



Where relationships sprout & MASBO roots grow deep!

Mentee Guide

Are you ready to sprout new relationships & put down roots in the world of Montana school business? If so, our Mentor Program is for you! Our mentoring program's purpose is to provide you with support & guidance within your first two years of your career. You may also find meaningful & lifelong connections along the way.

Why You Might Need a Mentor:

- Guidance and Support: A mentor can provide valuable guidance & support, helping you navigate the complexities of school finance, budgeting, & resource allocation.
- Professional Development: Mentors can offer insights into best practices, legal requirements, industry standards, & emerging trends in school business management. This knowledge can accelerate your professional growth & enhance your success.
- Networking Opportunities: A mentor can introduce you to key stakeholders, professional networks, & resources. Building these connections can facilitate collaboration, knowledge sharing, & assist you in finding the resources you will need in the future.

Quick Tips for Mentees:

- Be Proactive & Take Initiative
 - Reach out to your mentor regularly & don't hesitate to ask questions.
 - Set goals for what you want to achieve during the mentorship period.
 - Don't be afraid that a question is stupid. There is really no such thing.
 - Demonstrate your commitment to growing & learning.
- Be Open to Feedback
 - Carefully consider your mentor's advice & be open to constructive criticism.
 - Use feedback as an opportunity to grow and improve.
 - Mistakes happen to all of us, even veterans. So don't take criticisms personally & show grace to your mentor if they misunderstand a question or circumstances.
- Engage in Networking
 - Attend MASBO workshops & events to meet other professionals in the field.
 - Engage in the MASBO forum on the website.
- Respect Confidentiality
 - Working together, your mentor may share private or confidential information about events or circumstances they have previously faced. Maintain the privacy of any sensitive information shared by your mentor.
- Reflect and Evaluate
 - Regularly assess your progress & reflect on what you've learned.
 - Discuss your achievements & areas for improvement with your mentor.



Perks of the Program:

- You will learn & grow in your new profession & build relationships!
- You will receive a digital "MASBO Mentee" badge you can add to your resume, email signature or anywhere you can proudly display it!

MASBO Mentee Information:

- Mentees receive peer support at no cost.
- Your mentor helps answer questions but should not be asked to do the work for you.
- Your mentor should be your first main point of contact when you need help.
- Networking through participation in MASBO meetings & training will increase a mentee's resources.
- A match can be based on software (BMS, Tyler, C&C etc) and/or school size or location.

Requirements:

- Active MASBO member
- Plans to attend MASBO training regularly
- 0-3 years in position or field
- Can admit to mistakes and learn from them

Traits of a Successful Mentee:

- Active listening skills.
- Willingness to provide open, clear & honest communication.
- Motivation to succeed & an eagerness to learn.
- Positive attitude & proactive in seeking information and resources.
- Confident in your ability to learn & grow.
- Learns from their mistakes & receptive to feedback.
- Resourceful, open minded, & flexible.
- Ability to reflect & celebrate your own success & that of your coworkers & fellow MASBO members.

Please don't hesitate to reach out to MASBO staff with any additional program questions.

If you are interested in being paired with a Mentor, please complete the following application and return it to Marie Roach at mroach@masbo.com





MASBO Mentee Application

After reviewing the Mentee Guide, please complete the following application so we can match you with the proper Mentor.

Please answer the following questions:

- ☐ I have reviewed the Mentee Guide and would like to join the MASBO Mentor Program.
- ☐ I will not ask my Mentor to complete work for me.
- ☐ I am committed to learning and growing as a New SBO.

I have been in my current position (months/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: _____

Our enrollment is: _____

Mentee Signature

Date

Return the signed and completed application pages to Marie Roach at mroach@masbo.com.

