete roster of matched and unmatched mentors and mentees. Refer to your dashboard at www.cgimmentor.org to see the most updated information we have on file.

May

- Hold an end-of-year appreciation celebration for your mentors and mentees. If you wish for the CM staff to attend and assist you, please notify us. We love to help!
- Complete and submit surveys, grades, behavior, attendance, etc. information as requested.