

APPA **Mentor** Application

Name: _____

Institution: _____

Position: _____

Address: _____

City: _____ State/Province: _____ Zip Code: _____

Country: _____

Phone: _____ Email: _____

APPA Region: CAPP
 ERAPP
 MAPPA
 PCAPP
 RMA
 SRAPP

APPA Chapter: _____

Professional Biography (*Enter a short professional biography including position titles—Maximum 150 words*):

Personal Interests or hobbies (*enter any personal interests or hobbies—Optional, Maximum 50 words*):

Contact APPA at mentoring@appa.org if you have questions.

APPA **Mentor** Application

Members interested in being mentors are asked to have a certain professional skill set, along with a solid understanding of the portfolio that APPA and its regions have to offer. To become a mentor, members must achieve a minimum of fourteen (14) points. Points consist of any combination of the following. **Note that (a) and (b) below are base requirements and each has a minimum requirement.**

- (a) List the number of years you have been an APPA or regional member in good standing. Each year of membership counts as one point. All years of membership count; however a **minimum** of three (3) years is required to become a mentor. **This is a base requirement.**

Dates of membership: _____

Number of points:

- (b) Attendance at a regional or chapter annual conference counts as one point for each year of attendance. All years of attendance count; however a **minimum** of three (3) annual conferences is required to become a mentor. **This is also a base requirement in addition to 3(a).**

Annual chapter or regional conference attendance (*enter each year*): _____

Number of points:

- (c) List the year(s) you attended an APPA annual conference. (*Attendance at an APPA annual conference counts as one point for each year of attendance.*)

Annual APPA Conference attendance (*enter each year*): _____

Number of points:

- (d) List regional or chapter Board positions held and the year. (Each term on the Board counts as one point: for example serving as President-Elect through Senior Representative earns four points; and each year as Secretary, Treasurer, Communications Coordinator, Annual Meeting Coordinator, or Committee Chair earns one point. Each region or chapter may tailor these requirements as needed in order to align with their governances.)

List Board position(s) (*enter each position and year*): _____

Number of points:

Contact APPA at mentoring@appa.org if you have questions.

APPA **Mentor** Application

- (e) List the years and course that you were a presenter at a chapter, regional or APPA annual conference. Counts as one point maximum per year. Additional years count as additional points. (Counts as one point maximum per year.)

Years and courses (*enter each course and year—Maximum 50 words*):

Number of points:

- (f) List the annual conference for which you participated on an annual conference host committee; counts as one point. Chairing the annual conference host committee; counts as two points.

Host Committee and position (*enter the annual conference committee and position—Maximum 50 words*):

Number of points:

- (g) List the year you graduated from the APPA Institute and/or the APPA Leadership Academy and/or completion of the APPA Supervisor's Toolkit. (*One point each.*)

APPA Institute (*enter year graduated*): _____

APPA Leadership Academy (*enter year graduated*): _____

Supervisor Toolkit (*enter year attended*): _____

Number of points:

- (h) APPA Professional Certifications. (*One point each.*)

EFP (*enter year*): _____

CEFP (*enter year*): _____

Number of points:

Contact APPA at mentoring@appa.org if you have questions.

APPA **Mentor** Application

- (i) List the year(s) or issue that you published an article in the APPA Facilities Manager magazine. *(Each article counts as one point maximum per year.)*

Publications *(enter the publication and volume/year—Maximum 50 words):*

Number of points:

- (j) List the year you became a regional trainer such as a Supervisor's Toolkit Trainer, or a CEFP prep course trainer. *(Each trainer position counts as one point each.)*

Trainer Description and year *(describe trainer position):* _____

Number of points:

- (k) List the years and institution where you participated on an APPA Facilities Management Evaluation Program (FMEP) evaluation team. *(Each FMEP counts as one point per year.)*

FMEP Institution and year *(enter the FMEP year and institution):* _____

Number of points:

- (l) List the special assignments that you accomplished that was assigned by the chapter, regional or APPA Board. *(Each completed assignment acknowledged by the chapter or regional Board receives one point.)*

Special assignment *(describe the special assignment and the year):* _____

Number of points:

Contact APPA at mentoring@appa.org if you have questions.

APPA **Mentor** Application

- (m) List the award and year that you received an APPA or regional recognition award, e.g., Pacesetter, Fellow, Meritorious Service, President's Award, etc. *(Each award earns one point.)*

List awards and recognitions *(enter awards and recognitions and related year)*: _____

Number of points:

- (n) Total Points:

Your interest and your preferences

1. Why do you want to become a mentor and what do you hope to gain from a mentor/mentee relationship *(Maximum 150 words)*?

2. Are you looking for a mentee in a particular profession? If so, please describe *(Maximum 50 words)*:

Contact APPA at mentoring@appa.org if you have questions.

APPA **Mentor** Application

3. Are you interested in a mentee from *(check all that apply)*:

- Your own institution
- Your own chapter
- Your own region
- Outside of your region
- Assist as needed.

4. How often do you wish to interact with your mentee? _____

5. What means of interaction do you prefer?

- Phone
- Email
- Face to Face
- Skype
- Other: _____

6. Are there any special needs that should be considered when making a mentorship match?
(Maximum 50 words):

Approval by Institutional Representative or Proxy _____

Date _____

Return your completed application to:

Suzanne Healy
Director of Professional Development
APPA
1643 Prince Street
Alexandria, VA 22314
P: 703.542.3833
suzanne@appa.org

Contact APPA at mentoring@appa.org if you have questions.