



## Getting Started Checklist

### Introduction

There are many things to consider when launching a mentoring program. Below is a list of the elements that are necessary to ensure that your program gets off to a good start. Give yourself (and your team) plenty of lead-time to complete each item. This checklist can be used with “Establishing a Mentoring Program.”

- Decide what type(s) of mentors are most appropriate for your program – for example, peer mentors, teachers, college students, community members, etc.
- Set your mentoring calendar for the year, allowing for flexibility in case times and/or dates need to be adjusted throughout the year.
- Decide when mentoring will take place – before school, during the school day, or after school.
- Decide where mentoring will take place – in a classroom, in the cafeteria or multipurpose room, in the library. Or maybe your school has an empty/unassigned space that can become the hub for mentoring.
- Determine how your mentors and mentees will be grouped – one on one, one mentor working with a small group of several mentees, or a large group with several mentors supporting a group of mentees.
- Determine how your mentors and mentees will be matched – through self selection, interest inventory, across grade levels, by gender, etc.
- Recruit mentors for the program. The type of mentors you seek will determine where you look.
- Train mentors and conduct a mentor orientation. Give mentors a clear understanding of the program, their role, and expectations of them.
- Conduct background checks (if this is a school policy) to eliminate potential pitfalls before the program starts.
- Inform mentees and their families about the mentoring program and the selected mentors; their buy-in is critical to the program’s success.
- Plan a program kickoff – it’s a great time for a few icebreakers and to celebrate the start of the mentoring relationships.
- Have a check-in system in place; mentors and mentees need to know who to turn to with questions/concerns.
- Celebrate the end of the mentoring year with an event that recognizes mentors and honors mentees achievements.
- Publicize highlights in the school and local paper, and on applicable social media. Share successes with the CFES office.