

Mentor – Mentee Activities

To be completed by the mentor

The timeline listed is a guideline and may be changed per individual needs.

Suggested Date	Who's Involved	Activity	Recommended Required	Date Completed / Notes
Summer Conf.	Mentors Only	Focus: Mentor Training Enhance mentor skills. Review mentor and mentee program. Practice mentor skills.	Required	___/___/___
Summer Conf. or other time within June or July	Mentor invites Mentee	Focus: Meet and Greet Become familiar with each other's professional and educational backgrounds.	Required	___/___/___
Throughout the Program	Mentor & Mentee Documents	Focus: Documentation of ideas Record meeting notes in journal.	Recommended	___/___/___
July Retreat	Mentor Committee or Area Mentor initiates	Focus: Relationship Building Teambuilding activities. Review of Mentor and Mentee activities. Schedule meetings and contact appointments	Recommended	___/___/___
July Meeting	Mentor Invites Mentee	Focus: Curriculum Review Review Mentor's and Mentee's curriculum, instructional materials, classroom and lab resources, texts, FFA calendar and technology. (Ex: computer, networks, satellite, etc.)	Required	
July Meeting	Mentor Invites Mentee	Focus: Classroom/Lab Prep Discuss classroom management. Share an example of your "class expectations". Discuss grading, prepare for possible discussions with parents. Be sure mentee consults school's grading policies.	Required	___/___/___

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July Meeting	Mentor Invites Mentee	Focus: Extended Contract Attend SAE visits. Share organizational practices/materials used for SAE/summer program. Review importance of communication with school staff and of the extended contract for program success.	Required	___/___/___
July Contact	Mentor call/email Mentee	Focus: County, Community, State Fairs Review fair preparation. Share program rules, policies and timelines. Suggest veterinarians for health certificates and learning activities to conduct at fair. Share contact list of community resources.	Recommended	___/___/___
July/August Meeting	Mentor invites Mentee	Focus: County, Community, State Fairs Tour student exhibits at fair.	Recommended	___/___/___
August/September	Mentor call/email Mentee	Focus: FFA Sectional Workshop Review registration and approval process. Stress importance of meeting FFA officers prior to the workshop. Focus: Local Officer Training Discuss ideas and share plans for local officer training.	Recommended	___/___/___

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September	Mentor call/email Mentee	Focus: FFA Alumni & Fundraising Share FFA Alumni activities and practices that are successful for you. Review all fundraising activities as well. Focus: Ag Advisory Committee Share the role and administration of the Ag Advisory Committee in your school. Make sure the mentee is aware whether or not they have one in their district.	Required	___/___/___
September/ October	Mentor call/email Mentee Mentor assists Mentee	Focus: Fall WAAE/DPI Inservice Rideshare to inservice meeting. Discuss inservice information. Introduce mentee to fellow instructors at the inservice.	Recommended Recommended	___/___/___
September	Mentor call/email Mentee	Focus: National FFA Convention Confirm that reservations have been made. Share cooperative trips if any. Discuss convention information.	Required	___/___/___

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September (pending when the contests are held)	Mentor invites Mentee	Focus: FFA Speaking & Judging Share preparation activity information: past tests, manuscripts and other materials. Review possible alumni and advisory committee involvement.	Recommended	___/___/___
September	Mentor call/email Mentee	Focus: FFA Fundraisers Discuss potential fundraisers and organization procedures for money handling. Encourage mentee to review their school's policies.	Recommended	___/___/___
October	Mentor call/email Mentee	Focus: FFA Roster Assist mentee with the completion and submission of the roster.	Required	___/___/___
Quarter/Semester End (pending the school schedule of the Mentee)	Mentor meeting with Mentee	Focus: Reflection Time Meet with mentee to discuss overall successes and challenges of their first quarter/semester.	Recommended	___/___/___
Quarter/Semester End (pending the school schedule of the Mentee)	Mentor meeting with Mentee	Focus: Course Titles and Descriptions Meet with mentee to review, edit and reflect upon course titles descriptions. Focus: Curriculum Review Review necessary curricular changes and determine school policies to approve change.	Recommended	___/___/___

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December/ January	Mentor invites Mentee	Focus: FFA Degrees and Awards Invite mentee to a meeting in your school where FFA members are working on State and American Degrees and Proficiency Awards.	Required	___/___/___
January	All partnered Mentors & Mentees	Focus: Half-Time Program Activity Recognize efforts of Mentors and Mentees, share successes and tips, build relationships, network.	Required	___/___/___
January/February	Mentor call/email Mentee	Focus: Local FFA Banquet Review objectives for the Awards Banquet. Share past programs and brainstorm ideas for the event.	Required	___/___/___
March/April (pending when it is organized)	Mentor call/email Mentee	Focus: Spring WAAE/DPI Inservice Rideshare to inservice meeting. Discuss inservice information.	Recommended	___/___/___
April	Mentor call/email Mentee	Focus: State FFA Convention Confirm reservations have been made. Share cooperative trips if any. Discuss convention information/registration/tours/ workshops.	Required	___/___/___
May	Mentor call/email Mentee	Focus: WAAE Summer Conference Confirm reservations have been made. Share trips if any. Discuss conference information.	Required	___/___/___