



Mentor Program Information and Application Summer 2012

Please read and complete this form **no later than Thursday, December 8, 2011 at noon.** The completed form may be sent to your staff person via fax, mail, or e-mail.

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 discounted fundraising minimums. **These discounts must be used within the same season that you are mentoring and can not be carried over.** The minimums listed for each event below is based on the lowest minimum that can be offered to Mentors for the season. This ensures that we are investing the appropriate amount of funds to our mission. **(The registration fee is waived for Mentors who attend the leadership training/kickoff party.)**

Summer 2012 Events

Mentor Minimum

San Diego Rock 'n' Roll Marathon	June 3, 2012	\$2,200
Mayor's Marathon (Anchorage)	June 23, 2012	\$2,800
America's Most Beautiful Bike Ride	June 3, 2012	\$2,800
Capital of Texas Triathlon	May 28, 2012	\$1,600
Grand Canyon Hike	May 19, 2012	\$2,600

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 and earn incentives for going above their minimum
- 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 twelve 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 team size.

Responsibilities

The Basics:

Be a leader for the entire team!

Identify yourself at trainings and all other events by wearing your Mentor 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 don't rely on email exclusively!

Recruitment – We need your help and 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 and/or online fundraising party** within the first two weeks of the season.

- **Keep up with his or her fundraising:** Staff will send out a tracking sheet with their totals. You will learn more about them from checking their websites.
- **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.
- **Carpool** with your team if possible!
- **Plan group outings** after training.
- **Organize at least two social events with Honored Heroes during the season.** Work with the Honored Hero Captain/Staff to get an Honored Hero or volunteer patient to join this group.
- **Develop strategies to reach 75%-80% retention,** your goal for your Mentor group as well. Mentors with a retention rate of 75% or higher will get to choose 2 items from our TNT eStore.

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

- **Bi-weekly Call with Staff:** You will arrange to speak with your Society Staff for a detailed “check-in”. It may be necessary to 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 so participants have someone to talk to.
- **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 of the following:
 - info meeting
 - friend of TNT store
 - TNT marketing “pod” to distribute flyers
- 1 recruitment grassroots event
- 1 call night
- Mentor Training Session on Saturday, January 14, 2012
- Travel Meeting (for recommitment)
- At least 75% of Coach led trainings
- TNT Kick Off
- Honored Hero Breakfast
- Post – Season Wrap up Party



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: _____

Address: _____

City: _____ ZIP: _____

Day Phone: _____ Eve Phone: _____ Cell Phone: _____

Email Address: _____ Training Shirt Size: _____

1) I am applying as a : Runner Walker Cyclist Triathlete

2) I plan on fundraising for the following upcoming Summer Event:

- Grand Canyon Hike, Grand Canyon – May 19, 2012
- Capital of Texas Triathlon, Austin, TX – May 28, 2012
- America’s Most Beautiful Bike Ride, Lake Tahoe, NV – June 3, 2012
- San Diego Rock ‘n’ Roll Marathon, San Diego, CA – June 3, 2012
- Mayor’s Marathon & Half Marathon, Anchorage, AK – June 23, 2012

I do not plan on being a participant in an event but want to mentor for Summer. Please note: preference is given to mentors who are participating in an event.

3) I would like to mentor for:

Check one:

Dallas Fort Worth McKinney/North Cities Grapevine/DFW Metro

Check one:

Marathon Triathlon Cycle Hike

4) I participated in:

Season	Team	Event	\$Amount Fundraised
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5) Please explain your fundraising process for your event listing each activity you did and approximately how much it raised

6) Were you charged at final fundraising when you participated? If yes, what do you think you could have done differently to prevent this?

7) Tell us about your experience with your Team Mentor:

8) I attended group trainings: ___ 100% ___ 75% ___ 50% ___ 25% ___ Less than 25%

9) If you attended group trainings less than 75%, why? _____

Listed below are questions regarding the required elements of being a mentor. Please answer these questions as truthfully as possible.

10) If you are applying to be a Summer Team Mentor, are you able to attend the mandatory team mentor training:

Saturday, January 14, 2012 - 10 a.m. – Location TBD

11) Will you be able to attend Fort Worth kickoff on Wednesday, February 1st or Dallas kickoff on Saturday, February 4th?

12) Will you be able to attend a **required minimum** of 75% of group trainings in your area? _____
i.e., if you are a North Cities run/walk mentor and there are 16 group trainings in McKinney, you will need to attend 12 of them. (for cycle and tri you will need to attend 75% of all trainings as well).

13) Are you able to contact your team members a minimum of once every two weeks by phone or in person?

14) Are you able to contact your team members at all during the business day?

15) Will we be able to reach you during the business day?

16) Will you be able to give your staff a team mentor report every other week detailing the status of each team member via phone or email?

17) Will you be able to hold a monthly meeting (social, fundraising clinic, etc.) for your team?:

18) Would you be able to help the participants you are mentoring plan a group fundraiser prior to recommitment?

19) Please list your ideas for a group fundraiser for your team:

20) Do you feel you have any current responsibilities in your life that would prevent you from giving the full amount of time required to be a mentor?

21) Will you travel for personal reasons or work during the season? If so, how often?

22) Is there anything else you would like to tell us?