



Application Checklist for Williamson Alumni Mentors

This checklist serves to ensure that all necessary screening, training and updates are complete before starting your service as an alumni mentor at Williamson. With the exception of the kick-off meeting and training and contact information update, all other items need only be completed once during the duration of your tenure as a mentor.

- Complete application form
- Complete volunteer interview with appointed Williamson staff or administrator
- Complete and submit Volunteer Code of Conduct Agreement
- Complete and submit Criminal Background Check
(Williamson will provide access to and absorb the cost for this check)
- Sign and submit Volunteer Appointment Letter
- Attend Mentor kick-off meeting (annually)
- Complete profile on Tradesmen Connect and join Alumni Mentor Group
- Update all contact information with Advancement Office (annually)