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**Contact Information:**

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|  | **MENTOR** | **MENTEE** |
| Cell Phone: |  |  |
| Alternate Phone: |  |  |
| Primary Email: |  |  |
| Alternate Email: |  |  |
| Communication Preference: |  |  |

**Mentoring Logistics:**

* How often will we connect in-person, virtually, by phone, or by email? What is reasonable based on our schedules? Can we account for any vacations, busy periods, etc. in our planning? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* When we meet virtually, what is the best platform to use? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* What are our expectations when one of us reaches out to the other? Do we expect a response in 24 hours, 48 hours, or something else altogether? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Mentoring Goals (Mentee):**

* What are the primary goals that I would like to achieve through this mentoring relationship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* What are my commitments to this mentoring relationship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Mentoring Goals (Mentor):**

* What are the primary goals that I would like to achieve through this mentoring relationship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* What are my commitments to this mentoring relationship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**LCLD Success in Law School Mentoring Program**

**Mentoring Tool Kit: Planning Meeting for Mentors & Mentees**