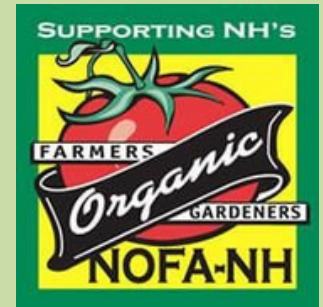


MENTEE CHECKLIST



United States Department of Agriculture
Agricultural Marketing Service
National Organic Program
Transition to Organic Partnership Program



A CHECKLIST TO HELP YOU THROUGH THE STEPS OF THE MENTORSHIP PROGRAM

- [Apply to the Program](#)
- Receive welcome email from TOPP Coordinator
- TOPP Coordinator will set up Interview with you.
- [Receive email with Mentor name and pairing guide doc](#)
- Wait for contact from Mentor
- Confirm approval of Mentor after contact by [emailing TOPP Coordinator](#)
- Read, sign and return Mentee Agreement form to TOPP Coordinator (Sent via DocuSign from PCO)
- [Complete Mentee Training, notify TOPP coordinator](#)
- Develop [Communication Plan with Mentor](#), *(Use link to online form sent to you by TOPP Coordinator)*
- Use the [S.M.A.R.T. goals document](#) to help create attainable goals.
- Use [Communication Goal Worksheet](#) with Mentor to develop the plan to reach your goals.
- Notify Program Staff for paid programming stipend.
- Schedule regular meetings with your Mentor.
- [Review "Guide to Mentorship"](#)
- Monthly check-in: [Use online form](#) or send email to teresa@nofanh.org
- Attend community and technical assistant events.
- Visit to Mentor Farm
- Mentor visit your Farm
- Mid-Mentorship Evaluation
- Final Mentorship Evaluation

Email questions & Check-in's to: teresa@nofanh.org
www.nofanh.org/topp www.organictransition.org

