

Micro-Enterprise Credential – Mentor Recruitment Memo

(Updated: August 1, 2018)

CTE Directors, high school principals and/or teachers can cut and paste the memo below on their stationary to use with their mentor recruitment efforts. **This memo is a sample only – teachers can and should revise this memo as they see fit**

DATE:

FROM:

TO:

SUBJECT: RECRUITING JUMP START MENTORS

This memo describes how Jump Start mentors can have a tremendous positive impact on our high school students with a minimal time commitment.

Our Request

We are seeking local industry leaders to serve as mentors to our high school juniors and seniors as they work to earn their Micro-Enterprise Credential.

Serving as a mentor can take as little as one hour per semester. Even this modest time investment will have transformative life-long benefits for the students you mentor.

Details

- 1) Mentors agree to participate in a Self-Assessment Presentation by students seeking the Micro-Enterprise Credential.
- 2) We provide mentors with a brief over-the-phone orientation and a Student Presentation Checklist (attached) they use for each student's presentation. We encourage our mentors to provide any motivating input they believe will help students improve their workplace communication skills.
- 3) We schedule your presentation via email at a time convenient to you and appropriate for each student's schedule. You will listen to the presentations of one or a small group of students. You can provide reactions to the students in an informal question and answer period. You then complete the Student Presentation Checklist for each student and return it to me.
- 4) Students will write a Thank You Note expressing their appreciation for your mentorship.

That's it! A focused, structured interaction that will have a very significant positive impact on our students, while helping them attain the Micro-Enterprise Credential and graduate with a Jump Start Career Diploma.

Thank you in advance for considering service as part of our Jump Start Mentor Network.