

# ***FEDERAL COORDINATORS TIP SHEET***

## **PRE-PLANNING**

- **Start recruiting mentors early!**
- **Attempt to get a range of mentors with different types of job within your agency.**
- **Have an orientation session for your matched mentors** (*see enclosed sheet on mentoring*).
- **Think about what you would like students to learn about your organization.**
- **Think about how you will transport students from the DOL to your agency and back.**

## **ON-THE-DAY**

- **Provide lunch for your students.**
- **Be flexible with scheduling.**
- **Plan for one-on-one time with mentors as well as group activities.**

## **AFTER THE EVENT**

- **Have a *debrief* with mentors to solicit suggestions for next year!**
- **Thank your mentors.**