



# The Creative Mentoring® Program Calendar of Activities

## **September/October**

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

- Distribute and collect **Base Student Profile, Parent Permission Forms and Mentee Interest Forms.** Distribute copies according to the distribution list, including the last copy back 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 to the Program Director.
- 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.

## **November**

- Review the list of your current Creative Mentors online at:  
<http://www.dbmentor.org/Admin/indexcm.asp>

## **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**

- *If you have a great story! Submit your articles and/or photos for an upcoming edition of the Creative Mentoring newsletter.*

## **March/April**

- *HAPPY SPRING BREAK! Enjoy your time off, you've worked hard!*
- Review the list of your current Creative Mentors online at:  
<http://www.dbmentor.org/Admin/indexcm.asp>

## **May**

- Hold an end-of-year event for your mentors and students to show how much you appreciate them.
- Distribute Flyers for the End of the year Evaluations

## **June**

- Submit end-of-year evaluations online BEFORE THE LAST DAY OF SCHOOL.