

**TEXAS SUPPORT FOR HOMELESS EDUCATION PROGRAM
MENTORING PROGRAM
Mentee Guidelines
2006-07 School Year**

Congratulations on receiving your Texas Support for Homeless Education Program (TEXSHEP) subgrant! In order to help you enjoy optimum success, you will receive assistance not only from the Texas Homeless Education Office (THEO) but also from an experienced McKinney-Vento subgrantee. Officially, the mentoring program will last for the 2006-07 school year.

When possible, the Texas Homeless Education Office (THEO) has attempted to match mentors and mentees that are of equivalent size, demographics (rural, urban, etc.), district with district, regional service centers with regional service centers, etc., so that information and practices shared may more likely be applicable. Others were matched because of particular strengths of the mentor and/or needs of the mentee.

Your mentor is not expected to provide technical assistance and guidance in lieu of THEO staff, but rather be a supplement for the support that THEO offers. THEO will continue to provide training, support and technical assistance to all projects, including mentor and mentee projects. Mentees should plan to work closely with THEO staff in addressing any issues, concerns, questions, and suggestions concerning the mentoring project.

To help you understand your role as a mentee, please read the information below:

1. What are some of the fears, concerns, uncertainties, and other challenges that you face as you begin to implement your TEXSHEP? What type of assistance will help you better understand and fulfill your subgrant responsibilities?
2. Your mentor will contact you so that you can either set a time and place for further interaction and/or briefly get to know each other via phone.
3. Help your mentor understand your project's unique features and special needs.
 - a. Provide a copy of your project's needs assessment, objectives, data collection, and evaluation process to your mentor.
 - b. Make sure that your mentor has an opportunity to become familiar with the newly funded project's staff.
4. Together, you and your mentor will set a regular time (e.g., monthly, bi-monthly, or quarterly) to check in with each other to determine how your project is developing and to find out what help you might need, questions you have, etc. You can certainly contact your mentor on an as-needed basis as well.
5. Set aside a time for your mentor to visit your project in person, and/or visit your mentor's project.

6. Below are examples of the types of support you might ask your mentor to provide:
 - a. information regarding your project, policies, procedures, best practices, data collection practices, evaluation approaches, etc.
 - b. discussion of issues that are likely to emerge, and description of how these issues might have been part of your mentor's learning.
 - c. suggestions for completing paperwork and implementing procedures as needed/requested.
 - d. response to, or referral for, assistance you may request/need.
 - e. a review of your progress prior to the mid-year review or any questions you may have regarding the self-assessment guide, or the year-end report.

7. In your required year-end report, include 1-2 paragraphs that answer the following questions regarding your activities as a mentee:
 - a. What project served as your mentor?
 - b. How much time do you think you spent on mentoring activities?
 - c. What type of mentoring activities did you and your mentor conduct?
 - d. Describe how you and your mentor built your relationship, and the positive results you saw from that relationship.
 - e. What suggestions do you have for others to have a positive mentoring experience?