

The MentorCorps Process Updated 09/21

The Mentors are dedicated to providing advice, assistance, direction, and training to the staff, volunteers, and boards of cultural institutions, in order to improve the conditions of the cultural materials in Oregon's museums, archives, and libraries in addition to helping the organizations that manage these materials. They will do this through providing consultations-on site or virtually through online meetings, telephone or through e-mail exchanges on issues for which the organization has requested assistance. Mentors can also provide trainings to staff and volunteers using the training modules on the following: Collections care, Care of photographs, Care of textiles, Project planning, Care of sound recording, and Board roles and responsibilities.

Process

- Mentor Coordinator reviews applications for assistance and matches a mentor with each application
- Mentor Coordinator introduces the organization requesting assistance to their mentor via email and includes a link to the Memorandum of Agreement that is signed by the mentor, the organization, and the program coordinator outlining each parties role, expectations, and the terms of the mentor program. A mentor is assigned to that organization from September through May.
- The mentor proceeds to provide assistance in the following ways:
 - o Goal setting
 - o Project planning
 - o Project check-ins
 - o Prioritization
 - o Project recommendations
 - o Trainings using Oregon Heritage MentorCorps Modules
 - o Grant review
 - o Resource recommendations
 - o Advice
 - o Networking
- The mentor should NOT provide assistance in the following ways:
 - o Do the project for the organization
 - o Write grants for the organization
 - o Create and execute trainings outside of the modules
 - o Purchase materials for the organization
- Mentors can provide assistance through on-site visits, virtual means, phone, and/or email.
- The mentor will fill out quarterly reports throughout the mentor assignment and fill out a final report at the end of the assignment

Mentors can reach out to the program coordinator if they need resources, assistance, or to talk over any issues that may come up.