

Mentor-Mentee Matchup: Immediate Action List

Dear *MentorCONNECT* Mentor-Mentee Team,

You have embarked upon a very exciting adventure in your new mentoring matchup!

To ensure that your partnership gets off to a great start, we recommend you take the following steps right away:

1. Set communications preferences. Talk with each other about about:
 - a. When to contact you (time of day, frequency)
 - b. When you will be back in touch (average turnaround time from receiving their email or message)
 - c. How to contact you (phone, chat, email)
 - d. Who is in charge of initiating contact
 - e. What you each agree to do if you have not heard from each other in more than 7 consecutive day
2. Thoroughly review the Mentee Orientation Packet together (found here: <http://www.key-to-life.com/mentormeetup/>)
3. Mentors, thoroughly review your own Orientation Packet (found at the same location)
4. Ensure you both have an active Community Forums profiles set up so that you can both use the private, secure, confidential email system and you reduce the chances of your email going into spam filters (if you did not receive an invitation to join contact us at mc@key-to-life.com and we will issue you one)
5. Review the Forums Rules, Pro-Recovery Communications Policy, and Moderation Policy with your mentee (found inside the Community Forums once your profiles are activated)
6. Discuss what a mentor is and what a mentor is not so that both of you are clear on mutual expectations for what a mentor can offer
7. Discuss the procedure you will both for communicating with each other use should either of you decide to end the partnership

If you have any questions about any of the above or anything found in the Orientation Packets or online guidelines, email your MC Leadership Team at mc@key-to-life.com

And enjoy your partnership and have fun!