

APPENDIX B3 MENTOR/MENTEE DETAILED LOG

Mentor Name	Mentee Name						
Date	Purpose/Focus of Meeting	Start Time	End Time	Total Mentor Time	Initials (Mentor)	Initials (Mentee)	

Mentor Signature _____	Date _____
Principal Signature _____	Date _____
Total Hours _____	

* Turn into Business Office for payment once hours are completed
 ** Round time to nearest 1/4 hour