



Recommended information to include in Mentor Packets

When starting the school year or a new mentor, it is important to make sure that they have the information needed up front to be successful. This is a list of information that mentors will need and will help you easily conduct a new mentor orientation.

- A Mentor Contract
 - Year-long Commitment
 - Site based- and mentoring only occurs on site
- A welcome letter
- Their mentee's interest survey and forms
- A School Calendar with all mentoring days and school closings highlighted (DSTP, assemblies, etc.)
- A Map of the school with mentor areas highlighted
- The person to contact to find out if their mentee is present
- Radio stations or websites to tune into about school closings due to inclement weather (Also: "Will all mentoring be cancelled if there is a delay, or if I mentor in the afternoon should I come at my regular time?")
- Coordinator's contact information
- Getting to know you activities