

Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:** Mentoring Committee Planning Report

****Date:** August 28, 2009

****Committee Name:** Mentoring Committee

****Supervising Board Member:** Emily Love

****Chair, Co-Chairs, Assistant Chairs:** Megan Smith-Heafy (smithhea@nova.edu)
Maria Baroco (mbaroco@cityoforangebeach.com)

****Committee members:** Lindsay Harmon, Susan Jennings, Deborah Tritt, Zao Liu, Alice Wasielewski, Matt Upson, Jason Kruse, Kate Joranson, Laura Westmoreland, Veronica Stevenson-Moudame

****Committee Charge:**

The Mentoring Committee's responsibility is to develop the Mentoring Program, which matches mentors with new members at the ALA Annual Conference. The committee is charged with exploring ways to use technology and up-to-date communication methods to expand mentoring to an all-year-round program available to those who can't attend conferences. The committee also prepares guides dealing with mentoring.

****Project Description / Goals:**

- Improve the web presence of the committee.
- Publicize the mentor/mentee program.
- Coordinate the Conference Mentoring Program at the ALA annual conference.
- Coordinate the Career Mentoring Program, a nine month program.

****Specific Objectives (numbers, tangible end-products):**

Update Mentoring Committee's entry in the NMRT Handbook entry by the ALA Annual 2010.

Financial Report Section:

Your budget appropriation (see budget)	a. 200.00
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c.
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.

Difference between budgeted amount and total expenses from above (a-d)	e. 0
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f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

N/A

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

N/A

h. Vendor support received: (From the above list, what if any, has been received?)

N/A

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):

Update of webpage and web submission form to reflect new deadline dates.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)

N/A

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):

- Posting announcements to various discussion lists to solicit participants for the Career and Conference Mentoring program.
- Career Mentoring and Annual Mentoring will be advertised on NMRT's Facebook page.
- Promotional materials made available at ALA Mid-Winter to promote the Conference Mentoring at ALA Annual.

****Report submitted by:** Megan Smith-Heafy

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