SUS Mentorship Coordinator Meeting
DATE Sept. 25, 2017 | TIME 5:00-6:00pm | Abdul Ladha Rm #105

I. Attendance

Present: Everyone!!

Regrets:

II. Kick-off Event→ Finalize all details
   a. FOOD?!?!?! → order and budget
      i. Send email and include a questions about urgent dietary restrictions
      ii. Pick up pasta wednesday before the event (6 meat, 2 veggie)
      iii. Buy cheapest juice
      iv. Buy plates, forks, cups
      v. Don’t worry about vegan - can run to get them something after
      vi. Buy name tags
   b. Presentation
   c. Human Bingo
   d. Speed Networking Cheat Sheet
   e. Spreadsheet for sign-up at the event
   f. Mentee spreadsheet/form for preferred mentors at end of event
      i. Google form - name, email, preference in study, preference in person, 250 word bio about them
      ii. Take home thing
      iii. Optional, but will help get a mentor
      iv. Mentees have first preference, but if there are too many people on one mentor they get the final say

III. Pairing Forms
   a. Mentor/Mentee numbers
      i. Clear pairing process

IV. Email reminders
   a. To signed up mentors and mentees
      i. Mentors “to all who have signed up so far... if you have friend that are interested in this program...”
   b. GSS follow-up

V. October 5th Mentor Training
   a. Venue
   b. Food
      i. Ask the Delly
ACTION ITEMS

Send the email (already drafted by Kennedy, just edit)
Finish presentation for J+K to edit and finalize
Jen/Kennedy: serving utensils
Get pasta, juice, forks, plates, cups
Buy nametags - Michelle
Jen - print human bingo/contact sheet
Print out master excel sheet for sign in attendance

SEND SEPARATE EMAIL TO MENTORS AND MENTEES (different arrival times)
*For mentors: Due to high volumes, if you indicated no preference........

Hello,

Thank you for your interest in the GSS x SUS Mentorship Program.

This is just a friendly reminder about our upcoming Kick-Off Event this Wednesday from 5-7pm @Abdul Ladha (4:45pm check-in for mentors and 5:15pm check-in for mentees). This will be a great opportunity to meet potential mentors/mentees, in addition to learning more about the program and getting FREE dinner!

Please let us know if you have any dietary restrictions ASAP.

We also want to remind you that due to the high interest level in the program, we cannot guarantee a mentor-mentee match, but we will do our best to accommodate everyone.

We look forward to seeing you!

Cheers,

Kennedy Chow

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Kennedy Chow
Associate Vice President, Academic

Science Undergraduate Society
University of British Columbia, Vancouver
avp.academic@sus.ubc.ca | sus.ubc.ca
T: (604) 822-4245 | C: (778) 887-8967