# **Mentor** – Mentor Log

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name) (mentor employee #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentee name) (mentee school)

Please keep a log of your encounters with your mentee using the log below. Enter the date in which you fulfilled the action (clarify the action on months where you have options, such as phone calls, emails, IMs, and/or in-person visits) and write a short description of the encounter. Describe what you helped with, what the mentee’s questions(s) were, and how you helped. Write your observations; positives, negatives, etc. Does the mentee need help that you cannot give? Is the mentee responsive to your help? Provide evidence of at least five (5) contacts from September – May by printing off emails and/or IMs.

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

|  |  |  |
| --- | --- | --- |
| **Mentor Agreement**  5 points | | |
| Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee | Date: | Description: |
| (15 points for 6-month mentors)  **Initial Contact**  10 points | | |
| As soon as possible – should be at least two hours and you should introduce yourself to the principal | Date: | Description: |
| **Week 1**  5 points | | |
| Phone call | Date: | Description: |
| **Week 2**  5 points | | |
| Phone call | Date: | Description  n: |
| **Week 3**  5 points | | |
| Phone call | Date: | Description: |
| **Week 4**  5 points | | |
| Phone call | Date: | Description: |
| **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: | Description: |
| **Month 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Month 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Month 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Month 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 11 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Mentor/Mentee Review**  10 points | | |
| This may be completed together and accomplished in your final contact | Date: | Description: |

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