

SGA Mentoring Committee Timeline

Spring

Committee reviews webpage, mentor application form, mentee registration/request form, and surveys/assessment tools for periodic updates. Committee reviews completed mentee and mentor surveys to assess success of program and address needed improvements.

July

Committee solicits applicants for the Mentor Pool via SGA Newsletter, listserv, webpage, blog, and Facebook.

September

Mentor pool applications due and reviewed by Committee. Applicants notified by Committee of their acceptance into the Mentor Pool for 12 months.

October

Committee advertises Mentoring Program and Mentor Pool to prospective mentees via SGA Newsletter, listserv, webpage, blog, and Facebook. Committee invites SGA Mentors and prospective mentees to meet and greet session at SGA annual meeting.

November

Committee mans Mentoring Program information table at SGA Annual Meeting, and holds meet and greet session for SGA Mentor Pool and prospective mentees. Committee recognizes outgoing and incoming Mentor Pools at SGA Annual Meeting (through program insert, formal introduction or other means). Committee begins accepting mentee registrations/requests at annual meeting and then on a rolling basis through the end of the current Mentor Pool cycle. Committee reviews mentee registration/requests and approves matches based on availability of the requested mentor.

Approved Mentoring Relationships (established on a on-demand basis):

- Committee sends packets to mentee and mentor including letter of introduction, full contact information, mentoring agreement to be signed and returned, and reference information on mentoring.
- Committee checks on participants quarterly.
- Committee distributes mentee and mentor surveys at close of mentoring relationship.

December

Mentoring Committee Chair consults with Treasurer to determine the Committee's budget for next fiscal year.