ISPOR Student Network Adopt-A-Chapter MENTOR/MENTEE Program
Overview & Guidelines

o **Mentee Eligibility**
A new ISPOR chapter, an inactive ISPOR chapter, or an existing ISPOR chapter that needs help can request to be a mentee in the ISPOR Adopt-A-Chapter MENTOR/MENTEE Program.

o **Mentor Eligibility**
An existing ISPOR chapter that (1) is active and (2) has significant engagement/participation in the past can **volunteer** to be a mentor in the ISPOR Adopt-A-Chapter MENTOR/MENTEE Program.

o **Matching Rule**
A mentor and a mentee chapter should match primarily based on the topic interest of mentee chapter. Other factors for consideration (e.g. geographic location, mentor/mentee preference).

o **Mentor/Mentee communication**
ISPOR recommends that the mentor/mentee pairs communicate once a month. However, the actual communication frequency can decide by each mentor/mentee pair based on their need and availability. Once you have formed a Mentor/Mentee relationship email studentnetwork@ispor.org so that ISPOR Staff is aware. If you are a chapter who wants to find a mentor or if you are a chapter who wishes to be a mentor to a new chapter, please also contact studentnetwork@ispor.org for advice.

o **Discussion topics**
Below is a list of potential topics that a mentor/mentee pair could discuss. It is by no means an exhaustive list and the actual topics should be dependent on mentee chapter needs and mentor's chapter experience.
  - Education/Workshop plans
  - Social activities/events
  - Annual Report
  - Fundraising plans
  - Recruitment plans

o **Other requirements**
A communication timeline should be submitted to ISPOR Student Network by each mentor/mentee pair before the start of each semester specifying their plan of communication.

A verification form should be submitted to ISPOR student network by each mentor/mentee pair at the end of each semester describing when they met and what topics were discussed.

TESTIMONIAL:

"Participating in the Adopt-A-Chapter Program was very rewarding for our chapter; we not only had the opportunity to share our experiences with ISPOR with another chapter, but were inspired by and learned from the other chapter."
- **Anna Hung, Chapter President, University of Maryland**
(Mentor Chapter for Johns Hopkins School of Public Health)