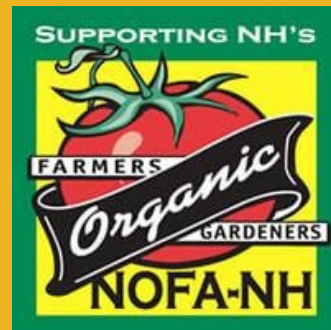


# MENTOR CHECKLIST



**NORTHEAST/  
MID-ATLANTIC**  
TRANSITION TO ORGANIC  
PARTNERSHIP PROGRAM

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



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

- [Apply to](#) be a Mentor
- Receive welcome email from TOPP Coordinator
- TOPP Coordinator will set up Interview with you.
- [Receive email with Mentee name and pairing guide doc](#)
- Schedule time for Interview with Mentee
- Confirm approval of Mentee after contact by emailing TOPP Coordinator
- Read, sign and return Mentor Agreement form to TOPP Coordinator (Sent via Docusign by PCO)
- [Complete Mentor Training](#) (7 modules)
- [Complete Mentor Survey](#)
- [Review "Guide to Mentorship"](#)
- Develop [Communication Plan with Mentee](#), sign and send to 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.
- Schedule regular meetings with your Mentee.
- Monthly check-in; [Online](#) or [form](#) emailed to TOPP coordinator.
- Visit to Mentee Farm
- Mentee visit your Farm
- Mid-Mentorship Eval
- Final Mentorship eval



Email any questions to: [teresa@nofanh.org](mailto:teresa@nofanh.org)  
[www.organictransition.org](http://www.organictransition.org)  
[www.nofanh.org/topp](http://www.nofanh.org/topp)