

# MENTORSHIP OUTLINE

## Online Intake Form

Mentees and Mentors fill out the EFCL online intake form to outline important information and details.

## Initial Meeting with EFCL

The EFCL Mentorship Team will set up a set up a check-in phone cal with potential mentors/mentees to review their intake form.

## Program Orientation

The EFCL will orient Mentors and Mentees to their roles in the program.

## Pairing

The EFCL creates a pairing of Mentee & Mentor based on common geography, interests & goals.

## Sharing Info

Contact information exchanged between the mentor/mentee.

## 1st Meeting

Complete your Mentorship Agreement and submit it to the EFCL.

## 2nd Meeting

Mentee and Mentor work on their agreed upon goals.

## 3rd Meeting

Mentee and Mentor work on their agreed upon goals.

## Further Meetings

Further meetings as agreed upon.

## EFCL Check-Ins

The EFCL will check in 3 times at intervals depending upon the length of the mentorship.

## Completion Date

The mentorship ends at the previously agreed upon completion date.

## Completion Survey

Fill out the EFCL completion survey and provide feedback to the EFCL.

## Optional

Attend workshops, peer support groups, and additional training offered through the EFCL.

