## Tool 1: Mentee Resource Inventory

**Instructions:** Mentors complete the following table to include key contacts where mentees can access information or learning opportunities in specific topics. Provide this contact sheet early in the school year. The first row provides an example response.

| Topic (or standards) | Related professional learning activity | Related links/resources | Key point of contact | Contact information |
| --- | --- | --- | --- | --- |
| *Example: Communication with families* | *Covered in orientation; strategies discussed in biweekly department planning meetings* | *https://www.doe.mass.edu/edeffectiveness/standards/ teaching/iii-a.html* | *Mr. John Smith, Math Department Chair; Mrs. Mary Appletree, School Climate Coordinator* | *jsmith@school.district.org;* [*mappletree@school.district*](mailto:mappletree@school.district)*. org* |
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