

Mentor Application

**Please return this completed/signed application to the MASBO office:
P.O. Box 400, East Helena, MT 59635 or email Marie:
mroach@masbo.com**

Please rate your strengths in the following areas
(3-lots of experience, 2-less experience, 1-no experience):

Job Duties		3	2	1
1	Board Meeting/Minutes			
2	Bonds and Bond Elections			
3	Facilities Management			
4	Food Service			
5	Human Resources			
6	Payroll			
7	Procurement Cards			
8	Pupil Transportation			
9	Purchasing/Supplies Management			
10	Records Management			
11	Risk Management			
12	School Activities			
13	School Elections			
14	School Law			

I have reviewed the Mentor Expectation Form and would like to be a MASBO Mentor.

I file my TFS & Budget reports on time.

I have few to zero audit findings.

I will not complete work for my mentee(s) but will answer questions and support them through processes.

When I don't know answers, I will not guess, but use my resouces (colleagues, manuals etc.) to find the correct answers.

I have been in my current position (years): _____

My district's software (BMS, C&C, Tyler, QB) is: _____

My district's MHSA school size is (class AA-A-B-C): _____

My district is a: K-8 or 9-12 stand alone or K-12 (circle one) _____

Our enrollment is: _____

Mentor Signature & Date: _____

Superintendent Signature & Date: _____

Board Chair Signature & Date: _____