**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 3 MENTOR CHECKLIST**

**FOR COUNSELORS**

\_\_\_ Attend an “orientation meeting.”

\_\_\_ With the Mentees, determine the PLC meeting dates and which meetings you will attend.

\_\_\_ Become familiar with all of the requirements for counselors for Year 3

\_\_\_ Ensure the schedule for the PLC meetings is submitted to Program Coordinator by 9/29/23.

\_\_\_ Read the book In the Trenches, In Search of the Counselor Within in the same timeframe

 Mentee does.

\_\_\_ Meet with Mentee before each PLC meeting to:

\_\_\_ assure Mentee is well prepared for meeting and has sent professional article.

\_\_\_ review Mentee’s portfolio and comment on completeness and organization – use the

 checklist as your guide.

\_\_\_ review the Mentee’s tally of hours and ensure it is accurate and up-to-date.

\_\_\_ Update your Mentor Log monthly (you can earn clock hours for mentoring unless receiving a

 stipend from your school).

\_\_\_ Attend a minimum of two PLC sessions and assist the facilitator as needed. (Must be present

 when your Mentee is facilitating.)

\_\_\_ In December/very early January review Mentee’s portfolio and complete the Mid-point

 Review Checklist.

\_\_\_ Prior to April 19 – the date Mentee’s portfolio is due to the Mentoring Coordinator – have

 a discussion centered around Mentee’s answers to reflection questions, carefully review

 Mentee’s portfolio for completeness, and if appropriate, sign off on the End-of-Year

 Checklist and Verification of Services Form.

\_\_\_ Submit electronically this checklist and your Mentor log of hours to Program Coordinator by

 May 26, 2024.

**THANK YOU FOR SERVING AS A MENTOR!**

Signature below indicates that each of the above was completed:

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offer any comments on your role as Mentor this school year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_