**Letter to Prospective Community Mentors**

*Your mentor will receive a copy of this letter once your Proposal is approved. If your mentor has any questions about his/her role or responsibilities, you may want to share this information with him/her ahead of time.*

Dear Exhibition Project Community Mentor:

You have been asked by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Lincoln High School student, to be an Exhibition Project Community Mentor because you possess expertise in an area of interest to him/her. The Exhibition Project at Lincoln High School seeks to build a bridge for students between the skills they learn in the classroom and the real world. The three phases of the Exhibition Project include ten hours of work with their mentor on a topic of the student’s choice, research on a related topic, and an eight to fifteen minute presentation before a board of judges to synthesize and summarize the experience.

As a mentor, you will serve as both a guide and teacher for the student during his/her work with you. A mentor’s role is an active one. However, it is important that the student is actively involved with the project as well. The initiative for the project should come from the student. To begin with, the student must present you with a working plan/schedule for his/her project. Once you and the student have agreed to this plan/schedule, your role as a mentor is to:

1. Work with the student to fine-tune the plan to develop a challenging but achievable project.
2. Guide, encourage, and oversee the student as he/she works to complete the project.
3. Verify the time the student spends on the work (minimum of ten hours, two of which must be spent on the proposal) by signing the Mentor Work Time Log. See the attached sheet for schedule of hours and their due dates.
4. Complete an evaluation form assessing the quality of the student work.

The Exhibition Project offers members of the community the opportunity to share their knowledge and expertise with the students of Lincoln High School. We appreciate your willingness to share your knowledge and expertise with one of our students and to serve as a mentor for him/her. We hope you find this experience to be a rewarding one.

If you have any questions or concerns about your role as a mentor, please do not hesitate to contact me by phone (334-7500). In addition, you can email me at

[dalpep@lincolnps.org.](mailto:dalpep@lincolnps.org.)

Sincerely,

Paul Dalpe

PBGR Coordinator

Lincoln High School