



## Professional Mentoring Program Mentor Expectations

1. Introduce yourself and what your interactions with the mentee will be within the first week of receiving notice of your assignments.
2. Communicate with your mentee at least once per month.
3. Documentation of your communication is expected to be turned in each month as designated by the Coordinator of the mentoring program.
4. If traveling overnight to visit a mentee, have approval of the coordinator of the mentor program and stay within the state guidelines for meal reimbursement and hotel rates.
5. Submit travel reports for reimbursement by the 15th of the month for payment of mileage or overnight travel.
6. Coordinate visits with teacher and administrator to have approval to enter campus.
7. When arriving at campuses, follow all procedures required to visit a campus including signing in at the front office.
8. Maintain professionalism in your actions and always speak in a positive manner regarding the Texas FFA Association, the Agriculture Teachers Association of Texas and the Texas FFA Foundation.
9. Attend any orientations, meetings or training that may be conducted during the period of time employed as a mentor.
10. If you are employed with another vendor who is connected to the Texas FFA or Agriculture Teachers Association, we request you do not mention or promote those associations in conversations with your mentee.
11. A mid year report will be submitted by December 15th for the first half of stipend and June 1 for final payment by June 15th of the mentor year. It will be submitted to the Coordinator of the Mentor program.