**Set-Up form**

 **Regional Mentoring Program**

 **Registration/Application**

V.01262018

* This form must be submitted at least **14 weeks prior to the Program Kickoff date** to provide adequate time for audience recruitment, matching & notification/training of mentors/mentees.
* Fields/drop-down menus requiring responses are highlighted in “yellow.”
* **Information/directions/tips for filling out this form appear in “red.”**

**Send completed form to** **events@hbanet.org**

**Date completed:**

**Region:**

**Regional Mentoring Program Committee contact** **for mentoring program registration/application process:**

Name:      Email:       Phone:

**Who reviewed/approved the information provided in this form?**

**Who may apply?** HBA members and nonmembers; however, ALL mentees and mentors must be/become HBA members to participate in this program.

**Primary competency:** 12. Continues to learn, grow and transform

**Secondary competency:** 5. Determined to achieve

**Program Kickoff date:**       **Start time:**       **End time:**       **Time zone:**

**Will kickoff event be held as an in-person meeting?**

 **- If yes, please provide the venue, city, and state here:**

**Note: This form is used to set-up the registration/application for the program itself. To set up registration for specific mentoring program events (eg, Mentor Training, Mentee Orientation, Program Kickoff, Closing Celebration, etc), please use the much shorter set-up form for Mentoring Program-Related Events, and follow the instructions in the Regional Mentoring Program Roadmap.**

**PROGRAM COMPONENTS AND SCHEDULE - please provide dates/information requested for each item:**

* Registration close date -
* Last day that Mentees may withdraw from the program and still obtain a refund: **[HBA event set-up staff will set this to the day after registration closes.]**
* Matching begins - week of:
* Matching complete - week of:
* Program acceptances sent - week of:
* Program nonacceptances sent -week of:
* Group notifications sent - week of:
* Mentor Training date:       - will be held
* Mentee Orientation date       - will be held
* Program Kickoff date:
* Circles meet on their own for 6 months, from [MONTH]       to [MONTH]
* Any other planned activities and dates? If yes, provide event name(s) and date(s) here:
* Link to final surveys sent to all mentors and mentees - week of:
* Surveys close - week of:
* Final surveys tabulated; results available - week of:
* Closing Celebration - date (if known) or week of:

**Event short description**

Applications are now open for the 2018 HBA Regional Mentoring Program. All potential mentees and mentors must register **and** complete the provided online application by **[HBA event set-up staff will insert registration close date from the program schedule, above]** to be considered. Space is limited.

**Event description**

If you’re an industry leader — or want to become one — here’s your chance to learn, grow and forge meaningful relationships with others. This mentoring program harnesses the power of the group to help mentees set and achieve professional/career goals and forge new connections. **Mentoring takes place in small groups**, and each group functions independently, setting its own meeting dates, times and locations.

• Mentors and mentees complete the mentoring program application; the mentoring program committee uses the information provided in the match process to create mentoring groups.

• To the degree possible, each mentoring group is made up of 2 mentors and approximately 4 mentees.

• Mentoring group members share a common area of interest/focus, developmental area or type of goal.

• Mentors and mentees are notified about their assigned group and are encouraged to introduce/connect with each other prior to the program kickoff.

• Key program information (definition of mentoring, mentor/mentee roles and responsibilities, goal-setting forms/other available tools and resources) will be shared with mentors and mentees prior to/during the kickoff.

• Mentees set a goal at the beginning of the program; mentors (as well as other members of the mentoring group) help mentees make progress toward achieving their goals.

• All mentors and mentees participate in the kickoff event; each mentoring group determines its own rules/expectations and establishes its own meeting format and schedule.

• Mentoring groups work together over the course of approximately 6 months, meeting at least to help mentees make progress toward their goals.

• Expectation is that mentoring groups meet face-to-face

• Depending on interest, one or more virtual mentoring groups may be offered as a pilot.

• At the end of the program, mentees assess the progress they made toward their goals, and consider how to continue to leverage/apply what they’ve learned.

**Program activities**

**[HBA event set-up staff will insert the underlined activities from the “Program components and schedule” section from page 1 of this form here.]**

**2018 mentoring locations**

This regional program features in-person meetings of mentoring groups, with potential locations listed below. Note: Not all of the locations listed may end up being offered; it depends on demand (ie, are there enough applicants — mentors and mentees — in a location to field one or more mentoring circles). In the application survey, you will be asked to select a preferred location(s) for in-person mentoring group meetings. Finally, depending on interest, one or more virtual mentoring circles may be piloted.

**[Please list all mentoring locations offered in your application surveys below. Remember: Geographic location is the first “sort” in the match process.]**

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**Mentee or mentor?**

**• Mentees** are emerging leaders. They have a strong sense of their development needs and can identify one

 or more areas in which they need mentoring support. Mentees must have the time to prepare for their

 group’s meetings, fully participate and help plan these sessions, and then “do the work” — that is, be willing

 to stretch, take risks and use resources to tackle their mentoring goal.

**• Mentors** are seasoned executives with significant experience in the healthcare industry or related services.

 They have a keen sense of their own strengths coupled with the ability and commitment needed to guide

 their mentees. Mentors are willing to share of themselves — relaying stories and anecdotes from their

 careers, recounting successes and failures, offering ideas and approaches and identifying tools and

 connections. Most mentors have experience in a director-level or higher position and/or have developed

 both individuals and teams.

 If minor changes need to be made to the **Mentor** description above, please indicate them here:

**Mentee Program Fee:**

$

**[If you select an early-bird option from the above drop-down menu, the early-bird rate will be available for one month following the opening of registration; after that, no extensions are available.]**

**Mentor Program Fee**

$ 0

There is no charge for mentors, who volunteer their time and expertise to the program and their mentees.

**How to apply - Two steps**

1. **All** mentees and mentors must register by clicking on the button below. Mentees pay the mentee program fee now.\*

2. **All** mentees and mentors must complete the online application survey by the registration close date; this survey is automatically sent via email as soon as this registration is completed.

Notes:

• Applicants must register **and** complete their respective application survey by the registration deadline to be considered for the program.

• If a mentee cannot be accommodated in the program, the mentee program fee will be refunded in full.

**HBA membership requirements**

This is an HBA members-only program, and **both** mentees and mentors must be/become HBA members to participate. Mentees and mentors who are accepted into the program, elect to participate and who are not already members must join the HBA prior to attending the program kickoff. Please note:

• Mentees: HBA annual membership dues are separate and distinct from the mentee program fee and

 represent an additional charge.

• HBA annual membership dues are **not** refundable. Make sure you have been accepted into the program

and have decided to participate before joining.

Consult your manager or HR department to see if reimbursement will be provided. Find out more about the value of HBA membership and the annual nonrefundable membership dues [here](http://www.hbanet.org/membership).

**Registration/application deadline**
Register **and** complete the online application by **[HBA event set-up staff will insert the registration close date here.]**

**Cancellations/refunds**
Is the mentee program fee refundable? Yes, under these conditions:

1. If a mentee cannot be accommodated within the program, the mentee program fee will be refunded in full.
2. If a mentee decides to withdraw from the program after registering, she/he must notify the mentoring program committee in writing by emailing **[HBA event set-up staff will insert your mentoring program email address here]** by **[HBA event set-up staff will insert the day after registration closes here]**. After that, no refunds are available.

**Sponsors** *-**To add logo to event materials, please send jpg/gif via email with set-up form*.

Company name:

URL:

Company name:

URL:

Company name:

URL:

**Event questions/support**
- Mentoring Program Committee contact for event details: Name:       Email:       Phone:

*---------------------------------------------------------------End of online copy-----------------------------------------------------------*

**Link to mentee application (survey):**

**Link to mentor application (survey):**

***Mentoring Program Committee: Do NOT independently distribute these survey links; the only way that prospective mentors and mentees should receive access to the application surveys is by email from the HBA after the online registration process has been completed.***

**If there are any special instructions for the HBA staff in setting up this event, please provide here:**

**Follow-up emails will be prepared as follows.**

***Automatically sent by HBA’s Event Management System immediately after the individual registers.***

1. **Email to Mentee applicants:**

Dear Colleague,

Thank you for taking the first step toward participating in this HBA Regional Mentoring Program. Now it’s time to complete your application.

**Please click on this confidential link to complete the online mentee application survey by**  **[HBA event set-up staff will insert registration close date from program schedule, above]**.

* If you don't complete this application now, **retain this email notification** so you have this confidential, personalized link when you are ready to do so. This is your individual notification/link and should **not** be shared with others.
* Allow approximately 30-40 minutes to complete the application, preferably in one session. Applications are recorded by completion date and time, which could become relevant should there be more applicants than places in the program. Early application, however, does not guarantee placement, since the Mentoring Program Committee is committed to forming mentoring circles that are optimal for all participants.

Important reminders:

* If you are accepted into the program, decide to participate, and are not a current HBA member, you must join the HBA. Please note that HBA Annual Membership dues are not refundable and are separate and distinct from the Mentee Program Fee.
* If you are accepted into the program and decide **not** to participate, you must provide written notification to provide email address no later than **(HBA event set-up staff will insert the day after registration closes here]** to obtain a refund. Following that, no refunds are available.
* If the Mentoring Program Committee is not able to place you in a mentoring group, your Mentee Program Fee will be refunded in full.

We will notify you about the status of your application by/before **[HBA event set-up staff will insert the “Program nonacceptances sent date” here]**.In the meantime, please continue to hold all mentoring program dates (eg, Mentee Orientation, Program Kickoff, etc) on your calendar.

If you have any questions about this notification or the application survey, contact us at provide email address.

Warm wishes,

HBA Regional Mentoring Program Committee

1. **Email to Mentor applicants:**

Dear Colleague,

Thank you for taking the first step toward participating in this HBA Regional Mentoring Program. Now it’s time to complete your application.

**Please click on this confidential link to complete the online mentor application survey by**

**[HBA event set-up staff will insert registration close date from program schedule, above].**

* If you don't complete this application now, **retain this email notification** so you have this confidential, personalized link when you are ready to do so. This is your individual notification/link and should **not** be shared with others.
* Allow approximately 20-30 minutes to complete the application, preferably in one session. Applications are recorded by completion date and time, which could become relevant should there be more applicants than places in the program. Early application, however, does not guarantee placement, since the Mentoring Program Committee is committed to forming mentoring circles that are optimal for all participants.

Important reminders:

* If you are accepted into the program, decide to participate, and are not a current HBA member, you must join the HBA in order to participate in the program.
* If you are accepted into the program and decide not to participate, please notify us at provide email address as soon as possible (ideally we before the Mentor Training session) to minimize late changes to mentoring group composition.

If you have not heard about the status of your application by/before **[HBA event set-up staff will insert the “Program nonacceptances sent date” here]**, please contact the Mentoring Program Committee at provide email address. In the meantime, please continue to hold all mentoring program dates (eg, Mentor Training, Program Kickoff, etc) on your calendar.

If you have any questions about this notification or the application survey, contact us at provide email address.

Warm wishes,

HBA Regional Mentoring Program Committee