



### April 2010 Mentor Memo

#### Keeping in touch with your mentee

As spring quickly approaches, our schedules seem to naturally get busier and busier, especially for those of you who have heavy studying due to final exams which are just around the corner. So we wanted to give you some pointers on ways to maximize your contact with your mentee.

Spring and summer are generally more filled with vacations and other family activities, not just for you but also for your mentee. This can cause some problems when you are trying to schedule your weekly activities. Be aware of your schedule and when you are going to be out of town or particularly busy so that you can give your mentee and his/her family sufficient notice ahead of time. If you know that you're not going to be around, you can do several things to make up for that lost time:

- Write your mentee a letter
- Send a quick text to let them know you care
- Remind them of what you will be doing for your next activity once you return
- Call them at the end of their school day to ask them how it when and to check up on them.

Please don't forget to visit your mentees every week. If something comes up, you can always reschedule a particular activity for the following week, but try your best to not make it a habit. A short phone call or written letter can go a long way to let your mentee know that you're thinking about them.

Also be aware of the family's schedule. Ask them if they have any trips planned for the near future and when they are so that you can plan ahead. Know when your mentee's

sports games or practices are so that you can plan around them. We also recommend attending your mentee's sports events/recitals/plays etc. whenever possible.

Remember to report all visits or contacts with your mentee to your Site Coordinator through the Online Log system. If you are unable to do an activity with your mentee one week, still be sure and report the phone call or letter that you wrote them in place of the activity. Some form of contact is expected each week.

For those who will be traveling or going away for the Summer, your Site Coordinator can provide you with a "**Mentor-on-the-Move**" Packet which contains a variety of the following things to help you maintain your mentoring relationship:

- Stationary for writing letters
- Envelopes and Stamps
- Greeting cards & Note pads
- Trinkets to be included in a letter
- A Long distance calling card

Sending your mentee a photo of your activities can be a great way to include them in what you're doing. Just taking a few minutes to call or write shows that you care enough to remember them even while you're away.

We hope all is well and that you are enjoying the time you are able to spend with your mentees.

#### Upcoming Activities

##### **Family Night Out – April 12<sup>th</sup>** at 6pm.

Location: Provo Health and Justice Building. Theme: Working Together. Dinner is provided.

##### **M&M – Laser Tag – April 22<sup>nd</sup>**

Location: Nickel City on State Street in Orem. Ask your Site Coordinator for more details.

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