



Monthly Mentor Guide – Mentor for 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. The table below outlines a chapter that operates on a November election cycle and has fall and spring formal recruitment.

These questions are suggested as a general discussion guide – don't limit yourself to only asking these questions.

August	<ul style="list-style-type: none">• When is member safety training scheduled? How comfortable do you feel with the risk management policies for SigEp and the university?• What is the calendar of events looking like for this semester? If the calendar has not yet been finalized, what can we do to get this established before classes start?• How do you plan to connect with the IFC and Office of Fraternity & Sorority Life before classes start?• Have you booked venues and space for next semester's events?• How do you plan to collect feedback from the chapter on events this semester?
September	<ul style="list-style-type: none">• How have you engaged alumni so far this semester? What are the plans for homecoming?• How have you connected with the university this semester? How have you partnered with other organizations?• What plans are there to support SigEp's national philanthropy? What other philanthropic causes is the chapter supporting this year?• Have you scheduled any service learning events or opportunities? What service learning might the chapter be interested in?• How are third-party vendor events going? Do you feel comfortable with planning and transportation?
October	<ul style="list-style-type: none">• Do you feel prepared for the upcoming elections? Have you met with candidates? How can you get them some

	<p>experience now, so they'll be more prepared to completely take over the role?</p> <ul style="list-style-type: none"> ● 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? ● How are you communicating important dates and reminders to the chapter? ● What opportunities were offered this semester for community service? How can you get the chapter more engaged in philanthropy?
November	<ul style="list-style-type: none"> ● How will you transition the new vice president of programming into the role? ● How strong is the attendance at events? If attendance is low, what may be the root issue and how can you solve it? ● 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? ● What feedback have you collected from the chapter on this semester's events? How have you/will you communicate this feedback to the new officers? ● What does the programming calendar look like next semester/year with organizations that are not social fraternities and sororities?
December	<ul style="list-style-type: none"> ● What documents do you need to transition to the next officer at the executive transition retreat? ● Have you booked all venues needed for events next semester? ● 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 for your successor to have a successful spring? ● Have you thought through planning events for the first few weeks back on campus? ● Who on the executive board is attending the Carlson Leadership Academy? Have you registered yet? ● What programming is scheduled for February (Black History Month), March (Women's History Month), and other historical months?
January	<ul style="list-style-type: none"> ● Has the executive board finalized the calendar and budget for the semester? How will this calendar be communicated to alumni, volunteers, and the Office of Fraternity & Sorority Life?

	<ul style="list-style-type: none"> ● How will you be building out your committee? Who should be on it? ● What has risk management education looked like this year? Does the chapter understand what they can and can't do, or need a refresher? ● How has chapter attendance impacted our events so far? Are brothers coming to events freely, or only when obligated? ● Are chapter members bought-in to the events slated for this spring? ● What is currently missing that I can help you plan? ● Do you know how to book venues and campus space to host programming events? ● What do you want to get out of the Carlson Leadership Academy?
February	<ul style="list-style-type: none"> ● After a month back on campus in your role, how do you feel about the progress your committee members have made? ● How has managing your budget worked so far this semester? How are you and the vice president of finance communicating to discuss spending? ● How are third-party vendor events going? Do you feel comfortable planning and transporting members to these events?
March	<ul style="list-style-type: none"> ● What did you learn at Carlson Leadership Academy? What improvements can be made to the chapter's programming based on what you learned? ● How are you working with the vice president of member development to make sure that you are collaborating to provide a well-rounded experience through the Balanced Man Program? ● How has this mentor/mentee relationship been going for you? Is there anything I can do to improve?
April	<ul style="list-style-type: none"> ● Has your chapter considered applying for SigEp Learning Community accreditation? Have you coordinated programming responsibilities with the vice president of member development? ● How do you plan to recognize graduating seniors? Have you collaborated with the chaplain on possible ceremonies? ● Are you satisfied with how we ended the semester? How can you adjust your strategy moving forward to make sure you're better prepared for the summer and fall? ● How were your relationships with sororities and other

	<p>campus organizations this year? What could you do to improve those relationships and partner more often?</p>
May	<ul style="list-style-type: none"> ● How did you collect feedback on the events we held this past semester? How might you use that feedback to improve? ● Are there any opportunities for the chapter to host events during the summer? ● What projects do you want to complete this summer to make sure you are successful in the fall?
June	<ul style="list-style-type: none"> ● How have the executive board summer check-ins gone so far? ● Has the university released its calendar of events? Have you considered fall, winter and spring breaks in your planning? ● 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? ● Have you booked any venues needed for fall semester? How can we accomplish this before next month?
July	<ul style="list-style-type: none"> ● What is your plan to connect with your new regional director? ● Has the executive board drafted the calendar for next semester? ● Do any events next year require “save the dates” or need spaces to be booked far in advance?