# **Mentee** – Mentee Log (optional)

OPTIONAL: You are welcome to keep a log of your encounters with your mentor using the spreadsheet below. It may be helpful for you to write your questions as you think of them and then get them answered by your Mentor. This log is completely **optional** for you to use, as the mentee, but required for the mentor.

**START DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Mentor Agreement**  5 points | | |
| Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee | Date: | Notes: |
| (15 points for 6-month mentors)  **Initial Contact**  10points | | |
| As soon as possible – should be at least two hours and you should introduce yourself to the principal | Date: | Notes: |
| **Week 1**  5 points | | |
| Phone call | Date: | Notes: |
| **Week 2**  5 points | | |
| Phone call | Date: | Notes: |
| **Week 3**  5 points | | |
| Phone call | Date: | Notes: |
| **Week 4**  5 points | | |
| Phone call | Date: | Notes: |
| **Month 2 – Month 12: Evidence must be provided for at least five of these contacts   (-2 points each for no documentation)**  **TRANSFER SECRETARY: Points DOUBLE in Months 2-6. Do not fill out Months 7-12.** | | |
| **Month 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Month 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Month 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Month 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Month 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 11 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Mentor/Mentee Review**  10 points | | |
| This may be completed together and accomplished in your final contact | Date: | Notes: |

For your information, your mentor receives points that convert to a stipend for their services:

Stipend:

New Secretary

90 – 100 points = $300.00

80 – 89 points = $250.00

70 – 79 points = $200.00

60 – 69 points = $150.00

50 – 59 points = $100.00

30 – 49 points = $ 50.00

0 – 29 points = $ 0.00

Transfer Secretary

90 – 100 points = $150.00

80 – 89 points = $125.00

70 – 79 points = $100.00

60 – 69 points = $ 75.00

50 – 59 points = $ 50.00

30 – 49 points = $ 25.00

0 – 29 points = $ 0.00

**Simplified Version**

5 points – Mentor Agreement

10 points – Initial Contact (in-person, 2 hours, meet administrator) (15 points for 6-month mentors)

5 points – Week 1 (phone call)

5 points – Week 2 (phone call)

5 points – Week 3 (phone call)

5 points – Week 4 (phone call)

--- Points double for 6-month mentors for months 2-6. Months 7-12 are not required)

5 points – Month 2 (phone call, email, IM, or in-person visit)

5 points – Month 3 (phone call, email, IM, or in-person visit)

5 points – Month 4 (phone call, email, IM, or in-person visit)

5 points – Month 5 (phone call, email, IM, or in-person visit)

5 points – Month 6 (phone call, email, IM, or in-person visit)

5 points – Month 7 (phone call, email, IM, or in-person visit)

5 points – Month 8 (phone call, email, IM, or in-person visit)

5 points – Month 9 (phone call, email, IM, or in-person visit)

5 points – Month 10 (phone call, email, IM, or in-person visit)

5 points – Month 11 (phone call, email, IM, or in-person visit)

5 points – Month 12 (phone call, email, IM, or in-person visit)

10 points – Review