

**Mentor :**

**Name of the Mentee:**

<b>Project</b>	<b>Email before project to clarify object of the project</b>	<b>Practice</b>	<b>Evaluation in CC or CL manual</b>	<b>Follow up</b>
<b>Speech 1</b>				
<b>Speech 2</b>				
<b>Speech 3</b>				
<b>Evaluator</b>				
<b>Table Topics</b>				
<b>Toastmaster</b>				
<b>Timer</b>				
<b>Grammarians</b>				
<b>General Evaluator</b>				

**Did I encourage the mentee to participate in club events, such as contests or speech-a-thons?**

**Did I encourage the mentee to become a mentor after he/she finished all the above?**

**Did I encourage the mentee to become an officer in the club?**