



Sample Mentor Meeting Invitation from Lead Mentor

Hello Emily, Enedina, Kevin, and Ashley,

This is Divya Goel. I hope this email finds you well. And hope you all have a great time in your life...

We are so exciting to have you three to join us as mentors for the Southeast Region Institute hosted in Mississippi on January 2012, Martin Luther King's long weekend.

Emily and I would like to have a mentors group meeting with you three. We would like to have a group meeting to share about our roles as mentors, duties, and others things for the mentors to prepare.

I will be sharing with you all about my experiences as a mentor, roles and responsibilities in my own view. Also, I will be supportive of your ideas that you have for making the Transition Institute successful. I will be more than happy to answer your questions and discuss ideas and concerns.

We would like to have your available schedules for the mentor's group meeting. I will be available on Tuesdays any time, Thursday after 3pm, and Friday anytime and depending on my homework schedule. Also I am available on the weekend. We only will have three and half months left for our planning for the Institute events. I know the holidays will be coming pretty soon.

We would like to have your available schedules so we can set up a meeting with you all.
Do you have availability by next week or Sunday?

We also would like to know which you prefer to use for staying in contact for the mentors group:

Call group
AIM to group chat,
Facebook

Please use "reply all" so we can see what you all have for your available schedules.

Thanks
Have a wonderful weekend,

Divya Goel



DEVELOPING MENTORS TOOLS

Section 3.4: Sample Mentor Meeting Invitation from Lead