

Section V – Retreat Mentors

A. Retreat Mentor Chairman– Job Description

[NOTE: This is RMR policy and the full description is found in Section I.C of the Region Retreat Guidelines]

B. Retreat Mentor Selection

1. Prior to issuing the request for mentor proposals, the retreat committee will recommend the mentor fee amount to the region board for approval. This fee should not be less than offered at the previous retreat(s).
2. The mentor chairman forms a committee of 2 to 3 people (with approval of retreat chairman) to choose the mentors for the retreat. The retreat chairman and assistant region director will be sent copies of the mentor candidate submissions. Input from the chairman and assistant region director will be taken into consideration by the committee.
3. Approximately 2 years prior to retreat:
 - a. The mentor chairman shall send a letter (Appendix V-A) along with the *Mentor Information Sheet* (Appendix V-B) to mentor prospects, being sure general information included is sufficient to help the mentor decide whether timelines and deadlines can be met.
 - b. The mentor chairman should consult the RMR Teacher list. Mentors should be well known teachers with expertise in their field(s) of embroidery.
 - c. An invitation notice may also be published in appropriate publications 2 years prior to retreat.
4. Responses from interested mentors are reviewed by the selection committee, retreat chairman, and assistant region director. The committee will select 3 to 4 mentors, depending on the budget. Techniques/studios should be varied.
5. Contracts:
 - a. Mentor chairman completes Mentor Contract (Appendix V-E) filling in with general information and submits to retreat chairman, region director, and assistant region director for approval.
 - b. Once approved, mentor chairman fills out 1 copy of the general contract for each mentor, inserting their personal information where applicable. At this time, the retreat chairman signs off on form and content.
 - c. One copy of each contract is created. Contract is sent to the mentor for signature (preferably by email, using electronic signatures when possible) and returned to the mentor chairman (preferably by email). *[NOTE: "DocuSign", or any other EGA-approved online document signing software, may be used for mentor contracts.]*
 - d. Mentor chairman sends a copy of each signed contract to the region director for signature. The region director returns the signed contracts to the mentor chairman. The mentor chairman keeps a copy of each contract and sends one to the mentor (see item #10 below) and one to the region treasurer.
6. An *Acceptance Letter* (Appendix V-D) and 3 copies of the approved *Mentor Contract* (Appendix V-F) are sent to accepted mentors.
7. A *Letter of Regret* (Attachment V-C) is sent to non-selected mentors.
8. All mentor names and studio techniques are to remain confidential until contracts have been signed.
9. Prepares *Mentor Chairman Checklist* (Attachment V-F) for each mentor.
10. Prepares a mentor information packet, which includes a copy of the signed contract, a Mentor Reimbursement Form (Appendix V-G) and a Mentor Schedule and Checklist (Appendix V-H) and sends to mentors.

11. Verifies each contracted mentor's preference for a roommate or paying ½ the room cost for a room to themselves.
12. Submits mentor bios to retreat registrar for inclusion in retreat information packet and handbook.
13. The retreat committee shall adhere to defined time limits and other requirements specified in mentor contracts. Likewise, the retreat committee shall expect ethical behavior with regard to contractual obligations on the part of the mentors. Violations of contract shall result in termination of said contract.

C. Duties of Mentor Chairman During Registration Period

1. Discusses with retreat committee whether or not an Angel pin will be given out.
2. Makes sure that all mentors officially register for retreat either online or by mail. This way they are counted for the banquet and we have their emergency contact information.
3. Per RMR Retreat STUDIO CANCELLATION POLICY: Sixty (60) days after the opening of regular registration, the retreat chairman and retreat committee will consider the current retreat and studio enrollments based on, but not limited to, retreat breakeven numbers and redistribution of registrants should a studio be cancelled. Retreat, at its sole discretion, may cancel the Contract for Mentoring Services or portions thereof, without liability to Retreat and/or Mentor. In the event of cancellation, Retreat shall not be responsible for any expenses, including but not limited to, preparation costs, mentoring fee, and/or travel expenses. Mentor shall be notified of cancellation by telephone and a written cancellation confirmation notice shall be postmarked to Mentor (return receipt requested) on or before the date specified in the contract.
4. Additional advertising may be done to increase enrollment in studios with low numbers.
5. After the retreat registrar prepares the studio rosters (names and mailing addresses, and e-mails), they will be sent to the mentors - with a copy to the mentor chairman – at least 45 days prior to the time specified in the contract. The mentor has the option of sending a letter to their studio attendees, at least 30 days prior to retreat. Mentors are required to send a copy of the letter to the mentor chairman ahead of time. After the initial list is sent, any late registrant information will be sent immediately.
6. Works with the assistant region director to make sure the region's inventory of electrical equipment and exhibit items (*RMR Seminar Guidelines – Section IX, Appendix-E*) will be at the retreat. Verifies with retreat chairman about the type of tape that can be used as specified by the site. Procures the correct tape if it is not already included with the region's inventory.
7. Selects Angel for each studio – see procedure below under F. Studio Angels Oversight.
8. Once confirmed, contacts Studio Angels to verify they are still willing to do the job and tell them the time/place of the Angel Meeting at retreat.
9. Optional: Schedules Mentor Meeting and notifies mentors of time/place of that meeting prior to the beginning of retreat.
10. Makes copies of *Evaluation by Mentor* form (Appendix V-I), 1 per mentor.
11. Make extra copies of *Mentor Reimbursement* form (Appendix V-G) in case a mentor arrives at retreat without one.
12. Assembles Studio Angel packet – 1 per angel. (See *F. Studio Angels Oversight* below)
13. Verifies that Social Security numbers (SSN) or Federal Tax ID numbers (FEIN) for all mentors are on file at EGA headquarters. Sends W-9 form to mentors who do not have numbers on file with a request to fill it out and return. A copy of this W9 will accompany the copy of the *IC Payment Reporting* form when sent to EGA at end of retreat.

14. Download and make copies of *IC Payment Reporting* form (see Appendix V-O) (1 for each mentor) in preparation for use at retreat. Some information on the forms can be filled out before arriving at retreat.

D. Duties of Mentor Chairman During Retreat

1. The mentor chairman should be at the site to greet and welcome mentors upon arrival.
2. Optional: If conducting a Mentors Meeting:
 - a. Gives mentors their per diem cash and has them sign a receipt.
 - b. Collects completed copies of *Mentor Reimbursement* form along with accompanying receipts, travel log, etc.
 - c. Relays any last minute instructions and reminders
 - d. Hands out *Evaluation by Mentor* form: (Appendix V-I)
 - e. Discusses policies of retreat, emphasizing rule forbidding sales of anything.
 - f. Introduces Angels to mentors
3. At the Angels Meeting hands out packets and goes over duties (See Studio Angels Oversight below V.F).
4. All studio rooms shall be checked the evening before to ensure the set-up is correct. If this is not possible, the final check should be done two hours before the start of the first day.
5. Is available during retreat to deal with questions, problems, etc, regarding studios.
6. Picks up completed *Mentor Reimbursement* forms and accompanying receipts, travel log, etc. from mentors in order to complete the *IC Payment Reporting* forms.
7. Finishes filling out *IC Payment Reporting* form for each mentor. Makes copies of completed forms – 1 for records and 1 to be sent in to EGA HQ. The original forms will go to the mentors.
8. Works with region treasurer to have checks written for mentors. Attaches checks to copies of *IC Payment Reporting* forms. *[NOTE: If region treasurer is not at retreat arrangements must be made ahead of time to have blank checks available at the retreat. Region director can sign these checks.]*
9. Mentor chairman personally thanks each mentor for their contribution to retreat on the last day, delivering their checks, along with a copy of the *IC Payment Reporting* form. Mentor chairman may invite retreat chairman to accompany.
10. Collects all evaluation sheets near end of retreat and gives them to retreat chairman:
 - a. *Evaluation by Mentor* form
 - b. *Questionnaire for Future Retreats* form
 - c. *Mentor/Studio Evaluation* form
 - d. *Open Studio Evaluation* form (this was included in studio attendees' registration packets)
11. When retreat is over, makes sure the RMR electrical suitcase(s) and inventory are given back to the assistant region director or their representative.

E. Duties of Mentor Chairman Following Retreat

1. Sends originals (1 for each mentor) of the *IC Payment Reporting* forms, and a copy of any W9 forms, to EGA headquarters within 14 days of close of retreat.
2. Follows procedures outlined in Mentor Chairman Job Description.

F. Studio Angels Oversight

1. For a retreat, the mentor chairman works with the studio angels.
2. A small budget is determined for angel pins, should the retreat committee decide to provide them.
3. Printing of evaluation sheets is taken out of the general printing budget for the retreat.
4. Selects an angel for each studio from the attendee roster for each mentor. Contacts each mentor for approval, before contacting angel. If more than one person has volunteered for angel duties in a studio, ask the mentor who their choice would be. NOTE: It is strongly recommended that first-timers not be asked to be angels.
5. Selects 1 or 2 attendees in the Open Stitching Studio to be responsible for region electrical items needed in the room(s) for this studio.
6. Supplies each angel with a list of duties ahead of time (*Studio Angel Duties* sheet Appendix V-M).
7. Arranges an Angels Meeting before retreat's opening to acquaint them with the site, studio areas (including mobility impaired information), distribute electrical equipment bags, and hand out angel information packets which will include:
 - a. A roster of attendees in order to take attendance each day.
 - b. A retreat schedule and hotel map, indicating location of restrooms, water stations and house phones
 - c. Hotel emergency procedure policy
 - d. Copy of *Studio Angel Duties* sheet (Appendix V-M)
 - e. Enough copies for number in studio of the *Questionnaire for Future Retreats* form (Appendix V-J) and the *Mentor/Studio Evaluation* form (Appendix V-K)
8. Makes sure that all electrical equipment is returned.

Sample of **Invitation Letter**

Letterhead/Logo

Date

Name

Mailing Address

City, State, Zip Code

Dear

The Rocky Mountain Region, EGA Retreat 20xx – [TITLE OF RETREAT] will be held at [FACILITY] in [CITY, STATE] on [DATES].

I am writing at this time to inquire if you would like to be considered as a mentor for RMR Retreat 20xx. A mentor serves much like a teacher who does Studio Time at a region or national seminar.

For an RMR retreat, the mentor is hired to represent a technique (such as canvas, counted, beading, surface, etc) for a studio. Attendees will bring a project or projects in that technique that they may need some help with. The mentor is available to help attendees by answering questions, offering advice, and demonstrating stitches pertinent to the technique.

Please look over the attached Mentor Information sheet. Should you have any questions, feel free to call or email me.

If you are interested in being a mentor for RMR Retreat 20xx, please contact me and let me know which needlework technique or techniques you'd be interested in mentoring and send the Mentor Proposal Information (see attached).

Thank you for considering RMR's Region Retreat 20xx in [CITY].

Sincerely,

Name, Mentor Chairman

Mailing Address

City, State, Zip Code

Telephone

E-mail address

Mentor Information Sheet

ROCKY MOUNTAIN REGION-EGA, REGION RETREAT 20xx

The Rocky Mountain Region (RMR) of the Embroiderers' Guild of America, Inc. will hold Region Retreat 20xx at [SITE, CITY, STATE] on [DATES].

[INSERT INFORMATION ABOUT THE SITE HERE]

What is a retreat?

A retreat is a place that encourages stitchers to work on their own in the atmosphere of a studio and in the company of fellow stitchers. Perhaps they have questions, need encouragement or uninterrupted time to concentrate on a special project.

This is a stitcher's opportunity for additional help with works in progress, beginning an old or newly purchased project, unfinished class projects, personal pieces or design challenges. It could also just be the luxury of uninterrupted stitching time. The informal structure of this time allows the stitcher to use the studio to meet their needs while having fun in a relaxed atmosphere.

What does a Mentor do?

The Mentor gives beginning to advanced guidance/advice on contracted stitching technique(s). Attendees will provide project or projects, which they will bring with them to the Retreat. A Mentor acts as a resource and guide, having good listening skills, patience, and a sense of humor.

Mentors may expect that the retreat will pay for:

- ✓ 2 days of studio time at \$___ per day.
- ✓ A half hotel room for a total of 3 nights. **Mentor may opt to have a room to themselves. They must pay 1/2 of the room charge (including state and lodging taxes). This must be specified at the time the contract is signed.*
- ✓ Economy round-trip air fare or mileage per the [RETREAT YEAR] IRS mileage rate.
- ✓ Ground transportation from airport to site, if applicable.
- ✓ Baggage fees for 1 suitcase, round-trip, if applicable.
- ✓ 3 days of per diem for meals and miscellaneous expenses.
- ✓ Ground transportation to mentor's closest airport or car parking fee for up to 4 days, whichever is applicable.
- ✓ One business-card sized advertisement which will be put into the retreat handbook. Mentor will need to submit the artwork to the registrar in a .jpeg format, please.

Mentors may:

- ✓ Bring finished pieces for display solely as use for examples of stitch techniques, thread usage, etc.
- ✓ Bring needlework supplies in order to conduct limited demonstrations and informal "instruction" (to an individual or gathered group) in stitch ideas, thread usages, tricks and tips, etc.
- ✓ Expect that their website and contact information will appear in the attendee handbook on a separate page from the attendees.

Mentor is not:

- ✓ Required to create, kit or teach a project.
- ✓ Allowed to promote their business, sell items or solicit themselves to attendees at any time during the Retreat.

Mentor Proposal Information

In addition to submitting your resume or biography, we are interested in how you will spend your time as a mentor and how you can help your studio participants. Please write a brief paragraph. Here are examples from previous proposals:

- Provide an opportunity for participants to further develop their knowledge and skills in a supportive and fun environment.
- Spend one-on-one time with each participant and include short discussions on techniques for the entire group.
- My background in design and color was useful when a participant was struggling with problems arising from her choice of colors in a project.
- I have been fortunate to lead “studio time” at EGA National events in the past, and I’m comfortable using a variety of embroidery stitches, primarily on canvas.
- Do you need help or encouragement with an unfinished project? In this studio, we will work together to select stitches, colors and threads. We will all share in the fun of working on a favorite piece. I will also demonstrate a couple of techniques during studio time.
- Would you like to start a kit that has been aging in your stash, finish a project, or maybe learn a new technique?

Sample of **Letter of Regret**

Letterhead or logo

Date

Name

Mailing Address

City, State, Zip Code

Dear

The selection committee for Rocky Mountain Region Retreat 20xx has met and deliberated over the selection of our mentors. We are sorry to inform you that you have not been chosen to be a mentor for this retreat.

We sincerely hope that you will consider a mentor position at a future RMR Retreat.

Thank you for considering us.

Sincerely,

Name, Mentor Chairman

Mailing Address

City, State, Zip Code

Telephone

E-mail address

Sample of **Letter of Acceptance**

Letterhead or Logo

Date

Name

Mailing Address

City, State, Zip Code

Dear

Congratulations! You have been selected as a mentor for Rocky Mountain Region Retreat 20xx in [CITY, STATE] on [DATES].

Enclosed are three copies of the contract. Please read it very carefully. We need your utmost cooperation in complying with our requests. This will enable us to maintain our deadlines for a successful retreat.

If you are in agreement with the terms of the contract, please sign, date and return all copies postmarked no later than [DATE]. When the signed contract is returned to you, I will enclose a list of the other mentors names so you may make your roommate choice.

[NOTE: The use of “DocuSign”, or any other EGA-approved online document signing software, will require a change in wording of this and the previous paragraph of this letter.]

I have enclosed a copy of the Mentor Schedule and Checklist for your ease in scheduling and meeting deadlines.

It would be wonderful if you contacted your studio attendees in advance, and even request information about what project(s) they might be bringing with them. You may wish to be prepared to recommend stitches/technique and guidance in advance. This is not required, but you may find it helpful. You will receive a list of those in your studio, along with their contact information, after regular registration closes.

We are looking forward to an excellent retreat.

Sincerely,

Name, Mentor Chairman

Mailing Address

City, State, Zip Code

Telephone

E-mail address

RETREAT CONTRACT FOR MENTORING SERVICES GUIDELINES

1. The region director is the last to sign the contract.
2. Note: The mentor chairman will make sure all mentors have filed their SSN or FEIN # with EGA Headquarters.
3. Note: The 1099-MISC form is now the *IC Payment Reporting Form* found on EGA website: *Documents Download, Forms, Financial*.

Rocky Mountain Region, EGA - RETREAT 20xx
CONTRACT FOR MENTORING SERVICES

This Contract is made and entered into by and between Rocky Mountain Region-EGA, Retreat 20xx (**hereinafter referred to as Retreat**) and [NAME OF MENTOR] (**hereinafter referred to as Mentor**) and collectively hereinafter referred to as **The Parties**. In consideration of the mutual covenants and agreements of The Parties hereafter set forth, The Parties agree as follows:

STUDIO - REQUIREMENTS AND AGREEMENTS

A. Mentor agrees to offer expertise, advice and demonstration in [TECHNIQUE] at Retreat to be held [DAY], [DATE] through [DAY], [Date] at [NAME OF FACILITY], in [CITY], [STATE].

B. Maximum studio size shall be [NUMBER] attendees unless prior written agreement is received by Mentor Chairman from Mentor. Mentor shall notify mentor chairman in writing on or before [DATE] if Mentor is willing to increase studio size.

C. Mentor will arrive at Retreat site on [DATE] no later than [TIME].

D. **STUDIO CANCELLATION POLICY:** Sixty (60) days after the opening of regular registration, the retreat chairman and retreat committee will consider the current retreat and studio enrollments based on, but not limited to, retreat breakeven numbers and redistribution of registrants should a studio be cancelled. Retreat, at its sole discretion, may cancel the Contract for Mentoring Services or portions thereof, without liability to Retreat and/or Mentor. In the event of cancellation, **Retreat shall not be responsible** for any expenses, including but not limited to, preparation costs, mentoring fee, and/or travel expenses. Mentor shall be notified of cancellation by telephone and a written cancellation confirmation notice shall be postmarked to Mentor (return receipt requested) on or before [DATE].

F. No Mentor may sell items from a lodging room, a studio room, or at any time during retreat.
_____ **Mentor's initials.**

G. Mentor gives Retreat permission to publicize studio on Region websites and documents through photograph, studio description, and/or Mentor resume. _____ **Mentor's initials**

K. EGA fosters values of honor, mutual respect, cultural sensitivity, integrity, and responsible conduct. Mentors are expected to provide clear and complete instructions and interact with students in a professional, courteous manner. At the discretion of EGA, Mentors who violate the code of conduct are subject to a sliding scale of actions as provided in Policies and Procedures.
_____ **Mentor's initials**

SUBMISSION AGREEMENTS

A. **Mentor agrees to submit, on or before [DATE], to [NAME], mentor chairman, the following:**

1. A personal resume of approximately 50 words to be used by Retreat for publicity. A resume was requested at the time you were invited to consider being a Mentor for the Retreat. Please edit that resume at this time and return it to the mentor chairman.
2. Choice of roommate for shared hotel room or request for assistance in locating a roommate.
3. A copy of the letter that Mentor will send attendees enrolled in their studio, should Mentor opt to send a letter.

B. **Optional: Letter to attendees shall be sent by [DATE-at least 30 days before retreat].**

1. Mentor sends (via usps or email) a letter (as described above), to each attendee enrolled in their studio, by [DATE]. A list of names and email and/or home addresses of

attendees shall be supplied to Mentor by retreat registrar on or before [DATE-at least 45 days before retreat]. Additional attendees, up to the studio maximum, may register until [DATE].

2. **Mentor shall not send anything in attendee correspondence that may be construed as commercial material.**

FEES AND EXPENSE REIMBURSEMENT

A. Mentoring Fees: Retreat shall pay Mentor a fee of \$xxx for mentoring which begins at [TIME am or pm], [DAY], [DATE], and ends [DAY], [DATE], at [TIME am or pm]. The duration of the retreat includes 2 (two) of days of mentoring. All payments shall be made in the form of a check payable to Mentor accompanied by an EGA *IC Payment Reporting* form.

B. Emergency/Illness and Substitute Mentor: If, due to an emergency or illness, the Mentor is unable to provide contracted services, the Mentor Chairman must be contacted immediately. Should this occur, the Mentor will be responsible for all incurred travel expenses. If a substitute mentor has to be hired, the substitute mentor shall be compensated at 100% of the mentoring fee. I (Mentor) suggest _____ (name of another teacher with skills in contracted technique) should be contacted if I am unable to teach my class.

C. Travel:

1. Retreat shall reimburse Mentor for travel expenses incurred for automobile travel per the [YEAR OF RETREAT] IRS standard mileage rate for the round trip distance between Mentor's home [ADDRESS, CITY, STATE] and retreat site [NAME OF VENUE, ADDRESS, CITY, STATE]. In no event shall the amount paid to travel by car exceed the lowest roundtrip coach airfare available. Mentor shall sign a statement for mileage expense in lieu of a receipt, which shall include a one-way odometer reading. **OR**
2. Retreat shall reimburse Mentor for air travel expenses. The amount of reimbursement shall be the lowest round trip coach airfare available between Mentor's home airport and [CITY], [STATE]. Mentor shall be reimbursed for airfare at Retreat. **OR**
3. Retreat shall reimburse Mentor a combination of automobile and air travel expenses. **In no event shall this combination exceed what would have been the normal travel in either 1 or 2 above.**
4. Incidental Expenses: Mentor may receive an amount not to exceed \$ _____ to cover ground transportation, parking OR mileage to and from airport in mentor's vehicle, and baggage charges. Up to \$ _____ is covered without receipts provided a travel expense log is submitted.
5. Travel plans, with flight numbers, times of arrival and departure, and known expenses shall be to the mentor chairman via fax or email no later than [DATE].

D. Per Diem Reimbursement: A per diem of \$xxx per day for a maximum of 3 (three) days in addition to one complimentary banquet. This money will be given to mentors upon their arrival at retreat.

E. Housing/Hotel:

1. Retreat shall provide one-half of a double room at [NAME OF FACILITY] for a maximum of [NUMBER] nights while Mentor is a mentor at Retreat. Such accommodations shall be invoiced to the Retreat's master hotel account.
2. A list of **mentors** shall be sent as soon as the Retreat Contracts are completed so Mentor may make own roommate arrangements. Mentor shall notify mentor chairman of their roommate choice in writing/via email by [DATE]. If Mentor requests assistance with

3. selecting a roommate, Retreat shall provide assistance and information. Room location decisions shall be made by the mentor chairman.
4. A Mentor may prefer to room by themselves. That is allowed as long as Mentor:
 - a. Agrees to pay ½ of the room rate + any state and lodging taxes.
 - b. Notifies mentor chairman of this choice by [DATE].

F. Emergency Contact Information: Mentor must provide retreat registrar with a name and phone number(s) of a person to contact in case of an emergency.

CLOSING RECITALS

A. Mentor understands and agrees that failure to comply with this contract and its requirements and deadlines may result in cancellation of this Contract for Mentoring Services.

B. Mentor shall execute and return all three copies of this Contract for Mentoring Services to [NAME], mentor chairman, at the address hereinafter listed. *[NOTE: The use of "DocuSign", or any other EGA-approved online document signing software, will require a change in wording of this and the previous paragraph of this letter.]*

C. This Contract for Mentoring Services represents the entire agreement between The Parties and any other agreements or contracts between The Parties, whether written or oral, shall be null and void.

D. If any dispute arises between The Parties regarding the terms and conditions of this Contract for Mentoring Services, such disputes shall be governed by the laws of the State of [STATE].

MENTOR

Mentor Signature Date: _____

OR

Business Name Date: _____

By: _____

Title

PLEASE PRINT

Mailing Address _____

City, State, Zip Code _____

Telephone () _____ Facsimile () _____

E-mail _____

Rocky Mountain Region, EGA

By: _____

[NAME] – Director, Rocky Mountain Region (signature)

APPROVED AS TO FORM AND CONTENT:

[NAME] – Chairman, Retreat 20xx (signature) Date: _____

[NAME] – Mentor Chairman, Retreat 20xx (signature) Date: _____

Mailing Address _____

Telephone (____) _____ Facsimile (____) _____

E-mail _____

Mentor Chairman Checklist One Sheet per Mentor

Name of Mentor: _____

Studio Technique: _____

Month, Day and Year

_____	Contract sent
_____	Signed contract returned
_____	Return copy of signed contract to mentor
_____	Biography received
_____	Copy of letter to attendees from mentor (if applicable)
_____	Roommate preferences received
_____	Travel information received
_____	Confirmation/cancellation letter sent
_____	Studio attendee list sent to mentor
_____	Angel confirmed with mentor

Rocky Mountain Region, EGA – Retreat 20xx Mentor Reimbursement Form

Date: _____

Name: _____

Technique: _____ Other: _____

Contract Mentoring Fee: \$ _____

Contract Per Diem Total: \$ _____

Travel Expenses: \$ _____

Attach copy of airline ticket showing cost

OR

Attach one way odometer reading in lieu of receipt

(\$.00 per mile, maximum \$ _____)

Incidental Travel Expenses: \$ _____

For baggage handling, tips, ground transportation, parking, etc.

Attach receipts and/or travel log

Maximum \$ 25 without receipts or travel log

Total: \$ _____

Mentor's Signature _____

Please return this form with receipts to [NAME], mentor chairman by [TIME], [DAY].

NOTE: Per IRS requirements, only those expenses accompanied by receipts, with the exception of \$25 incidental travel expense, shall be reimbursed. Please be sure to attach your receipts for appropriate reimbursement.

Mailing Address

City, State, Zip Code

Telephone

E-mail address

Mentor Schedule and Checklist for the Mentor Chairman

(To be included along with contract to mentor)

For your records, please make note of the following dates and fill in those dates when you mail or receive items:

Date Due	Date Completed	
_____	_____	Three copies of contract mailed to mentor for signature
_____	_____	Mentor mails signed contracts to mentor chairman <i>[NOTE: The use of "DocuSign", or any other EGA-approved online document signing software, will require a change in wording of this and the previous paragraph of this letter.]</i>
_____	_____	50-word Biography sent to mentor chairman from mentor
_____	_____	Copy of letter to be sent to attendees, if applicable
_____	_____	Mentor roommate choice
[DATES]		Retreat Early Registration opens and closes
[DATES]		Retreat Regular Registration opens and closes
_____	_____	Cancellation of studios which do not fill
_____	_____	Studio attendee list sent to mentor
_____	_____	Mentor sends letter to attendees, if applicable
_____	_____	Mentor chairman notified of mentor travel plans
_____	_____	Mentors arrive in [CITY] .
_____	_____	Mentor meeting
_____	_____	Retreat studios begin.
_____	_____	

RMR Retreat 20xx
Evaluation by Mentor
Give to Mentor Chairman before end of 2nd day

Mentor: _____

Studio Technique: _____

1. Were arrangements handled in a competent and businesslike manner?
2. Was the contract fair and were its stipulations followed?
3. Were the studio space conditions satisfactory (lighting, traffic flow, size) adequate?
4. Were the housing accommodations satisfactory?
5. Were the travel arrangements satisfactory?
6. Were the attendees well informed as to what to expect in the studio?
7. Were good manners observed?
8. Were the attendees enthusiastic and prepared to ask for advice/suggestions/instruction?
9. Would you look forward to being a retreat mentor again?
10. Additional comments to help us improve future Retreats:

RMR Retreat 20xx
Questionnaire for Future Retreats

Please complete this sheet with helpful suggestions for preparing for our next retreat.

You may add your name, if you wish.

1. What city are you from?
2. How did you travel to the Retreat?
3. Did you early register for the Retreat?
4. Did you get your preferred mentor/technique choice?
5. Were you satisfied with the registration form you completed to select your mentor/technique?
Are there any improvements you'd suggest?
6. Did you have any difficulties with your Retreat registration? If so, what were they?
7. Did you have any difficulties with the hotel? If so, what were they?
8. For future Retreats, what techniques or mentors would you suggest?
9. Any other suggestions that you think would be of help to us in planning for the next Retreat would be appreciated. Thank you for taking time to fill out this questionnaire.

RMR Retreat 20xx
Mentor/Studio Evaluation

Angels: Please distribute this form to attendees
and return completed forms to Mentor Chairman

Mentor: _____

Studio Technique: _____

1. Was the Mentor/Studio as you expected from the description in the registration information?
2. Was individual help available when needed?
3. Was the Mentor helpful to you with suggestions? Advice? Instruction?
4. Would you take another studio with this mentor? Yes or No (If no, please explain)
5. Did the studio space provide sufficient workspace and good lighting?
6. Please elaborate on your experience if you feel there is some way we can make the Retreat experience better for you in the future.

RETREAT 20xx
Open Studio Evaluation

Please return completed form to Mentor Chairman

1. Was Open Studio as you expected from the description in the registration information?
2. What did you like best about Open Studio?
3. What could be done to improve the Open Studio experience?
4. Would you come to a Retreat and take Open Studio again? Why or why not?
5. Did the studio space provide sufficient workspace and good lighting?
6. Please elaborate on your experience if you feel there is some way we can make the Retreat experience better for you in the future.

Retreat Studio Angel Duties Sheet

1. Serves as the liaison between the mentors, attendees, and the retreat mentor chairman.
2. Identifies studio location, nearest restroom facilities, emergency exit locations as well as the location of house phone(s), elevators, and areas for breaks.
3. Is responsible for the RMR electrical items and tape supplied by retreat mentor chairman.
4. Sits in a location that will enable easy assistance during studio.
5. Takes attendance and notifies retreat chairman of unaccountable absence. This ensures that attendee is not ill or in trouble.
6. Enforces the No Beverages and No Selling rules in the studio.
7. Reminds attendees that use of perfume or other scented materials may cause allergic reactions in some people and to refrain from using any such materials.
8. Watches the time and announces the breaks. Encourages attendees not to linger so that the mentor may take full advantage of the break time.
9. Clears and locks the room before lunch and returns early, before studio is scheduled to be opened. Discusses this with mentor and attendees ahead of time.
10. Keeps an eye on any items the mentor brings to share so they will be returned.
11. Ensures that the studio is not disturbed by visitors.
12. Checks studio at end of day, assisting mentor as needed.
13. Distributes *Questionnaire for Future Retreats* forms (Attachment V-J) on first day of studio and returns to the retreat mentor chairman.
14. Distributes *Studio Evaluation* forms (Attachment V-K and V-L) on first day of the studio and returns them to the retreat mentor chairman.
15. Gives all RMR electrical supplies and tape back to retreat mentor chairman at close of retreat.

Angel Equipment Bag Inventory

[NAME OF] STUDIO

[LOCATION]

Angel: [NAME]

Mentor: [NAME]

Supplies in Bag

- ___ Power Strips
- ___ 20' Extension Cords
- ___ 15' Extension Cords
- ___ 9' Extension Cords
- ___ bag of markers
- ___ Pad of Paper
- ___ Easel

[NAME OF] STUDIO

[LOCATION]

Angel: [NAME]

Mentor: [NAME]

Supplies in Bag

- ___ Power Strips
- ___ 20' Extension Cords
- ___ 15' Extension Cords
- ___ 9' Extension Cords
- ___ bag of markers
- ___ Pad of Paper

___ Easel

[NAME OF] STUDIO

[LOCATION]

Angel: [NAME]

Mentor: [NAME]

Supplies in Bag

- ___ Power Strips
- ___ 20' Extension Cords
- ___ 15' Extension Cords
- ___ 9' Extension Cords
- ___ bag of markers
- ___ Pad of Paper
- ___ Easel

[NAME OF] STUDIO

[LOCATION]

Angel: [NAME]

Mentor: [NAME]

Supplies in Bag

- ___ Power Strips
- ___ 20' Extension Cords
- ___ 15' Extension Cords

- ___ 9' Extension Cords
- ___ bag of markers
- ___ Pad of Paper
- ___ Easel

OPEN STUDIO

[LOCATION]

Angel: [NAME]

Mentor: [NAME]

Supplies in Bag

- ___ Power Strips
- ___ 20' Extension Cords
- ___ 15' Extension Cords
- ___ 9' Extension Cords

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