



Mentor Program Information and Application Spring 2010

Please read and complete this form no later than Friday September 11, 2009. The completed form may be sent to your staff person via fax, mail, or e-mail (see below for contact info).

Thank you so much for expressing interest in becoming a Mentor for Team In Training. Being a Mentor is a fun and rewarding way to stay involved with the program and ensure that future participants have as wonderful an experience as you did. Mentors are essential in maintaining participant satisfaction and, more importantly, in helping to raise much needed funds for blood cancer research.

We are currently looking for **committed and enthusiastic** Alumni, who have successfully completed the program, to become Mentors. Please read on about the benefits and responsibilities of being a TNT Mentor. Please note, if you are currently serving as a Mentor or Captain 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.

Your application will be reviewed and an assessment will be made on how many Mentors we will need for the 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 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. Mentors that fundraise will be eligible for up to \$1000 off the fundraising minimum.
(The registration fee is waived for Mentors who attend the leadership kickoff party.)

Spring 2010 Events

Marathon de Paris	April 11, 2010
Big D Marathon	April 11, 2010
Oklahoma City Memorial Marathon	April 25, 2010
Solvang Century	March 13, 2010
Ouachita Challenge	March 27, 2010
Lavaman Triathlon	March 28, 2010
Lone Star Triathlon Festival	April 25, 2010

***If Mentors choose to train with the Team, but not raise funds, they may be able to cover their own travel-related and program expenses for their chosen event (ex: race entry, hotel, airfare, party**

MENTOR

Objective

To support the Society's mission by being personally invested in your mentees' TNT experience and ensuring their fundraising and training success.

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

- Raise at least the designated minimum of funds
- Attend at least 75% of Coached 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 eight to ten participants. The majority of matches are made based on home location. Kindly note that we cannot guarantee that this process will work 100% of the time due to increasing team size.

Responsibilities

The Basics:

Be a leader for the entire team!

Identify yourself at trainings and all other events by wearing your Mentor T-shirt or TNT jersey.

Put participants first, always, before your own training.

Introduce yourself to participants – never pass someone without talking to them.

Talk with participants throughout training, not just at the beginning or the end. Target 2 new people each training to interact with.

Support any participant who looks like they need encouragement or support.

Attend at least 75% of all Coached trainings.

Host at least 1 Mentor party for your mentees.

Call your participants at least once a week – a phone call is important so please don't use email exclusively!

Recruitment – We can't do it alone!!

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.
- **Weekly Participant Call:** Contact assigned participants on a weekly basis to offer support in fundraising and other aspects of the program, pass along announcements, collect information, etc. Mentors act as the liaison between the participant and The Leukemia & Lymphoma Society Staff. This requires at least one regular weekly phone call to each participant **in addition** to communicating via e-mail. **Email is NOT enough!**

Fundraising Support

- **Fundraising Strategy:** Assist participants in preparing a sound fundraising strategy to ensure that they all reach their goals. Offer creative, efficient suggestions early on to help with fundraising. Work with your Society Staff to ensure that each participant has a strategy and is striving to meet the event minimum.
- **Host a letter-writing party & online fundraising party** within the first two weeks of the season.

- **Keep up with his or her fundraising:** Keep numerical track weekly of how much each participant has raised.
- **Midseason Strategy:** Once they have recommitted, follow up with a midseason strategy if they are having difficulty with their campaigns.
- **Be well versed in recommitment forms** and discuss thoroughly with mentees individually.
- **Promptly** alert Society Staff to any potential fundraising problems.

Team Building

- **Initial Group Gathering:** Host a gathering at the beginning of the season (best if held week after Kick Off) to get to know your mentees and give them the opportunity to meet one another. This party can also be hosted by a group of Mentors.
- **Arrange meeting places** for your Mentor group at the beginning and the end of training and stay until **your last person comes in.**
- **Carpool** with your team as much as possible! Especially on weekend trainings.
- **Plan group outings** after training.
- **Organize at least two social events with Honored Heroes during the season.** Work with the Honored Hero Captain to get an Honored Hero or volunteer patient to join this group. Honored Hero events can be hosted by more than one Mentor group.
- **Coordinate with other Mentor groups for social events.**
- **Develop strategies to reach 75%-80% retention,** your goal for your Mentor group as well.

Training Support

- **Identify Yourself:** Wear your TNT Mentor T-shirt or TNT jersey.
- **ALWAYS** put participants first.
- **ALWAYS** stay back to help any participant who looks like they need support.
- **Weekend Trainings** – It is mandatory for you to attend at least 75% of all Coached trainings.
- **Mentor Trainings** – Each Mentor is responsible for coordinating 1 or 2 “Mentor Trainings” per season to be held on the non-Coached training days.
- **Water or Rest Stops/Attendance** – You will need to help out at a water stop, rest stop, SAG or take attendance at the Coach-led trainings if additional supporters are needed. Mentors should check with their Coaches and Team Captain for scheduling.

II. Administrative

- **Weekly or Bi-weekly Call with Staff:** You will arrange to speak with your Society Staff for a detailed weekly “check-in”. It may be necessary to fax or e-mail information to the Society office about your participants prior to your call time. Your Society Staff will tell you what she/he prefers.
- **Follow up:** You may need to assist Staff in collecting forms, etc., from participants.
- **Mentor Substitute:** Be accountable for a “Mentor Substitute” if you are absent.
- **Leader for the ENTIRE team:** You will need to act as a leader for the team, not just for your Mentor group.

III. Required Attendance (date and place may vary by region and sport)

- At least two recruitment meetings or recruitment opportunities
- Mentor Training Session
- Travel Meeting (for recommitment)
- At least 75% of Coach led trainings
- Kick Off
- Honored Hero Breakfast
- Post – Season Wrap up Party

STAFF CONTACT INFORMATION

Please e-mail or fax your completed application including the answers to your application questions to your Society Staff (see below) **no later than Friday, September 11, 2009.**

Fax numbers: Dallas office: 972-996-5990

Fort Worth Office 817-288-2631

Your Spring Staff Contacts are:	Name:	E-mail:	Phone:
TNT Campaign Director	Misty Aguero	Misty.Aguero@lls.org	972-996-5932
Cycle Sr. Manager	Amber Tune	Amber.Tune@lls.org	972-996-5921
Marathon Sr. Manager North Cities Marathon	Ryan Minter	Ryan.Minter@lls.org	972-996-5923
Fort Worth Marathon Manager	Meredith Ramsey	Meredith.Ramsey@lls.org	817-288-2633
DFW Metro Marathon Coordinator	Kimberly Rippetoe	Kimberly.Rippetoe@lls.org	972-996-5927
Dallas Marathon Coordinator	Jenna Rehkopf	Jenna.Rehkopf@lls.org	972-996-5934
Dallas Triathlon Coordinator	Jackie Braun	Jackie.Braun@lls.org	972-996-5922
Fort Worth Triathlon Coordinator	Ashley Lilburn	Ashley.Lilburn@lls.org	817-288-2632



Mentor Program Application

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:

Home Address:

Street City State Zip

Day Phone: Evening:

Cell Phone: Primary Phone:

Email:

Employer: Position/Title:

Employer Address:

Street City State Zip

T-shirt Size: Cycle Jersey Size:

I would like to volunteer as a: (please indicate your preference)

Fundraising Mentor _____ **I am interested in becoming a Team Captain**

Non-Fundraising Mentor

I would like to Mentor for: (please indicate sport and region, if applicable)

Run Abilene

Walk Dallas North Cities

Cycle DFW Metro Fort Worth

Tri

Check all that apply:

I would like to train with the team, **raise funds** and participate in:

I will **not** raise funds this season, but will pay my expenses for _____ (event).

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

For marketing purposes:

Do you know someone in a corporation who would be willing to host a Corporate Info Meeting?

Yes No

Please explain:

Do you know someone with a local or national magazine or newspaper? Yes No

Please answer the following questions:

- 1 How long and in what capacity have you been involved with Team in Training? (Please name specific events, seasons, volunteer positions, etc.)

Season	Team	Event	Volunteer Position
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- 2 Why do you want to be a Mentor?
- 3 What is the most important thing you can do to keep your **team** involved and committed?
- 4 What did your past Mentor(s) do that you liked and would continue with your participants? What is something you would do differently?
- 5 What ideas are you willing to implement to enhance the experience of all participants?
- 6 How would you promote camaraderie within your Mentor group? Describe how you would handle/support unmotivated participants?
- 7 We are always trying to improve the connection between our participants and our team Honorees. What ideas do you have to encourage this connection? How would you encourage participants to share their own personal connection to the cause?
- 8 From now through the end of the season, do you anticipate any significant changes that might adversely affect your ability to fulfill your Mentor responsibilities?
- 9 Would you be interested in other volunteer opportunities if we cannot use you as a Mentor this season?
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