PRE-MEETING

- Do Your Research
  - DMM/GM provides mentees with relevant resources: who the community partner is, their area of specialty, etc.

- Prepare Questions to Ask
  - Get to know your community partner
  - ex) "What led you to enter this field of work?"

- Have a General Direction
  - Remember: Your environmental CAP is a co-creation with your community partner(s)
  - Be flexible to new ideas

- Identify Your "Why"
  - Why should your community partner collaborate with you?
  - Why does your project matter?
  - A clear sense of purpose can serve as your point of reference for all your actions and decisions from this moment on
DURING MEETING

• Introduce Yourself
  ◦ (your name, school, why you are interested in the project)

• Define Roles and Expectations Together
  ◦ What resources and ideas do the mentee, community partner, and NRCA staff bring to the project?
  ◦ What kind of support would be needed for the project to be successful?

• Listen Attentively
  ◦ DMM/GM will take notes, and send them to mentee post-meeting

• Ask Questions as they Arise
  ◦ Don’t wait to ask or write questions down to be asked after the speaker concludes

• Discuss Next Steps and Communication Plan
  ◦ Let confirmed community partners know that they will receive communication from CAP program leads

• Thanks and Salutations
  ◦ Thank the community partner for finding time to meet
  ◦ If there are any action steps, restate them to the community partner to ensure understanding.
POST-MEETING

• Immediate Follow-Up Communication
  ○ Within 2-3 days post-meeting, thank the community partner for accepting the role
  ○ Address any progress made during this time
  ○ NRCA staff sends any necessary information or paperwork to community partner

• Communication throughout Project Development
  ○ Provide any necessary updates throughout the project development with DMM/GM CCed
  ○ Request DMM/GM to proofread emails before sending
  ○ Reach out regarding any resources needed

• Inform NRCA Staff Community Partner has been Confirmed

• Social Media
  ○ Take photos throughout the project development to be featured on NRCA social media