

Team In Training Mentor Program

Winter 2011



**Information
&
Application**



Mentor Program Information

Winter 2011

Thank you so much for expressing interest in becoming a mentor for Team In Training! Please read on about the benefits and responsibilities of being a TNT mentor. If you are currently serving as a mentor for a program whose season would conflict with the season you are applying for, we would prefer that you wait until your current duties are finished before you apply to mentor with us again.

Please read and complete the attached form no later than Monday, July 12th. I prefer that you send it by email to me at ali.lemberg@lls.org. When applying for a mentor role, I ask that you please keep in mind that **there will be a mandatory training session for all winter mentors the week of July 19th**.

Your application will be reviewed and an assessment will be made on the number of mentors we will need for the upcoming season. If there are more applicants than spaces, please let us know if you would be willing to be a volunteer in another capacity.

Mentor and Captain Benefits

Training/Fundraising - In recognition of the time and commitment mentors invest in the participants and the TNT program, we invite you to train with the Team and participate in one of our events. If you are a full-fundraising mentor, you can become eligible for a **discount up to \$1,000** (not to exceed 30% of your fundraising minimum) off of the fundraising minimum of your chosen event. (The registration fee is waived for mentors, but a registration form must be filled out.)

Fundraising mentors can become eligible to raise funds at the following discounted minimums:

<i>Event</i>	<i>Participant Minimum</i>	<i>Mentor Minimum</i>
Walt Disney World Marathon Weekend (flight)	\$3,500	\$2,500
Walt Disney World Marathon Weekend (no flight)	\$2,500	\$1,750
Walt Disney World Goofy Challenge (flight)	\$3,900	\$2,900
Walt Disney World Goofy Challenge (no flight)	\$2,900	\$2,030
P.F. Chang's Rock 'n' Roll Marathon & 1/2 (flight)	\$3,700	\$2,700
P.F. Chang's Rock 'n' Roll Marathon & 1/2 (no flight)	\$2,700	\$1,890

*If mentors choose to train and travel with the team, but not raise funds, they need only cover their own travel, ground transportation, race entry and program related expenses for their chosen event. **We will pay for your hotel, pasta and victory expenses.**

MENTOR

Mentor Objective

Mentors provide ongoing support to Team In Training participants to assist them in meeting their fundraising and training goals.

Our goal is that each **participant...**

- Update their personal TNT Web site
- Send out at least 100 fundraising letters
- Meet at least their event fundraising minimum
- Attend at least 75% of group trainings and other team events
- Complete the event
- Experience a sense of team spirit and camaraderie
- Feel supported in accomplishing these goals

Our goal is to match each mentor with approximately 10-12 participants. We will attempt to match participants and mentors based on home location and sport or event. Please note that we cannot guarantee that this process will work 100% of the time due to team size.

Mentor Responsibilities

I. Participant Support

Communication

- **Welcome Call:** Call each participant within the first week of the program to welcome him or her to the team. Continue to welcome participants as they are added to your mentor group for the first few weeks of the season.
- **Bi-Weekly Participant Call:** Contact assigned participants on a bi-weekly (twice monthly) basis to offer support in fundraising and other aspects of the program, pass along announcements, collect information, etc. Mentors act as a liaison between the participant and The Leukemia & Lymphoma Society staff. This requires at least one regular bi-weekly phone call or in-person communication with each participant, in addition to communicating via email. **Email is NOT enough!**

Fundraising

- **Fundraising Strategy:** Assist participants in preparing a sound fundraising strategy to ensure that they each reach their goals. Offer creative, efficient suggestions early on to help with fundraising. You will work with staff to ensure that each participant has a strategy and is striving to meet his/her minimum.
- **Fundraising Maintenance:** Keep up with participant fundraising progress by keeping numerical track of how much each person has raised. This should be done on a weekly basis by reviewing Paycor statements and checking with participants.
- **Forms:** Be well versed in recommitment forms, and be able to discuss these thoroughly with participants on an individual basis.
- **Group Fundraiser:** Set up at least one group fundraiser to take place before recommitment.
- **Mid-season Strategy:** Once each team member has recommitted, follow-up with a mid-season fundraising strategy if they are having difficulty with their campaigns.
- **Communication:** Promptly alert event staff leads of any potential fundraising problems.

Mentor Gatherings and Group Dynamics

- **Initial Group Gathering:** Host a gathering within the first two weeks of the season to get to know your participants and give them the opportunity to meet one another. This party can also be hosted by a group of mentors.
- **Trainings:** Arrange meeting places for your mentor group at beginning and end of training and stay until your last person comes in.
- **Carpool:** Carpool with your team as much as possible! Especially on weekend trainings.
- **Outings:** Plan group outings (i.e. Team Breakfast) after some trainings. It is suggested that you invite your Honored Hero to all outings possible. Events centered around group training are great ways to introduce your team to the Honored Hero.
- **Teamwork:** Coordinate with other mentor groups for social events.
- **Retention:** Develop strategies to reach our goal of 65% retention, your goal for your mentor group as well.

Training/Workouts

- **Introduce yourself to the coach and ask him/her what he/she expects from you at group training sessions.** Be prepared that you may be asked to assist with water stops, SAG (cycle only) or take attendance at the coach-led workouts.
- **Identify Yourself/The Basics:** Identify yourself at trainings and all other events by wearing TNT gear.
- **ALWAYS** put participants first!
- **Availability:** Constantly introduce yourself to participants – never pass someone without talking to them. Talk/train with participants throughout the training.
- **Meet new participants:** Target two new people each training to interact with. Make sure that you are aware of all participants, not only those in your mentor group.
- **Support: ALWAYS** stay back to help any participant who looks like they need support.
- **Leader for the ENTIRE team:** You will need to act as a leader for the team, not just for your mentor group.
- **Weekend Trainings:** You must attend a minimum of 75% of training sessions.

Required Attendance

1. Mentor training session – **The week of July 19th, details to follow**
2. Information meeting(s)
3. Recruitment call night/letter-stuffing party
4. Kickoff party
5. Fundraising clinic
6. Group trainings (you must attend a minimum of 75% of training sessions)
7. Team socials
8. Team sendoff party

Remember: The more face-to-face interaction you have, the more you and your participants will get from the program and the more likely your team members are to stay with the program!

II. Administrative

- **Bi-Weekly Mentor Report:** You will be required to complete a mentor report every two weeks about your participants. You and your staff lead will determine a mutually beneficial time to speak about team members or when is appropriate for email communication.
- **Follow-up:** You will need to assist event staff leads in collecting forms, event entries, etc., from participants.
- **Mentor Substitute:** Be accountable for arranging a “mentor substitute” if you are absent at Group Training, Kickoff or other TNT get together.
- **Grassroots marketing:** You will be responsible for securing two grassroots marketing opportunities in your area to take place before August 17th.



Mentor Program Application Winter 2011

Yes, I would like to be considered for a mentor position with Team In Training. I have read and understand the agreements and commitments outlined above.

Name _____ Birth Date _____

Home Address _____

City _____ State _____ Zip _____

Employer _____ Position _____

Work Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Fax Number _____ Cell Phone _____

Email Address _____

T-shirt Size _____

_____ I would like to Mentor for: Please indicate preferred event.

- Walt Disney World Marathon Weekend
- P.F. Chang's Rock 'n' Roll Marathon

Check all that apply:

_____ I would like to train with the team, raise funds & participate in _____
(Event)

_____ I will **not** raise funds this time around, but will pay my expenses for _____
(Event)

_____ I plan to train with the team but not travel to the event.

Please answer the following questions (in detail):

1. Why are you applying for the mentoring role?
2. What expectations do you have for yourself if selected to be a summer 2010 mentor?
3. What expectations do you have for those individuals you hope to mentor?
4. Please explain your background in fundraising? (Please provide examples of how you have raised funds and the specific dollar amounts you have raised.)
5. How do you see your role in group training sessions?
6. From now through the end of the season, do you anticipate any significant changes that may adversely affect your ability to fulfill your mentor responsibilities (including, but not limited to new employment, change of marital status, parenthood, surgery, travel outside of the area, change of residency, etc.)?
7. Would you rather take a test, write a paper or give a presentation?

The Leukemia & Lymphoma Society - Mission Statement

The Leukemia & Lymphoma Society is the nation's largest voluntary health agency dedicated to curing leukemia, lymphoma, Hodgkin's disease and myeloma, and improving the quality of life of patients and their families.

Team In Training - Mission Statement

Team In Training is a comprehensive endurance training program for runners, walkers, cyclists and triathletes to benefit The Leukemia & Lymphoma Society. The goal of Team In Training is to increase funding to support the Society's mission, while promoting fitness and healthy lifestyles.

CONTACT INFORMATION

Thank you for applying for the mentor program. Please send your completed application to Ali Lemberg (ali.lemberg@lls.org) by **July 12th**. You will be contacted starting on July 15th about the status of your application.

The Leukemia & Lymphoma Society, Indiana Chapter
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Indianapolis, IN 46240
317.726.2280 (fax)
