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| Logo, company name  Description automatically generated | ESPS: SUPPORTING OUR OWN THROUGH PEER MENTORING  **ESP Mentoring Program Checklist**  [nea.org/espmentoringworkshop](http://www.nea.org/espmentoringworkshop) |

After each team member has completed the learning path course, you should work together to complete this ESP mentoring program checklist.

Work collaboratively with your team to answer the following questions about your pilot program.

Submit your team’s completed checklist to [ESPMentoring@nea.org](mailto:ESPMentoring@nea.org) by March 1, 2023.

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| Name |  |
| Local Association |  |
| State Association |  |
| Team Members |  |

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| 1. What will be the name of your pilot program? |  |

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| 1. When will your pilot program begin and end? |  |

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| 1. What are your mentoring program goals and mission? |  |

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| 1. Do you currently have a partner(s)?  Who are they?   What will their role be in the pilot program you are designing? |  |

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| 1. If you don’t currently have a partner(s), do you plan to bring on a partner in the future?   If so, please share how. |  |

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| 1. Who will coordinate your program?   Will you have program coordinators?   Will your partner share the responsibility of coordinating the program with you?   What will be the duties of your program coordinator(s)? |  |

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| 1. Will you have a decision-making body like an advisory committee?   If so, who will be invited to be on the committee?   Are there other ESP standing committees that can take on this responsibility?   What would be the duties of your advisory committee? |  |

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| 1. What is your mentoring structure and schedule for your pilot program?   Why have you chosen this structure and schedule? |  |

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| 1. How will you match mentors to mentees?   Why have you chosen this method?  Who will do the matching? |  |

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| 1. What are your mentor qualifications, and how will they enter the program? |  |

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| 1. Who are your mentees, and how will they enter the program? |  |

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| 1. What is your plan to recruit mentors for your pilot program? |  |

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| 1. What is your plan to register and enroll mentees for your pilot program? |  |

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| 1. When and how will your mentors and mentees meet?   Include informal and formal mentoring opportunities. |  |

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| 1. What is your plan to compensate and recognize your mentors? |  |

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| 1. How will you prepare and support your mentors during the pilot program? |  |

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| 1. When and how will your mentors and mentees exit the program? |  |

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| 1. Do you have measurable and attainable goals for the program?   Do you have goals specific to the pilot program?   What are they? |  |

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| 1. How will you monitor and evaluate the pilot program?   Based on the evaluation results, what is your plan to improve between program cycles? |  |

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| 1. What is your overall program budget?   Where will you get funding beyond the pilot program stage?   Is it sustainable?  Will you bargain for the program? Describe what steps you might need to take to make this happen. |  |

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| 1. How will you onboard your participants to the program so they have all of the information they need before, during, and after the program? |  |

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| 1. Do you have a handbook or website to share information with participants?   Will you create a handbook or website? |  |

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| 1. How will you launch your pilot program? |  |

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| 1. How will your pilot program lead you toward a sustainable program in the future? |  |

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| 1. Share any other details about your pilot program design here. |  |

After submitting the checklist to [ESPMentoring@nea.org](mailto:ESPMentoring@nea.org), apply for the workshop at [nea.org/espmentoringworkshop](http://www.nea.org/espmentoringworkshop).