



The Creative Mentoring® Program

Beginning of the Year Checklist

□ **Returning mentors and mentees**

Contact mentors

- Would they like to continue mentoring?
- Would they like the same mentee?
- What is their availability?

Contact mentees

- Would they like to continue being mentored?
- Send home the Parent Permission form and survey.
- Would they like the same mentor?
- What is their availability?

□ **New mentors and mentees**

Contact mentors

- Check the Creative Mentoring database to see if the mentor is marked "active" and that you have the documentation on file.
- What is their availability?
- Onboard new mentors and interview them to maximize match quality based on shared interests and availability.

Contact mentees

- Send home an introductory letter, Parent Permission form and survey.
- Send copy of signed Parent Permission form and survey to the CM office.
- What is their availability?

□ **Teacher/Coordinator Referral Forms**

- Send form to teachers to identify mentees
- Please send a copy to CM office.

□ **Other**

- Notify CM of matches to include mentor/mentee name.
- Hold a kickoff meeting for your mentors or meet with them individually.
- Review the mentors' online personal data with them. Advise Connecting Generations via email of any changes in their address, phone numbers, work information, etc.
- Distribute your school-specific mentor orientation packets, including calendars, school phone numbers, procedures specific to your school, and a list of radio stations for inclement weather announcements.
- Do you need help or have questions? Call 656-2122.