

Mentoring Initiative
Checklist for New Directors

✓	ITEMS TO CONSIDER	
1	Read Application and Budget	
2	Recruit and Hire Project Staff	
3	Establish a Student Recruitment Plan	
4	Establish an Evaluation Plan	
5	Research and Become Familiar with On-Off Campus Services for Student Participants <ul style="list-style-type: none"> ➤ Health Services ➤ Placement Services ➤ Financial Assistance <ul style="list-style-type: none"> ➤ Academic Support – Tutoring/Mentoring ➤ All Other Support Services Listed in Grant Application ➤ Transportation 	
6	Establish a Quarterly or Monthly Meeting with Institution’s Budget Office	
7	Determine the Available Administrative Support <ul style="list-style-type: none"> ➤ Access to President, Provost, Dean, etc. 	
8	Establish and Maintain Official Files <ul style="list-style-type: none"> ➤ Review Files Periodically for Completeness and Accuracy 	
9	Develop (if existing, review) Written Policies and Procedures <ul style="list-style-type: none"> ➤ Stipends ➤ Other Forms of Reimbursement ➤ Travel <ul style="list-style-type: none"> ➤ Contractors ➤ Time and Attendance ➤ Inventory ➤ Intake/Enrollment 	
10	Determine If There Are Open Audits at The Institution for The Existing HEP/CAMP Grant	
11	Establish Relationships with Relevant Partners Including the State Migrant Education Programs (MEP), The National Farmworker Jobs Program (NFJP) And Other Farmworker Organizations	
12	Establish Community Relationships to Leverage Additional Financial Support for the HEP/CAMP Project	
13	Review Regulations and Guidance EDGAR - https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html HEP/CAMP Service Guidance - https://www2.ed.gov/programs/hep/nrg-services.pdf HEP/CAMP Eligibility Guidance - https://www2.ed.gov/programs/camp/hep-camp-eligibility-non-regulatory-guidance-2012.pdf Uniform Guidance – https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl	
14	Review the Prior Approvals in the Uniform Guidance: Subpart E-COST PRINCIPLES §200.407 - https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRea20080eff2ea53/section-200.407	
15	Review Resources for HEP and CAMP HEP- https://www2.ed.gov/programs/hep/resources.html CAMP- https://oese.ed.gov/offices/office-of-migrant-education/college-assistance-migrant-program/resources-college-assistance-migrant-program/	
16	Become Familiar with HEP/CAMP Association https://hepcampassociation.org/	
17	Establish Procedures for Collecting APR Data	
IMPORTANT ITEMS TO REMEMBER		MONTH
New Directors Meeting (NDO), HEP and CAMP Annual Directors Meeting (ADM), and Mentoring Initiative Meeting		July
Revised Budgets		August
Annual Reports		November
Interim Reports		January