

Program Messaging Templates

Mentor Collective provides template copy for various institutional program messaging that may be needed throughout the program. You are welcome and encouraged to make a copy of any of these templates, and adapt key pieces to help them fit your population and institution.

Highlights represent sections you'll want to replace with your program's language.

Mentor Emails

Initial Recruitment Emails

- [Initial Invite](#)

Targeted Recruitment Emails

- [Former Mentor](#)
- [Former Mentee \(Invite as Mentor\)](#)

Reminder Emails

- [Registration Reminder](#)
- [Matching Survey & Training Reminder](#)
- [Training Only Reminder](#)
- [Assessment Survey Reminder](#)

End of Program Emails

- [If They Can Participate Next Year \(New Program is Setup\)](#)
- [If They Can Participate Next Year \(New Program is NOT Setup\)](#)
- [If They Cannot Participate Next Year](#)
- [If They Can Participate as a Mentee Next Year](#)
- [If They Were Not Matched This Year](#)

Mentee Emails

Initial Recruitment Emails

- [Standard] [Elective Participation Invite](#)
- [Default Participation Invite](#)

Targeted Recruitment Emails

- [First Generation Student](#)
- [Transfer Student](#)
- [Graduate Student](#)
- [International Student](#)
- [Student Athlete](#)

Reminder Emails

- [Matching Survey Reminder](#)
- [Assessment Survey Reminder](#)

End of Program Emails

- [If They Can Participate Next Year \(New Program is Setup\)](#)
- [If They Can Participate Next Year \(New Program is NOT Setup\)](#)
- [If They Cannot Participate Next Year](#)
- [If They Can Participate as a Mentor Next Year](#)
- [If They Were Not Matched This Year](#)

Mentors

Initial Recruitment Emails

Initial Invite Email

Subject: Our [YOUR MENTEE POPULATION] are in need of [YOUR TERM FOR MENTORS] - can we call upon you?

Preview Text: Inside: details on how to make a difference through mentorship.

Hello [USER FIRST NAME],

I am writing today to invite you to be a part of the [YOUR PROGRAM NAME], which matches [YOUR MENTEE POPULATION] with [YOUR TERM FOR MENTORS] who have been in their shoes and can provide support through their first-hand experiences. We partner with Mentor Collective to deliver this program; they'll be in touch shortly with even more information and resources.

A quick rundown of the program:

- Matching Process:
 - Both [YOUR TERM FOR MENTORS] and [YOUR TERM FOR MENTEES] complete a survey detailing their backgrounds, experiences, and hopes for a counterpart.
 - Mentor Collective creates matches based on what [YOUR TERM FOR MENTEES] say is most important to them.
- Time Commitment:
 - Once matched, you will both decide how you want to connect: text, email,, video call, or in-person.
 - We recommend you connect with your [YOUR TERM FOR MENTEES] at least once per month.
- Program Timeline:
 - This mentorship program will end in [MONTH], but you're more than welcome to stay connected with your [YOUR TERM FOR MENTEES] after the official end of the program.

[CTA: I'm In - Take Me to My Matching Survey!] ← [Link to new registration page]

As we mentioned, you'll receive another email soon from Mentor Collective. We hope you'll consider it, and do not hesitate to reach out to me with any questions you may have. You can also contact Mentor Collective directly at help@mentorcollective.org or learn more about the Mentor Experience [here](#).

Best,
Name

Email

Additional Recruitment Emails

Previous Mentor

SUBJECT: Keep your mentorship impact going!

PREVIEW TEXT: Signups are open for next year's program...can we include you once again?

Hello [USER FIRST NAME], and greetings once again from [YOUR PROGRAM NAME]!

Thank you again and again for being a mentor to your [YOUR TERM FOR MENTEE](s) over the past [TIME PERIOD]. Over the lifetime of our program, we've now served [PULL MENTEE # FROM DB] of [YOUR TERM FOR MENTEES], over the course of [PULL CONVERSATION # FROM DB] of conversations. The numbers are indisputable, but to give a sense of the real impact, here's what they have to say:

[INSERT ONE OR TWO RECENT QUOTES FROM MENTEES]

We'd like to keep this success going, and we know one of our best assets is returning mentors. Now that you've had experience as a mentor, you can be invaluable to a new incoming [YOUR MENTEE POPULATION].

Our next mentorship "class" will start in [MONTH], and we'd like to invite you to sign up again to return as a mentor. Will you join us?

Please complete [INSTRUCTIONS] by [DATE], and let us know if you have any questions! We can't wait to see you back again in [TIME PERIOD]!

Best,
Name
Email

Former Mentee (Invite as Mentor)

SUBJECT: Turn your experience into impact—sign up as a mentor!

PREVIEW TEXT: It's time for new students to learn from you!

Hello [USER FIRST NAME], and greetings once again from [YOUR PROGRAM NAME]!

Our mentorship program last [TIME PERIOD] was a big success, with [PULL MENTOR # FROM DB] of [YOUR TERM FOR MENTORS] being matched with [YOUR TERM FOR MENTEES] like you! We hope that you had a beneficial and impactful experience with your mentor, and found help in pursuing your goals as a [YOUR MENTEE POPULATION].

Reminder: if you'd like to give feedback—positive or negative—about your experience, you can do so by [INSTRUCTIONS].

We'd like to invite you to pay it forward by signing up to be a [YOUR TERM FOR MENTOR] yourself for the new round of incoming [YOUR MENTEE POPULATION] that will be starting in [MONTH]. You can sign up today by [INSTRUCTIONS].

If you're saying to yourself "*I'm not qualified to be a mentor*", we say that you are! You have experience - by having been a [YOUR TERM FOR MENTEE], you have a first-hand experience of what a good mentorship can be, and the importance it can play in a mentee's life. We also help support new mentors with training, discussion guides, and other resources. ***Trust us: you have what it takes to be great at this.***

There are many benefits to being a [YOUR TERM FOR MENTOR], including the fact that it provides invaluable leadership experience and networking opportunities, in addition to the satisfaction of giving back.

If you're ready to step up as a [YOUR TERM FOR MENTOR] today, please [INSTRUCTIONS] by [DATE]. If you're not sure, or have any questions, we'd love to talk to you, so please [CONTACT INFORMATION].

We hope to see you soon and welcome you back as a mentor!

Best,
Name
Email

Reminder Emails

Registration Reminder

SUBJECT: Sign up to be [A MENTOR - YOUR TERM] - you choose your level of involvement!

PREVIEW TEXT: We have [MENTEES - YOUR TERM] waiting for a [A MENTOR - YOUR TERM]!

I am writing to invite you to be a part of the [YOUR PROGRAM NAME], which matches [YOUR MENTEE POPULATION] with mentors like you, who have been in their shoes. See some answers to frequently asked questions below:

How long do the mentorships last? Technically, one academic year, however we encourage you to remain in contact beyond this if you develop a strong relationship with your [YOUR TERM FOR MENTEE]. See more about opting out below.

What if I can't commit to mentoring for the entire academic year? That's fine! You always have the option to adjust your involvement. Email help@mentorcollective.org if you need to adjust the number of students you are supporting, or if you would like to be removed from the program entirely.

What if I don't have a lot of time to dedicate to mentoring? You tell us how much time you have to meet with your [YOUR TERM FOR MENTEES]: once per month, twice per month, once per week, etc. You can also choose the number of students you support! We want to make sure you have the agency to determine your involvement, while still allowing you to develop the leadership skills necessary for your growth.

What if I don't want to receive any emails or updates from the program? No problem! You can click 'unsubscribe' at the bottom of our emails, or reply to our texts with STOP to unsubscribe.

What do I get out of the program? Aside from developing leadership skills, you'll receive a LinkedIn Trained Mentor Certification. Many [YOUR TERM FOR MENTORS] choose to add their certification and mentor role to their resumes or LinkedIn profile. In an increasingly mentorship-focused job market, being a [YOUR TERM FOR MENTOR] can help you stand out. Here is some suggested language for your resume:

1. Provided one-on-one coaching and mentorship to [YOUR SCHOOL NAME] students
2. Met once a month to help students in their personal, emotional, and academic growth to impact their ability to be successful
3. Connected students with campus resources to provide expert support
4. Assisted students in preparing for school over the summer, orientation to the college environment and culture, and selecting classes

What if I can't answer a question that my [YOUR TERM FOR MENTEE] asks me? Either submit a flag as part of your conversation report and [YOUR SCHOOL NAME] will follow up, or email [POINT PERSON FULL NAME] ([POINT PERSON EMAIL]).

[CTA: Sign Up Now!] ← [Link to new registration page]

We look forward to your involvement in the program this year! Don't hesitate to reply to this email with any questions.

Best,
Name
Email

Matching Survey & Training Reminder

SUBJECT: It's not too late to make a difference and mentor [YOUR MENTEE POPULATION]!

PREVIEW TEXT: We have [MENTEES - YOUR TERM] waiting for a [A MENTOR - YOUR TERM]!

Hello [USER FIRST NAME],

Thank you for registering to participate as a mentor in [YOUR PROGRAM NAME]! We're so thrilled to see that you are interested in helping [YOUR MENTEE POPULATION] achieve success - and we have mentees who are waiting for your support!

However, you still need to complete your required onboarding steps: your matching survey and mentor training. It should take less than an hour to complete both steps.

[CTA: Complete My Onboarding Steps] ← [link to app.mentorcollective.org]

You will find the matching survey and mentor training in your Mentorship Checklist.

Not sure if this program is for you? Questions about the mentorship experience? Please don't hesitate to reach out with any questions you may have. You can also contact Mentor Collective directly at help@mentorcollective.org.

Best,
Name
Email

Training Only Reminder

SUBJECT: It's not too late to make a difference and mentor [YOUR MENTEE POPULATION]!

PREVIEW TEXT: We have [MENTEES - YOUR TERM] waiting for a [A MENTOR - YOUR TERM]!

Hello [USER FIRST NAME],

Thank you for registering to participate as a mentor in [YOUR PROGRAM NAME]! We're so thrilled to see that you are interested in helping [YOUR MENTEE POPULATION] achieve success - and we have mentees who are waiting for your support!

However, you still need to complete your required mentor training in order to be matched. It should take less than an hour to complete!

[CTA: Complete Mentor Training] ← [link to app.mentorcollective.org]

You will find your mentor training in your Mentorship Checklist.

Not sure if this program is for you? Questions about the mentorship experience? Please don't hesitate to reach out with any questions you may have. You can also contact Mentor Collective directly at help@mentorcollective.org.

Best,
Name
Email

Assessment Survey Reminder

SUBJECT: Share feedback about your experience with [YOUR PROGRAM NAME]!

PREVIEW TEXT: Your feedback matters to [INSTITUTION NAME].

Hello [USER FIRST NAME],

We hope this message finds you well! You've recently received a message from Mentor Collective, our [YOUR PROGRAM NAME] platform. We kindly request just 3 minutes of your time to complete the [START OF/ MID- / END OF] program survey for [YOUR PROGRAM NAME].

[CTA: Complete My Survey] ← [link to app.mentorcollective.org](https://app.mentorcollective.org)

You will find the survey in your Mentorship Checklist!

Your input and reflections on your experience in our mentorship program will help us better support your needs and make future improvements to the program.

Thank you for your participation and if you have any questions or concerns, please feel free to contact help@mentorcollective.org.

Best,
Name
Email

End of Program Emails

If Mentors Can Participate Next Year (New Program Is Set up)

SUBJECT: From all of us at [YOUR PROGRAM NAME], thank you for a wonderful year!

PREVIEW TEXT: [YOUR TERM FOR MENTORS] like you keep our program going!

Dear [USER FIRST NAME],

I am writing to share a special thank you for joining the [YOUR PROGRAM NAME]! Together, over [PULL MENTOR # FROM PARTICIPANT DB] [YOUR TERM FOR MENTORS] like you participated in the mentorship program!

What should you do next?

Reach out to your current [YOUR TERM FOR MENTEE](s) and thank them for their time and effort this year.

If you haven't already, head to your dashboard and let us know how this year's experience was. Keep your influence going by signing up to be a mentor to new [YOUR TERM FOR MENTEE](s) next year!

Being [A MENTOR - YOUR TERM] is more important now than ever. As you already know, you'd be able to provide a space for new [YOUR PROGRAM NAME] [YOUR TERM FOR MENTEES] to discuss their experiences at school and beyond, as well as to connect them with resources that build resilience. If you're willing, we'd really like to have you back.

[CTA: Count Me In!] ← [Link to new registration page]

Many [YOUR TERM FOR MENTORS] choose to add their Mentor Collective experience to their resumes or LinkedIn profile. In an increasingly mentorship-focused job market, being a mentor can help you stand out. Here is some suggested language you can use for your resume:

[select which fits your program goals]

For Student Success Programs:

- Provided one-on-one mentoring to [YOUR TERM FOR MENTEES] at [YOUR SCHOOL NAME]
- Met once a month to help students in their personal, emotional, and academic growth to impact their ability to be successful
- Connected students with campus resources to provide expert support
- Assisted students in preparing for school over the summer, orientation to the college environment and culture, and selecting classes

For Career Programs:

- Provided one-on-one mentoring to [YOUR TERM FOR MENTEES] at [YOUR SCHOOL NAME]
- Met once a month to help students set career goals
- Assisted students in preparing materials for application
- Engaged in practice interview and networking strategies

Please know that whether you choose to return or not, we are grateful for the great work that you've done, and cannot thank our [YOUR TERM FOR MENTORS] enough for what they contribute to the [YOUR PROGRAM NAME] community.

We are excited at the possibility of matching you again next year. Please don't hesitate to reach out to help@mentorcollective.org if you have any questions!

Best,
Name
Email

If Mentors Can Participate Next Year (New Program Is NOT Set up)

SUBJECT: From all of us at [YOUR PROGRAM NAME], thank you for a wonderful year!

PREVIEW TEXT: [YOUR TERM FOR MENTOR] like you keep our program going!

Dear [USER FIRST NAME],

I am writing to share a special thank you for joining the [YOUR PROGRAM NAME]! Together, over [PULL MENTOR # FROM PARTICIPANT DB] [YOUR TERM FOR MENTORS] like you participated in the mentorship program!

What should you do next?

- Reach out to your current [YOUR TERM FOR MENTEE](s) and thank them for their time and effort this year.
- If you haven't already, head to your dashboard and let us know how this year's experience was.
- Keep your influence going by signing up to be a mentor to new [YOUR TERM FOR MENTEE](s) next year!

As you know, you'd be able to provide a space for [YOUR PROGRAM NAME] [YOUR TERM FOR MENTEES] to discuss their experiences at school and beyond, as well as to connect them with resources that build resilience. If you're willing, we'd really like to have you back - so keep an eye out for details on that new program soon!

In the meantime, we'd love to know more about how your experience was this year! There's an end of program survey available now on your dashboard.

[CTA: Complete Your End of Program Survey] ← [\[link to app.mentorcollective.org\]](https://app.mentorcollective.org)

Many [YOUR TERM FOR MENTORS] choose to add their Mentor Collective experience to their resumes or LinkedIn profile. In an increasingly mentorship-focused job market, being a mentor can help you stand out. Here is some suggested language you can use for your resume:

[select which fits your program goals]

For Student Success Programs:

- Provided one-on-one mentoring to [YOUR TERM FOR MENTEES] at [YOUR SCHOOL NAME]
- Met once a month to help students in their personal, emotional, and academic growth to impact their ability to be successful
- Connected students with campus resources to provide expert support
- Assisted students in preparing for school over the summer, orientation to the college environment and culture, and selecting classes

For Career Programs:

- Provided one-on-one mentoring to [YOUR TERM FOR MENTEES] at [YOUR SCHOOL NAME]
- Met once a month to help students set career goals
- Assisted students in preparing materials for application
- Engaged in practice interview and networking strategies

Please know that whether you choose to return or not, we are grateful for the great work that you've done, and cannot thank our [YOUR TERM FOR MENTORS] enough for what they contribute to the [YOUR PROGRAM NAME] community.

We are excited at the possibility of matching you again next year. Please don't hesitate to reach out to help@mentorcollective.org if you have any questions!

Best,
Name
Email

If Mentors Aren't Eligible To Participate Next Year

SUBJECT: From all of us at [YOUR PROGRAM NAME], thank you for a wonderful year!

PREVIEW TEXT: [YOUR TERM FOR MENTORS] like you keep our program going!

Dear [USER FIRST NAME],

I am writing to share a special thank you for joining the [YOUR PROGRAM NAME]! Together, over [PULL MENTOR # FROM PARTICIPANT DB] [YOUR TERM FOR MENTORS] like you participated in the mentorship program!

What should you do next?

- Reach out to your current [YOUR TERM FOR MENTEE](s) and thank them for their time and effort this year.
- If you haven't already, head to your dashboard and let us know how this year's experience was.

[CTA: Take Me to the Survey!] ← [\[link to app.mentorcollective.org\]](#)

As you wrap up your experience, we want to remind you that many [YOUR TERM FOR MENTORS] choose to add their Mentor Collective experience to their resumes or LinkedIn profile. In an increasingly mentorship-focused job market, being a mentor can help you stand out. Here is some suggested language you can use for your resume:

[select which fits your program goals]

For Student Success Programs:

- Provided one-on-one mentoring to [YOUR TERM FOR MENTEES] at [YOUR SCHOOL NAME]
- Met once a month to help students in their personal, emotional, and academic growth to impact their ability to be successful
- Connected students with campus resources to provide expert support
- Assisted students in preparing for school over the summer, orientation to the college environment and culture, and selecting classes

For Career Programs:

- Provided one-on-one mentoring to [YOUR TERM FOR MENTEES] at [YOUR SCHOOL NAME]
- Met once a month to help students set career goals
- Assisted students in preparing materials for application
- Engaged in practice interview and networking strategies

We are grateful for the great work that you've done, and cannot thank our [YOUR TERM FOR MENTORS] enough for what they contribute to the [YOUR PROGRAM NAME] community. Best wishes as you embark on your next chapter- we've enjoyed working with you!

Best,
Name
Email

If Mentors Can Participate as a Mentee Next Year (In the Same or a Different Program)

If Program Available Now

SUBJECT: From all of us at [YOUR PROGRAM NAME], thank you for a wonderful year!

PREVIEW TEXT: Will you join us as a [YOUR TERM FOR MENTEE] next year?

Dear [USER FIRST NAME],

I am writing to share a special thank you for joining the [YOUR PROGRAM NAME]! Together, over [PULL MENTOR # FROM PARTICIPANT DB] [YOUR TERM FOR MENTORS] like you participated in the mentorship program!

What should you do next?

- Reach out to your current [YOUR TERM FOR MENTEE](s) and thank them for their time and effort this year.
- If you haven't already, head to your dashboard and let us know how this year's experience was.
- Keep mentorship in your life by signing up to be a [YOUR TERM FOR MENTEE] next year!

Now that you've been a [YOUR TERM FOR MENTOR] and know its power, you'll get to have your own [YOUR TERM FOR MENTOR] to discuss experiences at school and beyond, as well as to connect you with resources that build resilience. If you're willing, we'd really like to have you back!

[CTA: I'm in, sign me up as a mentee!] ← [LINK TO NEW SIGNUP PAGE](#)
[I'd like to learn more about being a mentee.](#)

Many [YOUR TERM FOR MENTORS] choose to add their Mentor Collective experience to their resumes or LinkedIn profile. In an increasingly mentorship-focused job market, being a mentor can help you stand out. Here is some suggested language you can use for your resume:

[select which fits your program goals]

For Student Success Programs:

- Provided one-on-one mentoring to [YOUR TERM FOR MENTEES] at [YOUR SCHOOL NAME]
- Met once a month to help students in their personal, emotional, and academic growth to impact their ability to be successful

- Connected students with campus resources to provide expert support
- Assisted students in preparing for school over the summer, orientation to the college environment and culture, and selecting classes

For Career Programs:

- Provided one-on-one mentoring to [YOUR TERM FOR MENTEES] at [YOUR SCHOOL NAME]
- Met once a month to help students set career goals
- Assisted students in preparing materials for application
- Engaged in practice interview and networking strategies

Please know that whether you choose to return or not, we are grateful for the great work that you've done, and cannot thank our [YOUR TERM FOR MENTORS] enough for what they contribute to the [YOUR PROGRAM NAME] community.

We are excited to have you continue as a [YOUR TERM FOR MENTEE] next year. Please don't hesitate to reach out to help@mentorcollective.org if you have any questions!

Best,
Name
Email

For Mentors Who Were Not Matched This Year

SUBJECT: We're excited to welcome you back!

PREVIEW TEXT: A new slate of students is waiting to learn from you.

Hello [USER FIRST NAME], and greetings once again from [YOUR PROGRAM NAME]!

We'd like to invite you back to participate again in the upcoming round of our mentorship program. You, along with [PULL MENTOR # FROM DB] of fellow volunteers, generously signed up to be a mentor to [YOUR MENTEE POPULATION] - and that enthusiasm was appreciated. Although you weren't matched with a mentee in the last round, we are grateful for your willingness to volunteer, and we'd like to ask you back for the next round, starting in [MONTH].

By volunteering, you've shown you see the benefits of mentorship, as well as the wealth of knowledge and experience that lies in you and your fellow volunteers. Over the past [TIME PERIOD], our program has been able to connect [PULL MENTEE # FROM DB] mentees with [YOUR TERM FOR MENTORS] like you, leading to a huge positive impact for the [YOUR SCHOOL NAME] community. We want the incoming group of [YOUR TERM FOR MENTEES] to benefit from having a connection with you!

To take part once again, please [\[INSTRUCTIONS\]](#) by [\[DATE\]](#). Or if you have any questions, you can contact [\[CONTACT INFO\]](#) and we'll do our best to help!

Best,

Name

Email

Mentees

Initial Recruitment Emails

[Standard] Elective Invite Email

Subject: Your newest resource for success: [YOUR TERM FOR MENTORS]

Preview Text: Inside: how to take part in the mentorship experience with [YOUR PROGRAM NAME]

Dear [USER FIRST NAME],

My name is [POINT PERSON FULL NAME] and I am your [POINT PERSON TITLE] at [YOUR SCHOOL NAME]. I'm dedicated to creating a great experience for you, which is why I'm excited to invite you to participate in the [YOUR PROGRAM NAME]! We partner with Mentor Collective to deliver this program; you'll be hearing from them soon with more information and resources.

When you sign up for Mentor Collective, you'll be matched with [A MENTOR - YOUR TERM] who can offer personalized support and assistance. This [YOUR TERM FOR MENTORS] can support you as you navigate your goals and challenges, as well as helping you access resources that help you make the most of your year.

Interested? Your first step will be to complete a matching survey, where you'll tell us what you're looking for in [A MENTOR - YOUR TERM]: what you'd like to have in common, how often you'd like to meet, and what goals you have for yourself. We then match you with [A MENTOR - YOUR TERM] who is most likely to meet your needs.

[CTA: I'm In - Take Me to My Matching Survey!] ← [Link to new registration page]

You can also email Mentor Collective at help@mentorcollective.org or check out the Mentee Experience [here](#). You'll get another message from Mentor Collective soon—take a look at the resources in that message, and do not hesitate to reach out to me with any questions you may have.

Best,
Name
Email

Default Participation Invite Email

Subject: Your newest resource for success: [YOUR TERM FOR MENTORS]

Preview Text: Inside: an introduction to your mentorship experience with [YOUR PROGRAM NAME]

Dear [USER FIRST NAME],

My name is [POINT PERSON FULL NAME] and I am your [POINT PERSON TITLE] at [YOUR SCHOOL NAME]. I'm dedicated to creating a great experience for you, which is why I'm excited to inform you about [YOUR PROGRAM NAME]! We partner with Mentor Collective to deliver this program; you'll be hearing from them soon with more information and resources.

All [YOUR TERM FOR MENTEES] will be registered for the program on [DATE]. You will receive an email from Mentor Collective to reset the password for your account. You can then complete a matching survey, if you would like to indicate any preferences in a mentor.

[CTA: Don't want to wait? Register Now!] ← [Link to new registration page]

On [DATE], we will match you with [A MENTOR - YOUR TERM] who can offer personalized support and assistance. This [YOUR TERM FOR MENTORS] can support you as you navigate your goals and challenges, as well as helping you access resources that help you make the most of your year.

Please email Mentor Collective at help@mentorcollective.org with any questions, or check out the Mentee Experience [here](#).

If you can't or don't want to participate in the program, please respond to this email by [DATE].

Best,
Name
Email

Targeted Recruitment Emails

First Generation Student

Subject: Your newest resource for success: a [YOUR TERM FOR MENTOR]!

Preview Text: Inside: how to take part in the mentorship experience with [YOUR PROGRAM NAME]

Dear [USER FIRST NAME],

My name is [POINT PERSON FULL NAME] and I am your [POINT PERSON TITLE] at [YOUR SCHOOL NAME]. I'm dedicated to creating a great experience for you, which is why I'm excited to invite you to participate in [YOUR PROGRAM NAME]!

What is [YOUR PROGRAM NAME]?

- A mentorship program offered to all [MENTEE POPULATION] for **free**.
- You will be paired with a [MENTOR POPULATION], who has been in your shoes.
- Your [YOUR TERM FOR MENTOR] will support you throughout your entire first year at [YOUR SCHOOL NAME].

Check out more about the [YOUR TERM FOR MENTEE] experience [here!](#)

[CTA: Sign Up Now!] ← [Link to new registration page]

What can a [YOUR TERM FOR MENTOR] help you with?

Trying to decide what to pack for your dorm? Need help finding the right building for your classes? Want to know where the best food is on campus? Unsure how to contact your academic advisor? Struggling in your classes? Your [YOUR TERM FOR MENTOR] can help with it all, and more!

Your first step will be to complete a matching survey, where you'll tell us about yourself and what you may be looking for in a [YOUR TERM FOR MENTOR]: what you'd like to have in common, how often you'd like to meet, etc. After completing the matching survey, you'll then be matched with [A MENTOR - YOUR TERM]!

We partner with Mentor Collective to deliver this program; you'll hear from them soon with more information and resources! You can email Mentor Collective at help@mentorcollective.org – or you are welcome to reach out to me directly with any questions you may have.

Best,
Name
Email

Transfer Student

Subject: A new resource for a successful transition to [YOUR SCHOOL NAME]: mentorship!

Preview Text: Inside: how to take part in the mentorship experience with [YOUR PROGRAM NAME]

Dear [USER FIRST NAME],

My name is [POINT PERSON FULL NAME] and I am your [POINT PERSON TITLE] at [YOUR SCHOOL NAME]. I'm dedicated to creating a great experience for you as you transfer to [YOUR SCHOOL NAME], which is why I'm excited to invite you to participate in the [YOUR PROGRAM NAME]!

What is [YOUR PROGRAM NAME]?

- A mentorship program offered to all [MENTEE POPULATION] for **free**.

- You will be paired with a [MENTOR POPULATION], who has been in your shoes.
- Your [YOUR TERM FOR MENTOR] will support you throughout your entire first year at [YOUR SCHOOL NAME].

Check out more about the [YOUR TERM FOR MENTEE] experience [here!](#)

Transferring and adjusting to [YOUR SCHOOL NAME] can come with a learning curve. You need to determine how your credits transfer, find housing, navigate financial aid, make new friends, and more - we know there is a lot on your plate. The good news? We've seen that [YOUR TERM FOR MENTORS] can help!

[CTA: Sign Up Now!] ← [Link to new registration page]

Your first step will be to complete a matching survey, where you'll tell us what you're looking for in [A MENTOR - YOUR TERM]: what you'd like to have in common, how often you'd like to meet, and what goals you have for yourself. After completing the matching survey, you'll then be matched with [A MENTOR - YOUR TERM]!

We partner with Mentor Collective to deliver this program; you'll hear from them soon with more information and resources! You can email Mentor Collective at help@mentorcollective.org – or you are welcome to reach out to me directly with any questions you may have.

Best,
Name
Email

Graduate Student

Subject: Your newest resource for success: a [YOUR TERM FOR MENTOR]!

Preview Text: Inside: how to take part in the mentorship experience with [YOUR PROGRAM NAME]

Dear [USER FIRST NAME],

My name is [POINT PERSON FULL NAME] and I am your [POINT PERSON TITLE] at [YOUR SCHOOL NAME]. I'm dedicated to creating a great experience for you and all [YOUR SCHOOL NAME] graduate students, which is why I'm excited to invite you to participate in the [YOUR PROGRAM NAME]!

What is [YOUR PROGRAM NAME]?

- A mentorship program sponsored by the [YOUR SCHOOL / GRAD SCHOOL NAME], powered by the [Mentor Collective](#) platform.
- You will be paired with a [MENTOR POPULATION], who has been in your shoes.

- Your [YOUR TERM FOR MENTOR] will support you throughout the entire first year of your graduate program.

Adjusting to graduate school-level work while managing all of your other responsibilities can be challenging and comes with a learning curve. The good news? In addition to [OTHER STUDENT SUPPORT], we've seen that [YOUR TERM FOR MENTORS] can help provide additional support and connection.

[CTA: Sign Up Now!] ← [Link to new registration page]

Your first step will be to complete a matching survey, where you'll tell us what you're looking for in [A MENTOR - YOUR TERM]: what you'd like to have in common, how often you'd like to meet, and what goals you have for yourself. After completing the matching survey, you'll then be matched with [A MENTOR - YOUR TERM]!

You'll hear from Mentor Collective with more information and resources soon! You can email Mentor Collective at help@mentorcollective.org – or you are welcome to reach out to me directly with any questions you may have.

Best,
Name
Email

International Student

Subject: Your local resource for success: a peer [YOUR TERM FOR MENTOR]!

Preview Text: Inside: how to take part in mentorship at [YOUR SCHOOL NAME]

Dear [USER FIRST NAME],

My name is [POINT PERSON FULL NAME] and I am your [POINT PERSON TITLE] at [YOUR SCHOOL NAME]. I'm dedicated to creating a great experience for you and your fellow international students, which is why I'm excited to invite you to participate in [YOUR PROGRAM NAME]!

What is [YOUR PROGRAM NAME]?

- A mentorship program offered to all [MENTEE POPULATION] for **free**.
- You will be paired with a [MENTOR POPULATION], who is familiar with [YOUR SCHOOL NAME].
- Your [YOUR TERM FOR MENTOR] will support you throughout your entire first year at [YOUR SCHOOL NAME].

Check out more about the [YOUR TERM FOR MENTEE] experience [here](#)!

What can a [YOUR TERM FOR MENTOR] help you with?

Interested in learning more about [CITY]? Hoping to find housing soon? Need help navigating campus? Wondering what resources exist for international students? Want to make an early connection with your peers? A [YOUR TERM FOR MENTOR] can help with it all, and more!

[CTA: Sign Up Now!] ← [Link to new registration page]

Your first step will be to complete a matching survey, where you'll tell us what you're looking for in [A MENTOR - YOUR TERM]: what you'd like to have in common, how often you'd like to meet, and what goals you have for yourself. After completing the matching survey, you'll then be matched with [A MENTOR - YOUR TERM]!

We partner with Mentor Collective to deliver this program; you'll hear from them soon with more information and resources! You can email Mentor Collective at help@mentorcollective.org – or you are welcome to reach out to me directly with any questions you may have.

Best,
Name
Email

Student Athlete

Subject: Your newest resource for student athletes: a [YOUR TERM FOR MENTOR]!

Preview Text: Inside: how to take part in the mentorship experience with [YOUR PROGRAM NAME]

Dear [USER FIRST NAME],

My name is [POINT PERSON FULL NAME] and I am your [POINT PERSON TITLE] at [YOUR SCHOOL NAME]. I'm dedicated to creating a great experience for you and your fellow student athletes, which is why I'm excited to invite you to participate in the [YOUR PROGRAM NAME]!

What is [YOUR PROGRAM NAME]?

- A mentorship program offered to all [MENTEE POPULATION] for **free**.
- You will be paired with a [MENTOR POPULATION], who has been in your shoes.
- Your [YOUR TERM FOR MENTOR] will support you throughout your entire first year at [YOUR SCHOOL NAME].

Check out more about the [YOUR TERM FOR MENTEE] experience [here](#)!

Adjusting to collegiate-level sports while managing all of your other responsibilities can be challenging and comes with a learning curve. The good news? We've seen that [YOUR TERM FOR MENTORS] can help athletes succeed!

[CTA: Sign Up Now!] ← [Link to new registration page]

Your first step will be to complete a matching survey, where you'll tell us what you're looking for in [A MENTOR - YOUR TERM]: what you'd like to have in common, how often you'd like to meet, and what goals you have for yourself. After completing the matching survey, you'll then be matched with [A MENTOR - YOUR TERM]!

We partner with Mentor Collective to deliver this program; you'll hear from them soon with more information and resources! You can email Mentor Collective at help@mentorcollective.org – or you are welcome to reach out to me directly with any questions you may have.

Best,
Name
Email

Reminder Emails

Matching Survey Reminder

SUBJECT: It's not too late to be paired with [A MENTOR - YOUR TERM] in [YOUR PROGRAM NAME]!

PREVIEW TEXT: Take 3 minutes to complete your matching survey

Hello [USER FIRST NAME],

Thank you for registering to participate as a mentee in [YOUR PROGRAM NAME]! We're so thrilled to see that you are interested in benefiting from [A MENTOR - YOUR TERM] who can offer personalized support and assistance.

However, you still need to complete your matching survey in order to be matched in the program! The matching survey is where you'll tell us what you're looking for in [A MENTOR - YOUR TERM]: what you'd like to have in common, how often you'd like to meet, and what goals you have for yourself.

[CTA: Complete My Matching Survey] ← [link to app.mentorcollective.org]

It only takes 3 minutes! You will find the matching survey in your Mentorship Checklist.

Not sure if this program is for you? Questions about the mentorship experience? Please don't hesitate to reach out with any questions you may have. You can also contact Mentor Collective directly at help@mentorcollective.org.

Best,

Name
Email

Assessment Survey Reminder

SUBJECT: Share feedback about your experience with [YOUR PROGRAM NAME]!

PREVIEW TEXT: Your feedback matters to [INSTITUTION NAME].

Hello [USER FIRST NAME],

We hope this message finds you well! You've recently received a message from Mentor Collective, our [YOUR PROGRAM NAME] platform. We kindly request just 3 minutes of your time to complete the [START OF/ MID- / END OF] program survey for [YOUR PROGRAM NAME].

[CTA: Complete My Survey] ← [link to app.mentorcollective.org]

You will find the survey in your Mentorship Checklist!

Your input and reflections on your experience in our mentorship program will help us better support your needs and make future improvements to the program.

Thank you for your participation and if you have any questions or concerns, please feel free to contact help@mentorcollective.org.

Best,
Name
Email

End of Program Emails

If Mentees Can Participate Next Year (New Program Is Set Up)

SUBJECT: From all of us at [YOUR PROGRAM NAME], thank you for a wonderful year!

PREVIEW TEXT: We appreciate getting to be a part of your mentorship experience.

Dear [USER FIRST NAME],

I am writing to share a special thank you for joining the [YOUR PROGRAM NAME]! Together, over [PULL NUMBER FROM DASHBOARD] students like you participated in the mentorship program!

As the program winds down, we want to recommend that you:

- Reach out to your [YOUR TERM FOR MENTOR] to see if they want to continue the relationship, and thank them for volunteering their time this past year.
- Let us know how this year went by completing the end of program survey on your dashboard.
- Sign up to be a [YOUR TERM FOR MENTOR] to a new group of willing students for the next academic year!

[CTA: Count me in! I'd like to be a [YOUR TERM FOR MENTOR]] ← [Link to new recruitment page]
[I'd like to learn more about being a mentor.](#)

We are excited at the prospect of you continuing the program next year. Please don't hesitate to reach out to help@mentorcollective.org if you have any questions!

Best,
 Name
 Email

If Mentees Can Participate Next Year (New Program Is NOT Set Up)

SUBJECT: From all of us at [YOUR PROGRAM NAME], thank you for a wonderful year!

PREVIEW TEXT: We appreciate getting to be a part of your mentorship experience.

Dear [USER FIRST NAME],

I am writing to share a special thank you for joining the [YOUR PROGRAM NAME]! Together, over [PULL NUMBER FROM DASHBOARD] students like you participated in the mentorship program!

As the program winds down, we want to recommend that you:

- Reach out to your current [YOUR TERM FOR MENTOR] to see if they want to continue the relationship, and thank them for volunteering their time this past year.
- Let us know how this year's program went by completing the end of program survey on your dashboard.
- Keep an eye out for the chance to be a [YOUR TERM FOR MENTOR] to a new group of willing students for the next academic year!

[CTA: Complete My End of Program Survey] ← [link to app.mentorcollective.org]
[I'd like to learn more about being a mentor.](#)

We are excited at the prospect of you continuing the program next year. Please don't hesitate to reach out to help@mentorcollective.org if you have any questions!

Best,
Name
Email

If Mentees Aren't Eligible To Participate Next Year

SUBJECT: From all of us at [YOUR PROGRAM NAME], thank you for a wonderful year!

PREVIEW TEXT: We appreciate getting to be a part of your mentorship experience.

Dear [USER FIRST NAME],

I am writing to share a special thank you for joining the [YOUR PROGRAM NAME]! Together, over [PULL NUMBER FROM DASHBOARD] students like you participated in the mentorship program!

As the program winds down, we want to recommend that you:

Reach out to your current [YOUR TERM FOR MENTOR] to see if they want to continue the relationship, and thank them for volunteering their time this past year.

Let us know how this year's program went by completing the end of program survey on your dashboard.

[CTA: Complete My End of Program Survey] ← [link to app.mentorcollective.org](https://app.mentorcollective.org)

We are so grateful to have been part of your year in this way.

Best,
Name
Email

If Mentees Can Participate as a Mentor Next Year

If Program Available Now

SUBJECT: From all of us at [YOUR PROGRAM NAME], thank you for a wonderful year!

PREVIEW TEXT: We appreciate getting to be a part of your mentorship experience.

Dear [USER FIRST NAME],

I am writing to share a special thank you for joining the [YOUR PROGRAM NAME]! Together, over [PULL NUMBER FROM DASHBOARD] students like you participated in the mentorship program!

As the program winds down, we want to recommend that you:

- Reach out to your current [YOUR TERM FOR MENTOR] to see if they want to continue the relationship, and thank them for volunteering their time this past year.
- Let us know how this year's program went by completing the end of program survey on your dashboard.
- Sign up to be a [YOUR TERM FOR MENTEE] in the next academic year!

Now that you've had a [YOUR TERM FOR MENTOR] and know its power, you'll get to have a new [YOUR TERM FOR MENTOR] to discuss experiences at school and beyond, as well as to connect you with resources that build resilience. If you're interested, we'd really like to have you back!

[CTA: I'm In - Sign Me Up for Next Year!] ← [Link to new registration page]

We are excited at the prospect of you continuing the program next year. Please don't hesitate to reach out to help@mentorcollective.org if you have any questions!

Best,
Name
Email

For Mentees Who Were Not Matched This Year

SUBJECT: Will you give mentorship another try?

PREVIEW TEXT: Your program is now open for re-enrollment...we'd like to include you!

Hello [USER FIRST NAME], and greetings once again from [YOUR PROGRAM NAME]!

Last [TIME PERIOD], although you signed up to find a [YOUR TERM FOR MENTOR] through our program, we unfortunately weren't able to find a match for you at that time. The good news is, we are reopening sign-ups for the next round of mentorships, which will begin in [MONTH]!

We have a great group of incoming and returning [YOUR TERM FOR MENTORS] who will be available to help answer your questions and aid you in finding success in [STATE YOUR PROGRAM'S GOALS]. You may be in a different place than you were when you first signed up, but that's okay—we can all benefit from guidance and help, and you're very welcome to sign up again for this upcoming round.

To sign up, please [INSTRUCTIONS] by [DATE]. To make sure you don't miss the deadline, sign up today!

Best,

Name

Email