



YOUR HEAD MENTOR TO-DO LIST

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As you are getting ready to start your semester, this list will help you remember everything you need to do:

- Complete TB Screening (every four years) and Livescan (one time)
- Confirm your school's schedule with YS staff
- Pick up all program materials from YS
- Recruit mentors for your program in collaboration with YS staff
- Send all confirmed mentors to YS
 - Send new mentors the mentor checklist and encourage them to complete their online training
- Set up a meeting with the school liaison - one week (or more) prior to the first session (this can be done virtually or in person).
 - Review dates and confirm no conflicts have come up
 - Discuss logistics (volunteer check in process, parking)
 - Discuss the selected students and reasons why
 - Visit the space you will be leading your session in
 - Find out the best way to communicate on a weekly basis to check in
- Set up a lunch/meet up with your mentors
 - Review dates of all sessions
 - Review the program you'll be running and how the sessions will go (your leading style)
 - Review your expectations and theirs
 - Confirm they filled out applications, and completed livescan and TB clearance
 - Confirm they have completed a mentor training, if needed



- Prepare for your program:
 - Review the Head Mentor Handbook in detail and familiarize yourself with any updates and changes
 - Explore the materials on the Resources Page for Head Mentors
 - Send Final Draft codes to mentors
 - Invite actors to perform in your school's Big Show (Get it done early!)

Later in the program:

- Ask YS staff for support whenever needed
- Fill out Big Show program when prompted by YS Staff
- Three weeks before the show, confirm you and the school have all the Big Show materials.
- Communicate to mentors the prep needed for the Big Show (notes to writers for the farewell, printed and highlighted scripts etc.)
- Order pizza for the Wrap Party. Domino's is easiest to use, and we will provide instructions in a weekly email the week prior (submit form for reimbursement)
- Collect all scripts and send to Script Wizard: scripts@youngstorytellers.com

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Your thoughts/Notes/Ideas: