



Dear

Thank you for serving in the role of Mentor to Troop 810's _____ for the upcoming 6-month term. As a Mentor, you will play a very important part in ensuring that the Scout gets the most from this leadership opportunity.

Serving in a junior leadership position should be both an opportunity and challenge for our Scouts. Each position has a number of responsibilities, which we must expect the Scout to put forth effort in completing, both for the benefit of the Troop and the scout's own personal development. A leadership role should not be taken lightly. In fact, while serving in the leadership position, we should expect that those responsibilities come first, before any advancement work or other scout activity.

As a Mentor, it will be your responsibility to guide and support the Scout in performing the duties of the position. This may entail helping him to identify specific tasks to be performed, following-up on such tasks, providing resource materials, answering questions and offering support and guidance throughout the term of office. In doing so, we hope that you have frequent discussions with the Scout throughout his term, as you help him grow in his leadership skills and make this a meaningful experience.

To make the most of the Mentoring relationship, we ask the following:

- Familiarize yourself with the responsibilities for the leadership position. A copy of the position's requirements is attached.
- Attend our Troop election on _____. Immediately following the election, you will have an opportunity to have an initial meeting with the Scout elected/appointed to this position. At that initial meeting, you should review with the Scout the responsibilities of the position and discuss the immediate tasks that should be performed and any due dates.
- While we expect that you will have frequent contact with the Scout throughout the 6-month term, we ask that at the mid-point of the term that you have a formal review meeting to identify the areas in which the Scout is performing well and completing tasks, and the areas in which improvement is needed. A Mentoring Record form is attached and should be used in tracking your contacts with the Scout.
- At the end of the Scout's term, you should have a final meeting with the Scout to reflect upon and discuss the leadership experience. At that meeting, the Scout and Mentor should complete the attached Leadership Evaluation form and give it to the Scoutmaster. It is important to note that, as this form indicates, it is the Mentor's final decision as to whether the Scout performed the requirements for the position. This decision will impact the recognition of the Scout's service for rank advancement purposes. An answer of 'No' may very well be appropriate; however, it is hoped that poor (or no) performance can be rectified by at least the mid-term meeting.

Again, thank you for your time and effort in making our Mentoring Program a success. I am always available to answer any questions or concerns you may have.

Sincerely,

Mark Lynn

Scoutmaster

TROOP 810 LEADERSHIP EVALUATION

This form should be completed by the Scout and his Mentor for the leadership position during the past 6 months, as part of the Scout's reflection of his leadership experience. Once completed, this form should be given to the Scoutmaster.

Scout: _____ Position: _____ Mentor: _____

SCOUT'S SELF-EVALUATION

What responsibilities of the position do you think you performed especially well?

What responsibilities of the position do you think you could have performed better?

What advice would you give the next Scout who serves in this leadership position?

Please grade your overall performance in this leadership position (circle one):

A B C D E

MENTOR'S EVALUATION

Did the Scout complete the requirements for this leadership position?

Yes

No

Comments:

SIGNATURE

The Scout and Mentor have discussed this evaluation.

Scout: _____

Mentor: _____

TROOP 810 MENTORING RECORD

This form should be completed by the Mentor as a record of meetings and discussions with the Scout leader. Please attach this record to the Leadership Evaluation form at the end of the term of office.

Scout: _____ Position: _____ Mentor: _____

INITIAL MEETING

Date: _____ Position Responsibilities Reviewed with Scout? Yes No

Initial Tasks to be Performed: _____ Due Date _____ Completed? _____

MID-TERM MEETING

Date: _____ Scout's Signature of Agreement: _____

Areas Doing Well: _____

Areas to Improve: _____

RECORD OF CONTACT

Date: _____ Action: _____

_____	_____
_____	_____
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Continue on back if necessary.

