

Mentor Program Information

Thank you so much for your interest in playing this important leadership role in our program. Being a Mentor is a fun and rewarding way to stay involved with the program and ensure that future participants have as rewarding experience as you did. As a mentor, you will help lead our team to success.

We are currently looking for committed and enthusiastic individuals, who have successfully completed the program, to become Mentors. Please read on about the benefits and responsibilities of being a TNT Mentor.

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 volunteer in another capacity.

OVERALL GOALS & OBJECTIVES OF TEAM IN TRAINING

Each participant in Team In Training:

- ❖ Raises the fundraising minimum
- ❖ Attends training sessions and events
- ❖ Completes the athletic event for which they are registered
- ❖ Experiences a sense of camaraderie
- ❖ Recives support in accomplishing their goals
- ❖ Becomes an advocate for TNT and continues their involvement after their event

MENTOR PROGRAM DESCRIPTION

PURPOSE

To provide ongoing support to all team members that will enable each to meet their fundraising and training goals and complete the program with a high level of satisfaction and success.

Past team members have repeatedly stressed the significant role their mentors played in their degree of success and overall level of satisfaction with the program. It is important that the team members feel “connected” to The Leukemia & Lymphoma Society. Since the staff is not large enough to maintain constant communication with all of the team members, mentors provide the individualized support the volunteers need to be successful.

QUALIFICATIONS

A successful mentor is an upbeat, positive, dedicated leader. Mentor applicant must demonstrate proven success as a fundraiser and team member during at least one season. Applicant must be willing to help the Society meet it’s goals and objectives for the Team In Training Program, must be willing to commit to the success of each TNT participant, must believe Team In Training is an incredible program that makes a difference in other people’s lives and must be willing to put the team member’s goals and aspirations above his/her own. A successful mentor makes our program completion rate higher, our team members happier and our group events more successful.

MENTOR RESPONSIBILITIES

General agreements

- ❖ To lead 8-12 team members to success!
- ❖ To remain in weekly contact with the TNT participants, Coaches and staff
- ❖ Return participant phone calls within 24 hours, staff will do the same
- ❖ To attend no less than 75% of all group functions and trainings
- ❖ Assist Coaches with water/rest stops before, during and after trainings as necessary and other tasks as necessary
- ❖ To be a representative of the Society and therefore operate with respect and professionalism

THE FUNDRAISING & TRAINING GOALS OF YOUR TEAM MEMBERS COME FIRST!!

Communication

Welcome Call: Call each participant within the 1st week of the program to welcome them to the Team!

Weekly Participant Calls: Mentors *must speak weekly* with each team member to provide support, collect necessary information and pass on Team announcements. You serve as the liaison between team members and the Team In Training staff. This requires regular phone calls to each participant, in addition to communicating via e-mail. E-mail alone is NOT enough!

Fundraising

Fundraising Strategy: Assist participants in preparing a sound fundraising strategy to ensure that they will each reach their goals. Offer creative, efficient suggestion early on to help with fundraising.

Host Socials throughout the season: Get your team members together after trainings to connect as a group and talk about fundraising strategies

Keep track of their Fundraising: Keep track of how much each team member has raised and remind them to send in their funds in a timely manner.

Midseason Strategy: If they are having difficulty with their campaign after recommit, help them reevaluate their strategy.

Be well versed in Recommitment: help team members understand their forms.

Promptly alert the staff to any potential fundraising problems.

Trainings

Identify Yourself at trainings, socials & events – wear a name tag, event singlet or jersey

ALWAYS put participants first! Help coaches lead pace groups at trainings

Constantly introduce yourself to participants even if you are not their Mentor

Target two new people to talk with at each training – this helps build a stronger, closer team.

Stay back to assist a participant or lead pace groups when needed

Official Team Trainings: it is mandatory that you attend 75% of all team training sessions

“Extra Mile Trainings”: Mentors lead “extra mile” trainings during the week

Water Stops: Each Mentor works or secures volunteers for water/rest stops as needed during the season

Be an extension of the staff: Make announcements, recognize fundraisers, etc. as assigned, when staff are not able to attend trainings

Mandatory Attendance

Mentor Orientation Meeting: approximately 2-4 weeks prior to the Kickoff for the upcoming season

Kickoff Celebration

75% of Team Training Sessions

Mid-Season Team/Patient Party or Dinner

Mock event

Send-Off Party

Administrative

Attendance: Track attendance of your team at all team trainings and socials. Submit bi-weekly along with your report

Bi-Weekly Mentor reports: a pre-determined day will be assigned in which you will need to report via phone on the status of your team members and any concerns that have come up to the staff person working on the event.

Follow-up: assisting the staff with collecting forms, event entries, etc. from participants.

MENTOR BENEFITS

In recognition of the time and commitment Mentors invest in the participants and the TNT program, we invite you to train and travel with the Team and participate in one of our events.

Fundraising mentors receive a discount of up to \$1,000 on the event fundraising minimum. Fundraising mentors train with the team, fulfill all mentor responsibilities and event expenses are covered by the Society. **Non-fundraising mentors** raise a minimum of \$250, enough to cover costs associated with training plus 75% for our mission. Non-fundraising mentors train with the team and fulfill all mentor responsibilities. In this non-fundraising position, should you wish to travel to the event with the team, the Society will still make your travel arrangements, but you cover your own expenses. Should you raise enough to meet the fundraising mentor minimum, your costs would be covered.

If Mentors do not fulfill their obligations, all agreements and benefits become null and void. This includes, but is not limited to Mentors not returning phone calls, not attending team trainings and not submitting reports.

Palm Beach Area Chapter Mentor Program Application

Please Print or Type

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Other Phone: _____ Fax: _____

Email: _____

Please check the event(s), locations & season(s) in which you are interested in mentoring:

RUN _____ Delray _____ WPB _____ Stuart (Winter) _____ Vero (Winter)

WALK _____ Delray _____ WPB _____ Stuart (Winter) _____ Vero (Winter)

TRIATHLON _____ Delray/WPB _____ Jupiter

CYCLE

_____ TNT Summer Season (Jan. –June)

_____ TNT Fall Season (May- October)

_____ TNT Winter Season (Aug. - January)

Event (s): _____

Please answer the following questions on a separate sheet of paper (in detail):

1. Why do you want to become a Mentor?
2. How long and in what capacity have you been involved with TNT? (name events, positions held)
3. What fundraising strategies have you used to complete your fundraising? Did you ever exceed your minimum?
4. What will you do to keep your Team members involved and committed and to help them achieve their fundraising goals?
5. What do you think the signs are of someone having trouble fundraising or being “unmotivated” to complete the program? What steps would you take to help them?
6. Are you willing and able to meet or exceed all of the requirements listed above including attendance at trainings, participant phone calls, water/rest stop support at group training sessions, holding mid week “extra miles”, coordinating socials, etc.? Please list any other obligations that may prevent you from fulfilling these requirements.

If you would like to add anything else, please do so!

***** Please note: Completing this application does NOT guarantee you a position as a Mentor. All applications received prior to the application deadline will be reviewed by the Staff & Coaches and you will be notified. If you are not chosen as a Mentor for the current season, your application will be kept on file for one year. Previous Mentors must reapply.***

I fully understand the duties and commitments associated with being a Mentor for the Team In Training program. I will fulfill them to the best of my abilities. If I do not fulfill the obligations of the position, I understand that the Mentor discount will be revoked and that these terms are non-negotiable.

Signature

Date

Please return this application and answers as soon as possible! Keep pages 1-2 for your records.