

Templates for mentor orientation invitation and follow-up emails

The following email templates can be used to send potential mentors an invitation to mentor orientation, a reminder to mentors who have attended training about next steps, and a reminder to mentors who were no shows at training. Feel free to adapt these templates to your specific program's needs.

Template 1: Invitation to Mentor Orientation

The following sample invitation can be used to email potential mentors who need to attend training.

Dear ,

Thank you for completing an application to become a mentor with! The next step in the process is to attend a Mentor Orientation. This orientation session will cover:

- Explanation of and our mentoring model
- Introduction of mentoring expectations and program timeline
- Activities to help you prepare for serving as a mentor
- Next steps in the screening and mentor selection process

Attending the Mentor Orientation is a required step in the screening process. To become a mentor, you will also need to complete a phone interview with a Volunteer Screening Coordinator, 3 references, and a background check. More details on the full screening process will be discussed at the orientation.

Please arrive 5–10 minutes early to fill out a bit of paperwork. You will also have your photo taken for your mentor profile, so be prepared to smile!

We will provide light snacks and water but feel free to bring something more substantial if you'd like.

Please note: If you are unable to make it to the orientation within 30 minutes of the start time, we request that you come to a subsequent orientation. This assures that you get all the information you need to make the best decision about your ability to commit to becoming a mentor. Thank you for your understanding!

We look forward to seeing you soon! If you have any questions, please contact at or .

Best,

Address:

Directions to Address:

Template 2: For Mentors Who Attended an Orientation

The following email template can be used to thank mentors who attended an orientation and to remind them of next steps.

Dear ,

Thank you so much for attending mentor training last night! I hope you were able to walk away inspired. Please expect a phone call within the next two weeks for your mentor interview if you haven't had it already. Also, please remind your references to complete their portion within the next two weeks so that we can ensure screening goes as smoothly as possible. If you do not remember the names you listed as references, feel free to email me and I can tell you.

If you have any friends or colleagues that might be interested in becoming a mentor, please let them know to fill out an application as soon as possible so they can attend one of our upcoming Mentor Orientations. I have attached some great information that you can pass along to those interested. If you would like to introduce to your employer or get your colleagues involved, email at .

Thanks again and please feel free to let me know if you have any other questions.

Best regards,

Template 3: For Mentors Who Did Not Show Up to Orientation

The following email template can be used to give next steps to potential mentors who were no-shows to an orientation session.

Dear ,

I'm sorry that you weren't able to join us at mentor orientation last night. I encourage you to attend one of the following orientation sessions as soon as possible. We are looking forward to you joining the family!

Next Training Sessions:

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1. Login to your account to RSVP here:
 - Your username is your email address
 - If you forget your password, click on the “forgot password” link on the login page. You will be sent a message to your personal email address letting you know how to reset your password. If you are having trouble, email platformsupport@imentor.org.
2. Once you log in, click on the “Calendar” tab in the upper right hand corner of the screen and then click on the training session you’d like to attend. When the event-specific window opens choose "yes" in the drop-down box in the upper right hand corner, then click “Send RSVP” in the bottom right hand corner. You will see a green check mark by the date that you have chosen. That will serve as your confirmation.

All the best,
