

# The Creative Mentoring® Program

## Beginning of the Year Checklist

### **Contact returning mentors and mentees**

#### Contact mentees

- Would they like to continue being mentored?
- Send home a parent permission form
- Would they like the same mentor?
- What is their availability?

#### Contact mentors

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

### **Contact new mentors and mentees**

#### Contact mentees

- Send home an introductory letter and parent permission form
- What is their availability?

#### Contact mentors

- Check the Creative Mentoring database to see if the mentor is marked "active" \*
- What is their availability?
- Set up an interview with new mentors to orient them to the school and match them.

### **Teacher/Coordinator Referral Forms (Formerly Base Student Profile)**

- Send form to teachers of identified mentee
- Confirm availability between teacher and mentee
- Distribute copies according to the distribution list, including the last copy back to our office.

### **Other**

- Contact Rachel Markowitz 302.656.2122x15 or Iazia McTeer 302.535.5304 with any questions
- 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. using the online **Coordinator's Feedback** feature.
- Distribute your school-specific mentor orientation packets, including school maps and calendars, school phone numbers, procedures specific to your school, and a list of radio stations for snow day announcements.

\* Periodically checking the Creative Mentoring Database is very important since new mentors could be trained and added throughout the year. If you've forgotten your username or password, please contact Jen Marek at 302-656-2122 ext 18