



PSATS Conference Mentor-Mentee Program

Where you can learn from experienced township officials and establish an ongoing peer-to-peer relationship

Mentor's Role

- Reach out to mentee prior to the PSATS Conference.
- Share best practices for good local governance.
- Share knowledge about PSATS' services and assistance.

Mentor Expectations

- Must register for (and attend) the upcoming Annual PSATS Conference.
- Must have attended at least one PSATS Conference in the last three years.
- Must support the mission and goals of PSATS.
- Ideally, has an email address for ease of communication.

Mentee Benefits

- Improved conference experience:
 - ◆ Understand what to expect from the conference ahead of time.
 - ◆ Learn to navigate the conference facility.
 - ◆ Ask the mentor questions about the conference and local government anytime.
 - ◆ Network with the mentor and others during and after the conference.
- Clear knowledge of PSATS' services prior to needing them.
- An experienced person to contact for ideas, advice, and support when needed.



Turn over for timeline ➔



If interested in participating as a **mentor** or **mentee**, please call PSATS at (717) 763-0930, ext. 107, or note it on your conference registration.

Timeline for Mentor-Mentee Relationship

PROGRAM SUGGESTIONS

Prior to the Conference

- Mentor reaches out to the mentee by phone to:
 - ◆ Share contact information.
 - ◆ Set up a time and place to meet if other than the First Timers Meet and Greet.
 - ◆ Discuss various facets of the conference (general sessions, workshops, exhibit show, welcome event, Legislative Reception, etc.).
 - ◆ Inform of First Timers events (webinar, Meet and Greet).
- ◆ Suggest what workshops might be good to attend and explain how the workshops are categorized by tracks.
- ◆ Make sure the mentee understands the role of PSATS and the services it provides.
- Mentor follows up with the mentee.
- Mentor calls or emails the mentee right before the conference to remind them of their meeting location.

At the Conference

- Mentor and mentee attend the First Timers Meet and Greet together on Sunday of the conference.
- Mentor and Mentee meet to take a casual tour of the Lodge and participate in the Newbie scavenger hunt: “Learning the Layout of the Lodge.”
- Mentor and mentee meet Wednesday morning from 7:30 to 8:30 in Empire A & B for a “Beehive Breakfast”.
- Mentor is available for questions, general guidance, and directions.

After the Conference

- Mentor reaches out to the mentee a week to 10 days after the conference to discuss the mentee’s conference experience.
- Mentor reinforces what PSATS does and what services it has to offer townships and their elected officials and staff.
- If desired, both stay in touch and reach out to each other after the conference to assist with any further questions or comments.