Technology Mentor Program Checklist

A checklist for running a technology mentor program, helping organizers match mentors, set goals, and track progress. Print a copy, check off each item as you complete it, and keep the sheet with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Program goals set	☐	☐	☐
Mentors recruited	☐	☐	☐
Mentees recruited	☐	☐	☐
Matches made by interest	☐	☐	☐
Expectations written	☐	☐	☐
Meeting schedule agreed	☐	☐	☐
Check in points planned	☐	☐	☐
Feedback collected	☐	☐	☐
Closing review held	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Check in with both mentor and mentee early so you can fix mismatches quickly.