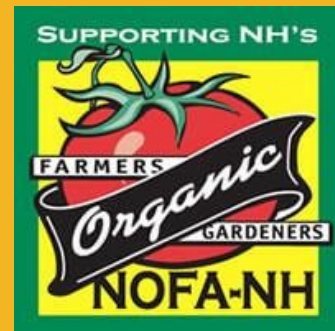


MENTEE CHECKLIST



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



HERE IS 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, sign and send to TOPP Coordinator
- Notify Program Staff for paid programming stipend
- Review "Guide to Mentorship"
- Monthly check-in; send email to TOPP coordinator
- 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

