



Mentor Checklist and Timeline 2017-2018

1. **Contact the liaison from your assigned school to arrange to meet with him or her.**
Date of contact: _____ Name of school contact: _____
2. **Meet with new student(s). Call or e-mail Program Coordinator after you have met with every student(s) for the first time.** _____
3. **Remember to complete all forms and return to Program Coordinator when due.**
 - a. First Student Survey. Hand in after 3rd meeting. _____
 - b. Attendance Log. Hand in at end of school year _____
 - c. Mentor Monthly Progress Reports. Hand in at end of every month.
October _____ November _____ December _____ January _____
February _____ March _____ April _____ May _____
 - e. Final Student Survey. Hand in at end of school year. _____
 - f. Student Satisfaction Form. Hand in at end of school year. _____
 - f. Mentor Program Evaluation. Hand in at end of school year. _____
4. **Attend at least two in-service trainings at the MHA**
Date and Title of training: _____
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5. **Always wear PBC School ID badge when on school premises and sign in and out.**
6. **If the student drops out of the LTC for any reason:**
 - a) Ask your school-based liaison to replace your mentee.
 - b) Fill out and return the Student Termination form & Attendance Log. Notify the Program Coordinator of the change. _____
 - c) Notify Program Coordinator of any new student being seen in place of terminated student as soon as possible. _____
3. **If you must drop out of LTC before the end of the school year for any reason:**
 - a) Notify the Listen to Children Program Coordinator and your school's liaison as soon as possible.
 - b) Make certain that you have established healthy closure with your assigned student.

Please contact the Program Coordinator with any questions, concerns or issues that come up anytime this school year. Thank you!