

HELPFUL HINTS AND REMINDERS

1. If you are unable to contact your mentee within the first week following orientation, please let Karla know!
2. If the telephone number for your mentee has been disconnected, notify Karla immediately! She can try to work through the referring agency to get an updated number. If not, come in quickly to pick out another child.
3. If you leave messages on the mentee's answering machine, but they do not return your call – or there is no answering machine, and the phone rings and rings, call at 10 p.m., in the hope that they will be at home at that time.
4. To send your mentor reports, log on to the website: www.safetynetmentor.org and click onto “mentor report”, than after filling in the blanks, click on “submit”.
5. Inservice meetings are held the first Wednesday of the month, at 7 p.m., in Room 201 of Provo City Library, located at 550 N. Provo, UT 84601.
6. Check e-mail often.

