
Mentor Checklist

Guide for New Mentor Onboarding



AFTER ORIENTATION

- You will receive a “Welcome” email in a couple of days.
- You will receive a text, call, or email from your Mentor Ambassador.
- Once we have a potential match, you will receive an email regarding your match to a student.
- A time and date will be arranged for an introduction meeting with your student.
- You will be added to our mentor database and email list.
- You will receive a letter with your student’s name, grade, and school.

INTRODUCTION WITH MENTEE

- Your intro meeting may take place virtually or in person and will be facilitated by Take Stock Palm Beach Staff.
 - At this meeting, you will exchange contact information with your student to include emails and cell phone numbers.
- Set up your next mentor session by agreeing on a time, date, and location at your mentee’s school. **Remember, sessions must take place on school grounds during the student’s lunch period.*
- Register in the main office on the computer system for VIPS. Sign in and log the time.
 - *Remember, this is different from our TSIC Mentor Session Log.*
- Log in to the Take Stock in Children website OR the TSIC Mentor App to log your session.
 - *Reminder: All mentoring sessions must occur on school grounds during the student’s lunch period, or virtually via text chat or video chat on the TSIC Mentor App.*

WHAT’S NEXT?

- Confirm your meetings with your student(s) the night before a scheduled meeting.
- Find a quiet place to meet during the student’s lunch period. **Helpful Hint: Make friends with the office staff as they can help you find a place to meet.*

WHO TO CONTACT

- Ask your student if you may contact their parent or guardian.
- Ask your student if you may contact their Guidance Counselor.
- Mentor Department/TSIC Staff:
 - Questions, comments or concerns
 - Challenges with the student and/or school
- Mentor Ambassadors:
 - Questions, comments or concerns
 - Assistance with navigating the school
 - Assistance with building a relationship with your student
- College Readiness Coaches:
 - Regarding student's grades and/or history