



## Monthly Mentor Guide – Vice President of Programming

To provide you with additional support, we've compiled a list of topics that you can cover with your mentee. These are general topics that apply to most chapters. Keep in mind that the timeframe of some of these topics may be dependent on the university academic calendar and chapter-specific programming, so you should adjust accordingly. These questions are simply suggestions. Don't limit yourself to only asking these questions.

August	<ul style="list-style-type: none"><li>• Has the chapter looked at scheduling a member safety training? How comfortable do you feel with the Risk Management policies for SigEp and the University?</li><li>• Do we have a semester calendar planned? If no, what can we do to get this established before classes start?</li><li>• Do you know how to book venues and campus space to host programming events?</li></ul>
September	<ul style="list-style-type: none"><li>• How have we engaged alumni so far this semester? What are the plans for homecoming?</li><li>• How have we connected with the university/campus this semester? Have we partnered with any organizations? What philanthropic causes are we supporting this year?</li><li>• Do you have service-learning taking place? What is the ideal event for chapter members?</li><li>• How are third-party vendor events going? Do you feel comfortable with planning and transportation?</li></ul>
October	<ul style="list-style-type: none"><li>• Do you feel prepared for the upcoming elections? Have you met with candidates? How can we get them some experience now, so they'll be more prepared to completely take over the role?</li><li>• Is there anything you wish you would've done differently while you were the vice president of programming? What advice do you have for the next officer?</li><li>• How are you communicating important dates and reminders to the chapter members?</li><li>• What opportunities have we offered this semester for community service? Does the chapter feel passionate about these opportunities?</li></ul>

November	<ul style="list-style-type: none"> <li>• How do you plan to transition the new vice president of programming into the role?</li> <li>• How is the attendance at your current events? If they are low, what may be the root issue?</li> <li>• Do you feel like the executive board is on the same page as to where the chapter should improve next year? Are those areas of improvement being communicated to the candidates running in the elections?</li> <li>• What feedback have we collected from the chapter on this semester's events? Have we passed that feedback on to the new officers?</li> </ul>
December	<ul style="list-style-type: none"> <li>• What documents do you need to transition to the next officer at the executive transition retreat?</li> <li>• Has the executive board set a date for a check-in during winter break? Do you know what you need to be working on during the break to have a successful spring?</li> <li>• Have you thought through planning events for the first few weeks back on campus?</li> </ul>
January	<ul style="list-style-type: none"> <li>• Has the executive board finalized the calendar for the semester? Has this calendar been communicated to alumni, volunteers, and the fraternity and sorority life office?</li> <li>• How will you be building out your committee? Who should be on it?</li> <li>• What has risk management education looked like this year? Does the chapter understand what they can and can't do?</li> <li>• How has chapter attendance impacted our events so far? Are guys coming to events freely or only when obligated?</li> <li>• Are chapter members bought-in to the events slated for this spring? What is currently missing that we can help plan?</li> </ul>
February	<ul style="list-style-type: none"> <li>• What do you want to get out of the Carlson Leadership Academy? Are any of your committee members going as rising leaders?</li> <li>• After a month back on campus, how do you feel about the progress your committee members have made so far?</li> <li>• How has managing your budget worked so far this semester? Do you and the vice president of finance communicate regularly to discuss spending?</li> <li>• How are third-party vendor events going? Do you feel comfortable planning and transporting members to these events?</li> </ul>

<p>March</p>	<ul style="list-style-type: none"> <li>• What did you learn at Carlson Leadership Academy? What improvements can be made to the chapter’s programming based on what you learned?</li> <li>• Have you been able to work with the vice president of member development to make sure that we are providing a well-rounded experience through the Balanced Man Program to our members?</li> <li>• How has this mentor/mentee relationship been going for you? Is there anything I can do to improve?</li> </ul>
<p>April</p>	<ul style="list-style-type: none"> <li>• Has your chapter considered applying for SigEp Learning Community accreditation? Have you coordinated programming responsibilities with the vice president of member development?</li> <li>• Will there be an end-of-year recognition event? How do you plan to recognize graduating seniors?</li> <li>• Are you satisfied with how we ended the semester? How can we adjust our strategy moving forward to make sure we’re better prepared for the summer and fall?</li> <li>• How were your relationships with sororities and other campus organizations this year? What do we need to improve those relationships and partner more often?</li> </ul>
<p>May</p>	<ul style="list-style-type: none"> <li>• How are we collecting feedback on the events we held this past semester?</li> <li>• Are there any opportunities for the chapter to host events during the summer?</li> <li>• What projects do you want to complete this summer to make sure you are successful in the fall?</li> </ul>
<p>June</p>	<ul style="list-style-type: none"> <li>• How have the executive board summer check-ins gone so far?</li> <li>• Has the university released its calendar of events? Have you considered fall, winter and spring breaks in your planning?</li> <li>• Have you created a list of events you’d like to hold in the fall? What do other executive officers need your help in planning?</li> </ul>
<p>July</p>	<ul style="list-style-type: none"> <li>• Have you reached out to the new regional director yet?</li> <li>• Has the executive board drafted the calendar for next semester?</li> <li>• Do any events next year require “Save the Dates” or need spaces to be booked now?</li> </ul>