**Information on the SWASFAA Mentoring Program**

**Requirements:**

The SWASFAA Mentoring Program is open to all institutional members of SWASFAA at no cost.

*Mentees*should be financial aid employees who want one-on-one interaction to help build their leadership skills, regardless of their years of experience.

*Mentors* should be experienced financial aid administrators willing to provide guidance to their mentees.

**Application Process:**

All participants should complete the SWASFAA Mentoring Program application and return it to the Leadership Development Chair. The SWASFAA Leadership Development Committee will review the applications and pair all mentors and mentees at a 1:1 ratio. The Leadership Development Committee will recruit additional mentors if needed.

The Leadership Development Committee will provide each applicant with the contact information for their assigned mentor/mentee.

**Time Commitment:**

The mentoring program will last until the end of the calendar year. However, mentors and mentees may choose to remain in contact beyond the one-year program.

**Activities:**

At the end of March, the Leadership Development Committee will hold a Zoom meeting for all mentors and mentees to kick off the program and answer any outstanding questions.

After the program launches, mentors and mentees should have at least 30 minutes of monthly contact. This contact can take a variety of forms, depending on the preferences of the mentors/mentees. Options include phone calls, virtual meetings (e.g., Zoom, Google Meet, Microsoft Teams), email correspondence, etc.

The goal of this program is to help mentees grow in their profession. While the mentoring program was designed to allow for maximum flexibility, the Leadership Development Committee will provide monthly discussion topics to keep the conversation alive. Mentors/mentees are not limited to these topics, and mentors are encouraged to dive deeper into the needs of the mentee.

On a quarterly basis, the Leadership Development Committee will touch base with all mentors to find out what is (or isn’t) working so they can help guide the program to greater success.

**Review Process:**

At the end of the year, mentors and mentees will be asked to complete a survey to inform the SWASFAA Leadership Development Committee of what worked well and what needs improvement. This feedback will help the mentoring program to evolve in the future.