Mentor Matching Verbiage

Step 1: When you first request a mentor, email them with something like this:

Hello Mr./Ms. _____,
Our project group has requested you as our mentor for this school year. We think your experience/expertise in _____ will be helpful with our project.
Thank you for your consideration,
(sign with each of your full names)

Step 2: First post to your mentor after they have accepted your project:

Hello _____, *(address your mentor as Mr./Ms. (last name) unless they tell you otherwise)*

Thank you for your willingness to be our mentor this year. We are looking forward to working with you! We plan to make contact with you about once every week for the duration of our project, which is through April, 20xx. My name is _____, and I will be our group's main communicator with you this year.

Our teacher has shared an overview and timeline of our project with you. So far in our project, we have completed the following: *(include what you have finished).*
We are currently working on these tasks *(include what work is in progress).*
Before our next big deadline, which is November xxth, we need to complete this: *(include what you still need to do).*

We would like to share what we have completed so far in our project, and we'd like your feedback/help on some of it.
(Share the docs/info you have completed so far, and ask your mentor for feedback or help on any specific points that would be helpful for you. Make sure to check the sharing settings on Google before sending the docs - otherwise they won't be able to see them. You can also share incomplete work with them and ask for specific guidance or their comments on what you have completed so far. Please ask for specifics - they won't know what to say if you don't ask - they will probably just tell you that it looks good if you ask in general.)

If you are willing, we'd also like to schedule a video conference with you to meet you. Our class normally meets from 12:15 - 12:55pm CST. If that time doesn't work for you, we can try and schedule an alternate time. Please let us know.

Sincerely, *(or some other nice ending)*
(your name)

Step 3: Future Posts
- The remaining posts do not need to be as formal.
- You will be posting about one time per week - picking a certain day of the week can be a helpful reminder.
- Keep your mentor in the loop with what you are working on. Ask them for specific help! They want to be helpful to you - that's why they agreed to be a mentor!
- Some posts will be short, some will be longer, depending on what part of the project you are working on. There could be some weeks where you make contact with your mentor 3 or more times, and other weeks where it is just once. Make sure you check Mentor Matching regularly!
- Having a post like "We have no current updates, our next step is to do X and we will follow up then" is fine once in a while - it is better to post this than to ignore your mentor.
- Mentors have jobs, families, university coursework of their own, etc, so please be patient with them and give them a few days to respond to your posts. If you have not heard from your mentor after 5 days (when you have asked them for specific feedback), you can let me know and we can decide how to proceed.
- If having their feedback by a certain date is critical, please let them know.
- You will need to notify your mentor when you are on longer breaks, like winter break and spring break, so they don't think you have forgotten about them. I will most likely remind you to post something at those times.

Step 4: Ending the Project
Since your projects are finished, you need to officially end your mentor relationship on MME and thank your mentor for their help and advice during the project. Please be professional like you have been in your communications with them.

Include:
1) Let your mentor know that you have finished your project and have completed your Juried Presentation to the Engineers. Tell them how it went.
2) Thank them for their advice/help throughout the year
3) Anything else you'd like to include.

I have had mentors offer to do college recommendations for students in the past, and some mentors who say they would like to be involved in next year's senior tech projects!