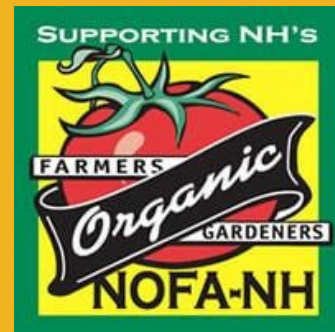


MENTOR CHECKLIST



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](#) 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 [Communication Goal Worksheet](#) with Mentor to develop the plan to reach your goals.
- 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

www.nofanh.org/topp

www.organictransition.org