

# NATIONAL MENTORING MONTH



## HOW TO USE THE EMAIL TEMPLATES

*We have crafted two emails you can share with your organization to kick off National Mentoring Month. The first email should be used to drive additional program enrollment for mentors and mentees. The second email should be used to communicate engagement opportunities to program participants.*

*You will need to replace the gray highlighted fields with your organization's specific information. Further customize by adding or deleting text to fit your organizational tone, specifics and goals.*

*Looking to be even more persuasive? Include powerful statistics from our Mentoring: Fast Facts.*

## EMAIL TEMPLATE 1

### USE THIS TEMPLATE TO FUEL PROGRAM ENROLLMENT

Subject Line: Announcing National Mentoring Month – Get Involved Today!

Hi [CUSTOMIZE NAME],

We're excited to announce January is National Mentoring Month! [ORGANIZATION NAME] believes in the powerful impact mentoring can have on an individual's professional growth.

Our mentoring program is looking for new mentors and mentees. Everyone has something to give, and everyone has something to learn. Take the initiative to reach your full potential by signing up to participate today [LINK TO PROGRAM URL].

Many of our mentors and mentees have already seen what a mentoring relationship can do to foster learning. Join us on [INSERT TIME AND DATE] to listen to current participants share their experiences and best practices in managing a successful mentoring relationship.

Join us in the mentoring movement this January!

[SIGNATURE]

## EMAIL TEMPLATE 2

### USE THIS TEMPLATE TO INCREASE PARTICIPANT ENGAGEMENT

Subject Line: During National Mentoring Month, Make the Most of Your Mentorship!

Hi [CUSTOMIZE NAME],

We're excited to announce that January is National Mentoring Month! [ORGANIZATION NAME] believes in the powerful impact mentoring can have on an individual's personal and professional growth.

Revitalize your mentoring relationship by grabbing coffee or lunch with your mentor or mentee during January. Whether in person or virtually, discuss what the two of you would like to get out of the connection and how to achieve this moving forward.

We'd like to recognize you for your investment in mentoring and growth by hosting a mentoring program mixer on [INSERT DATE AND TIME]. Come join us and meet current and new participants. Learn something new or help someone grow by sharing your own best practices.

Share your mentoring experiences and stories with us and on social media. Utilize the National Mentoring Month hashtags of #NationalMentoringMonth, #IamAMentor, or #ThankYourMentor to share anecdotes, pictures or videos about your mentoring experience.

We wish you continued success in your mentorships this January, and thank you for your dedication to [MENTORING PROGRAM NAME].

[SIGNATURE]