

KIPBS Mentor Documentation
Collaborate with KIPBS Staff on Organization-Wide Training

Date of Submission: _____

Name of KIPBS Professional: _____

Address: _____

Phone: _____ **Email:** _____

Description of Activities:

Donated mentor time could be used to assist KIPBS staff members in conducting organization-wide planning processes. Examples of tasks associated with organization-wide planning includes participating in meetings, assisting with the collection of an organization's self-assessment data, facilitating staff training and brainstorming sessions, or contributing to evaluation activities. For more information about organization-wide planning, review Module 9, Section 2.

Organization-Wide Training Collaboration Log	
Name of Organization:	Hours Spent
<input type="checkbox"/> Participate in Planning Meetings Date(s): _____	
<input type="checkbox"/> Collect Organizational Self-Assessment Data Date(s): _____	
<input type="checkbox"/> Training Staff Date(s): _____	
<input type="checkbox"/> Ongoing Evaluation	

Evaluation Documentation

The evaluation data will be collected in collaboration with KIPBS staff and therefore, will not need to be submitted with this form.

Comments: _____

KIPBS Facilitator Signature: _____

Training Coordinator Signature: _____