

Reaching Out to Mentees Who are Less Active Program Participants

If your mentee reaches out to you to let you know that they don't want to meet regularly, but want to down the road within the program dates, or if your mentee seems to be unresponsive, you can use the below email template to guide your conversations.

Hi [Name of mentee],

I just wanted to connect based on your involvement in the **First Year Connections program**. I thought I would follow-up just to advise that if there is anything you need in your continued transition to campus life please let me know.

Being a first year I can absolutely understand that things may come-up so please don't hesitate to connect.

I'll continue to check in with you weekly to see if you need any support, and to send you reminders of some services to connect with and some interesting things happening on-campus and in the community.

Hope your classes are going great,

NAME HERE

Week 3 Follow UP

Hi [Name of mentee],

Just wanted to reconnect to advise you of a few things to perhaps consider over the next week.

Some tips and things to do around this time of year are:

- Use a planner to schedule all your course dates and deadlines
- Think about your budget and reflect on how things have been going in sticking with your budget <https://carleton.ca/awards/budgeting/online-budgeting-resources/>
- What are some of your goals for yourself this year? <https://carleton.ca/mentoring/wp-content/uploads/Smart-Goals-Worksheet-Redlands.pdf>
- How can you give back and get involved here at Carleton? www.carleton.ca/ccr

Some fun things going on this week:

- Pickup and wear your spirit shirt or ravens' gear on campus every Friday for some sweet deals! <https://carleton.ca/seo/cuspirit/>
- Attend CAB events! These events are completely free and are hosted just for you! Or get involved on one of our event planning committees! Details at www.carleton.ca/cab

As always, feel free to reach out at any time if you have any questions or would like to set up a meeting.