**DIOCESE OF WILMINGTON**



***PROFESSIONAL MENTORING PROGRAM***

**YEAR 3 END-OF-YEAR PORTFOLIO CHECKLIST *(MAY BE HANDWRITTEN)***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FRONT OF PORTFOLIO:**

\_\_\_ Requirement Sheet (first item inserted into portfolio – prior to Tab 1)

**TAB 1**

\_\_\_ “*Self-Analysis”*

\_\_\_ *“Professional Growth Plan For 2025-2026”*

\_\_\_ Signature of both Mentor and Mentoring Program Facilitator

**TAB 2**

\_\_\_ All related documentation for each initiative under Goal 1 (compare documentation with what is

stated on *“Professional Growth Plan For 2025-2026”*)

**TAB 3**

**\_\_\_**  All related documentation for each initiative under Goal 2 (compare documentation with what is

stated on *“Professional Growth Plan For 2025-2026”*)

**TAB 4**

\_\_\_ Reflection on current year Professional Growth Plan and its implementation

**TAB 5**

\_\_\_ “*Professional Growth Plan for 2026-2027*.”

\_\_\_ “*End-of-Year Portfolio Checklist”* with required signatures

\_\_\_ “*Mid-year Review Checklist”* with required signatures

\_\_\_ “*Verification of Services Form”* with required signatures

\_\_\_ “*Log/Tally of Hours”* for Year 3 Mentoring program

\_\_\_ *“End-of-Year Overview”*

\_\_\_ A well-organized, quality, professional portfolio; materials are typed and contain no last

names of students

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

Mentor Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Mentoring Program Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentoring Program Facilitator: Carol Ripken, Associate Superintendent, Diocese of Wilmington**