



*The foremost authority on school business.*

## Member-to-Member Mentorship Frequently Asked Questions

### ***What is Member-to-Member Mentorship?***

Member-to-Member Mentorship is a program designed by the CASBO Professional Standards and Leadership Committee (PSLC) to bridge the gap between a mentee's professional training and his or her real, on-the-job success.

### ***How does the program work?***

When a mentor is requested, the mentee is matched with the mentor based on the mentee's technical, project-based or job orientation needs. In the application process, mentees are asked to select their specific area of need from among the [school business disciplines](#) represented by the CASBO Professional Councils, while mentors are asked to select their specific area(s) of expertise. The program then finds a match based on commonly selected disciplines.

### ***What are the requirements for becoming a mentee?***

To request a mentor, you must be a CASBO Career Builder Member who has a need for assistance within at least one of our 13 disciplines, and your membership dues must be fully paid throughout the duration of receiving mentorship services. Other than that, all you need to do is complete the [online application](#)!

### ***What are the requirements for becoming a mentor?***

To serve as a CASBO mentor, you must:

- Have five or more years of experience within a specific school business discipline;
- Have been a CASBO individual member\* for three or more years;
- Commit anywhere from five minutes up to 40 hours, based on mentee need; and
- Complete and submit your [online application](#).

### ***How much does the program cost?***

Mentorship services are included in your annual CASBO Career Builder Membership dues. As a Career Builder Member, you are automatically eligible to receive mentorship services!

### ***Who reviews the program applications?***

CASBO staff and the PSLC are responsible for the administration of the program, including application procedures and qualification requirements. A PSLC subcommittee reviews the applications, and CASBO staff maintains the pool of qualified mentors and mentees.

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\* For purposes of mentor eligibility, "a CASBO individual member" is a current Honorary Life Member; Retiree Member; or Career Builder Member who, for the three years prior to CASBO's 2017-18 membership restructuring, was a CASBO individual member at the Aspiring Access, Career Accelerator Access, Distinguished Access or Executive Access level. Retiree Members must agree to refrain from promoting consulting services or seeking employment from the mentee or the mentee's local education agency.

***What happens after I apply for the program?***

After review, you will receive one confirmation email upon approval and one confirmation email upon determination of a mentee/mentor match. If your application is not approved, you will receive an email from CASBO staff indicating the reason why and providing additional steps to take, if applicable.

***How long does an application remain valid?***

Once a successful match is made, the mentee's application is removed from the mentee pool. If needed, the mentee can reapply for new or additional assistance. Mentor applications remain on file until the mentor requests otherwise. *(To be removed from the mentor pool, please contact [pd@casbo.org](mailto:pd@casbo.org).)*

***How do mentors and mentees communicate?***

Mentorship can occur in person, by phone or email, or by any other method mutually agreed upon by the mentor and mentee.

***What happens if I am not compatible with my mentor or mentee?***

If you feel your match is not a good fit at any point during the time you are participating in mentorship, you may contact [pd@casbo.org](mailto:pd@casbo.org) to request a reassignment.

***My mentorship term just ended. What happens next?***

After mentorship concludes, mentees should contact [pd@casbo.org](mailto:pd@casbo.org) to notify CASBO that their mentorship has ended. Thereafter, to ensure continued program success, mentees will have an opportunity to evaluate their mentors; and mentors will be asked to comment on their mentees, as well as rate their overall experience with the program.