

2014 Mentor Update - Month

Name:

Office:

Date:

Communication Checklist:

List the dates and method of communication with your officer over the past month

Date	e-Mail	phone	text	social media	in person

Discussion Points:	Other:
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Important:

Mentors are required and expected to

- Update us every month and turn in update form as directed.
- Help officer follow Plan of Action with regard to tasks assigned to their office.
- Contact their officer every month and meet/speak with them before meetings.
- Notify Vice President and 4-H Staff (as well as their officer) if they cannot make it to a meeting.