



Mentor Coach Steps To Follow

1. Student activities must receive a memo/email from the Athletic Director authorizing a Mentor Coach at their school. **It is a requirement.**
2. The Mentor Coach should receive a Request for Background Check form **signed by the principal.** This form should also have the Mentor Coach Stamp on it to differentiate the “Mentor Coach Status”.
3. When the Mentor Coach is cleared, Student Activities will receive the badge.
4. Student Activities will contact the mentor coach for the training. After the training is complete, they will receive their badge (that same day).
5. Student Activities will email the AD’s every time someone has been trained and received their badge.

Side Note: Student Activities will still keep up with the mentor coach spreadsheets created so please, refer back to that any time you need.

