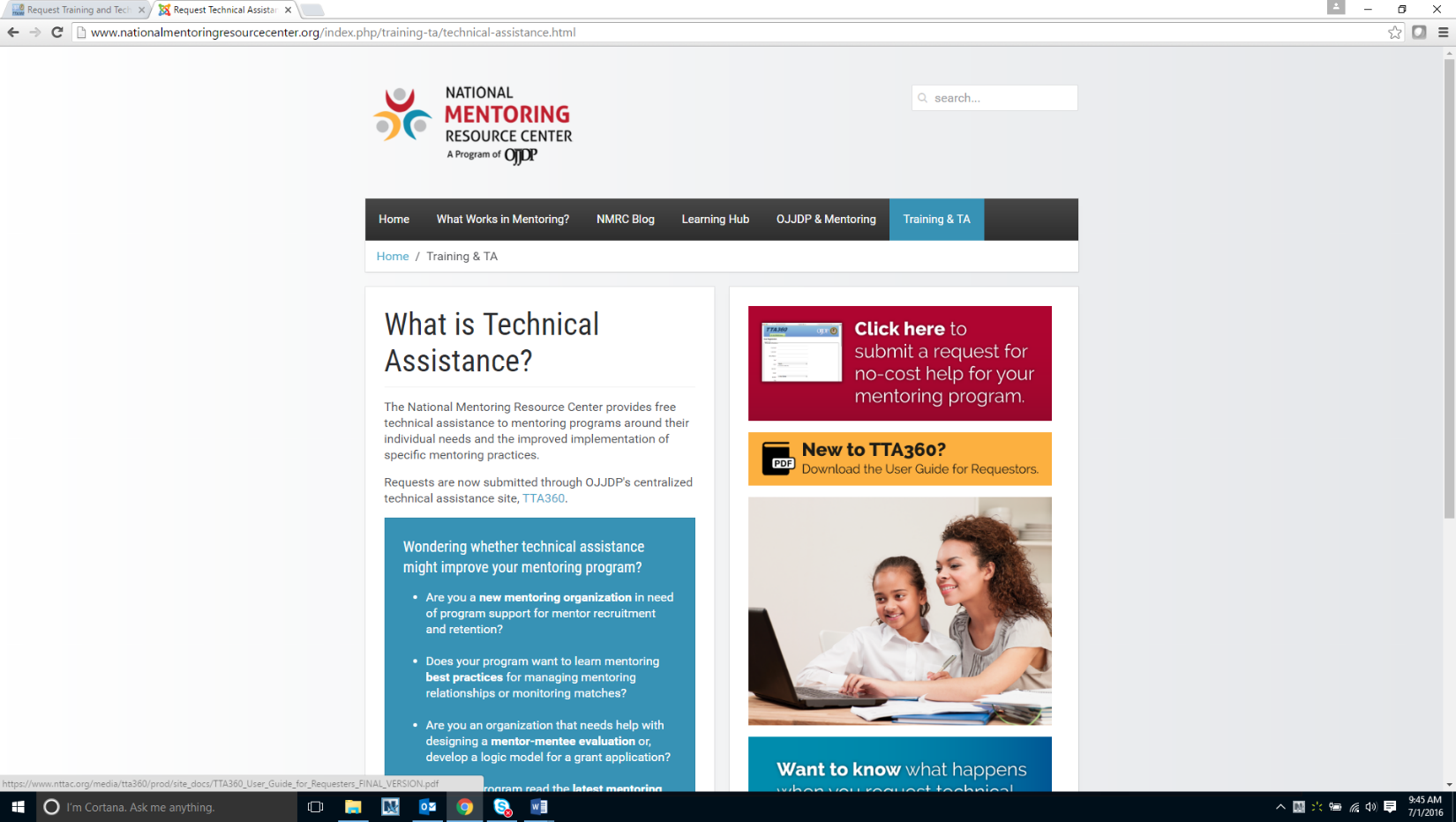


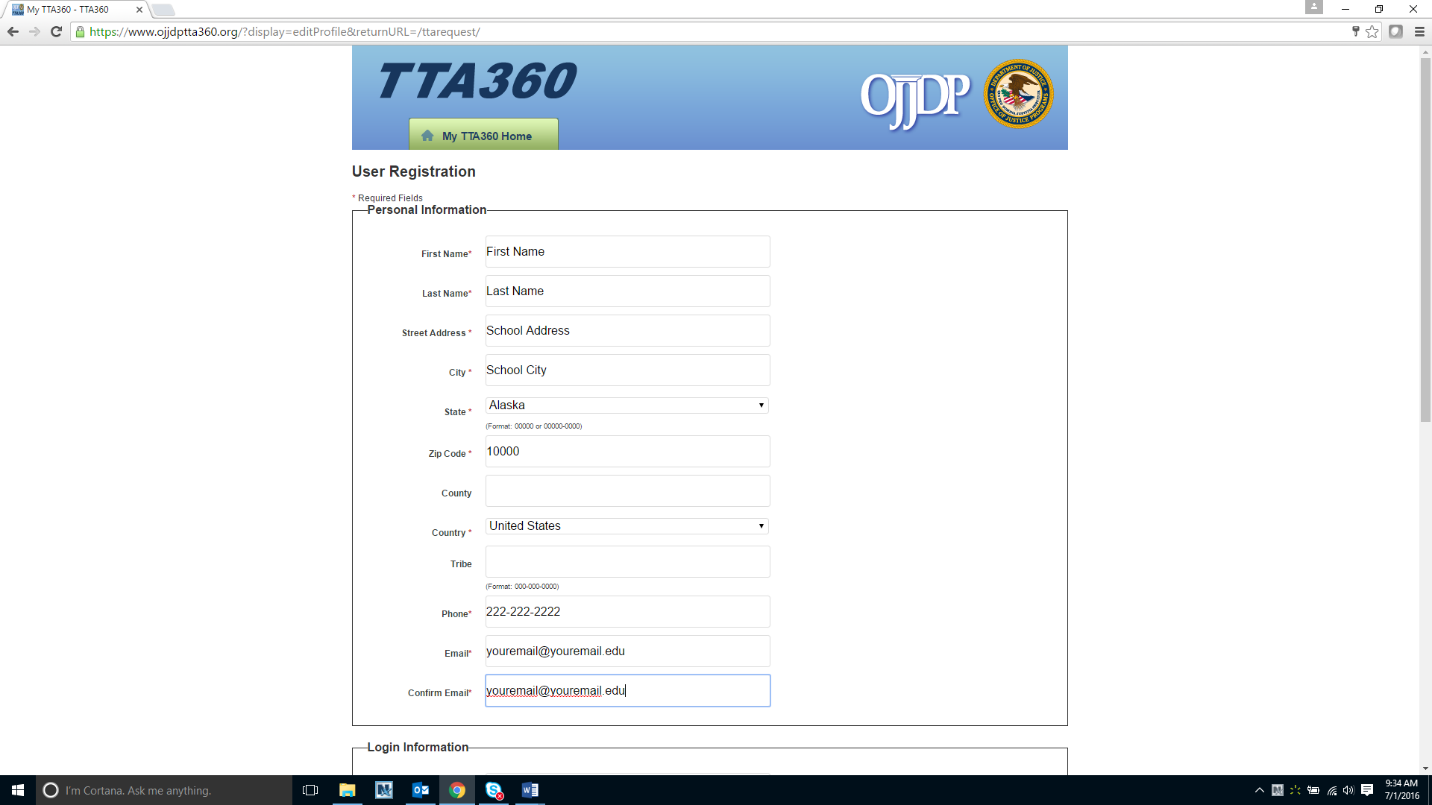
**SUCCESS MENTORS TECHNICAL ASSISTANCE REQUESTS: Instructions and Template**

Submitting a request for no-cost technical assistance through the National Mentoring Resource Center is easy! Use this template to complete the request form, and then submit!

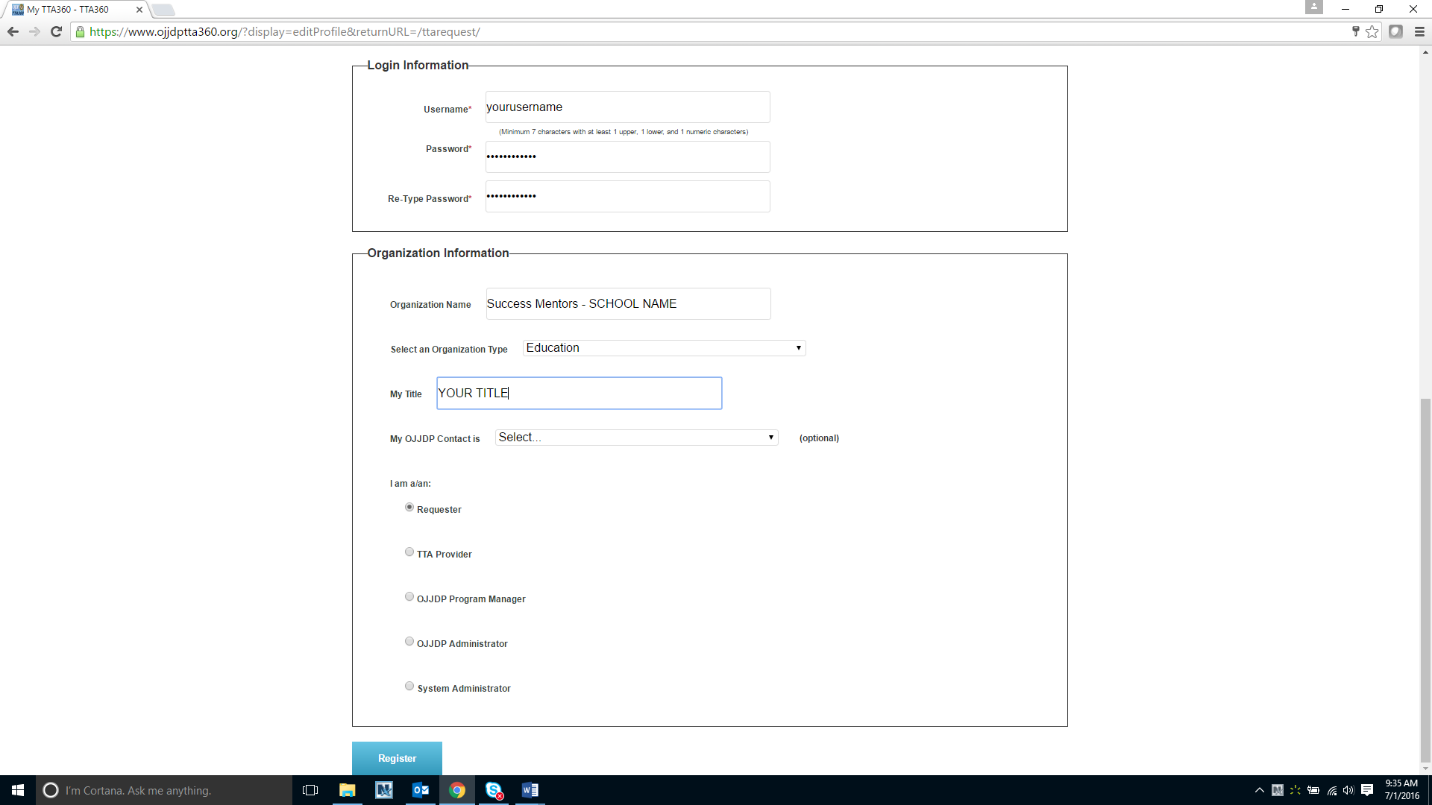
1. Visit [www.nationalmentoringresourcecenter.org](http://www.nationalmentoringresourcecenter.org) and click this button at the top of the screen. Follow the prompts to submit your request.
2. Then, click this big red button on the “What is Technical Assistance?” Page:
3. You will be taken to TTA360, the portal that allows you to submit a request for no-cost technical assistance. Once here, click the link that says “Submit a Request”:



1. Next, complete the registration & login information:



**Enter your information here. Use your school address, city, and state. Enter your email and phone number.**

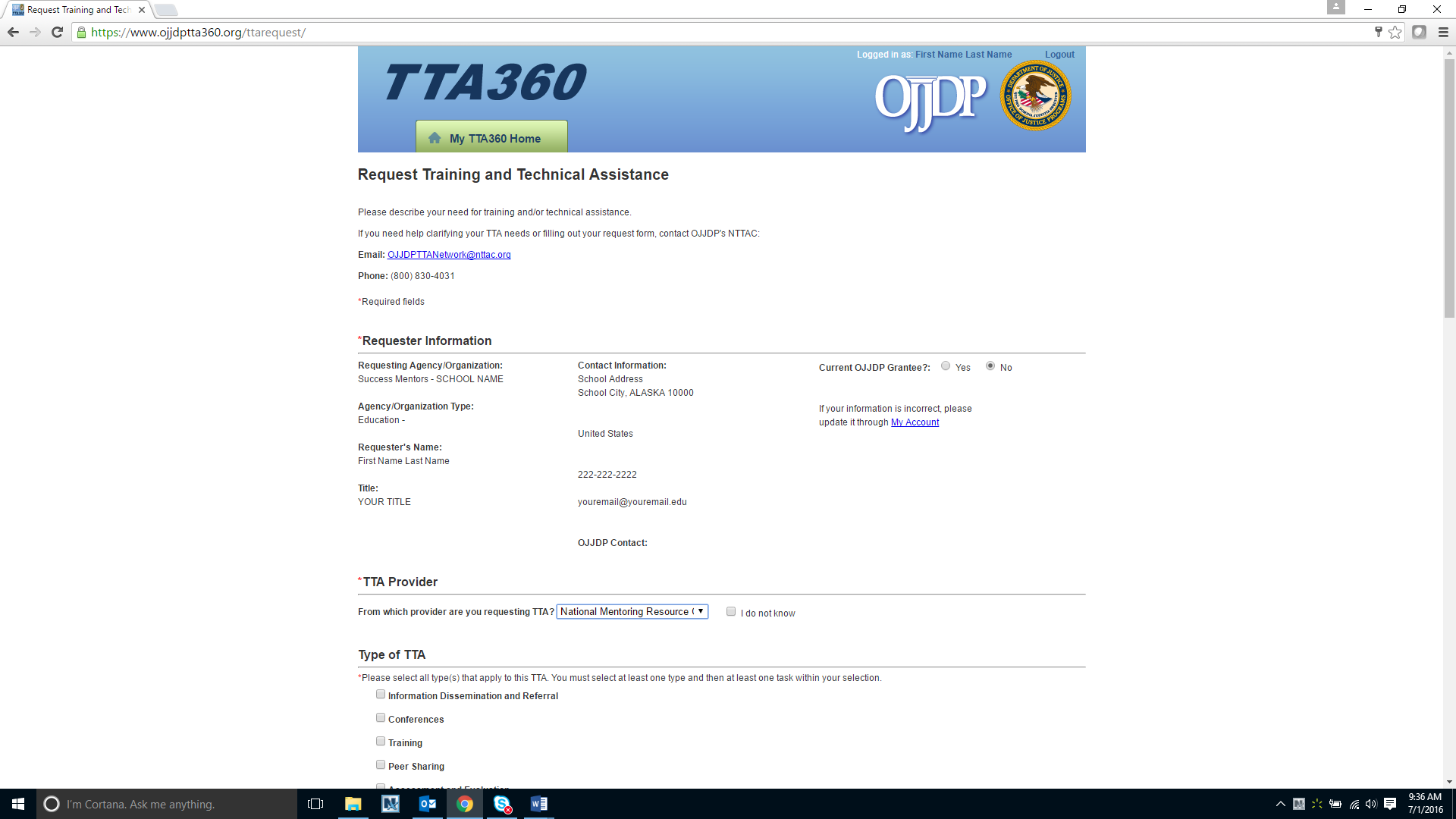


**For Organization Name, enter: Success Mentors – the name of your school. You can choose “Education” as the Organization Type.**

**Since you are requesting Technical Assistance, Click “Requester” here.**

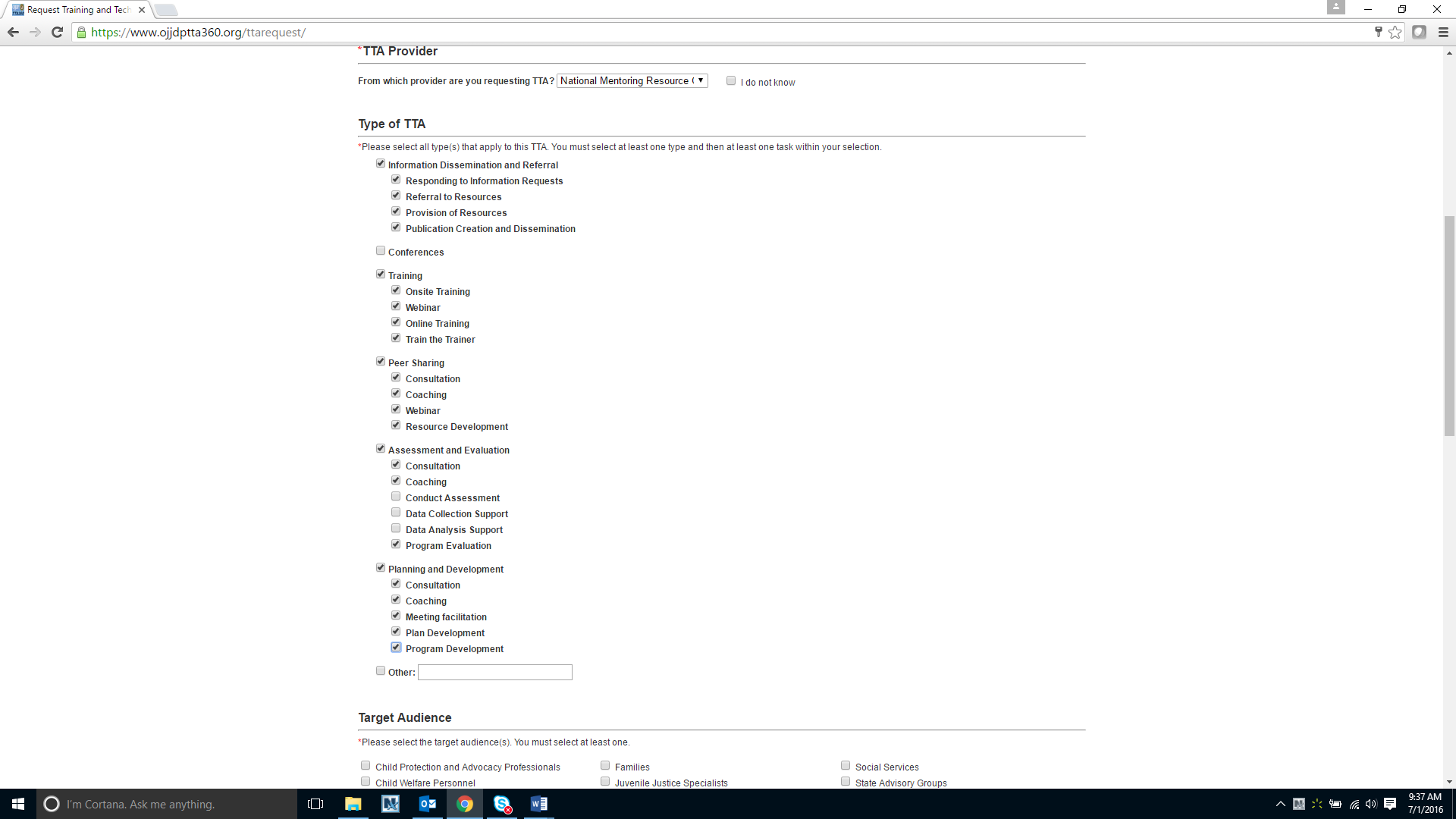
**Now click Register!**

1. You will be taken to the Request Page:

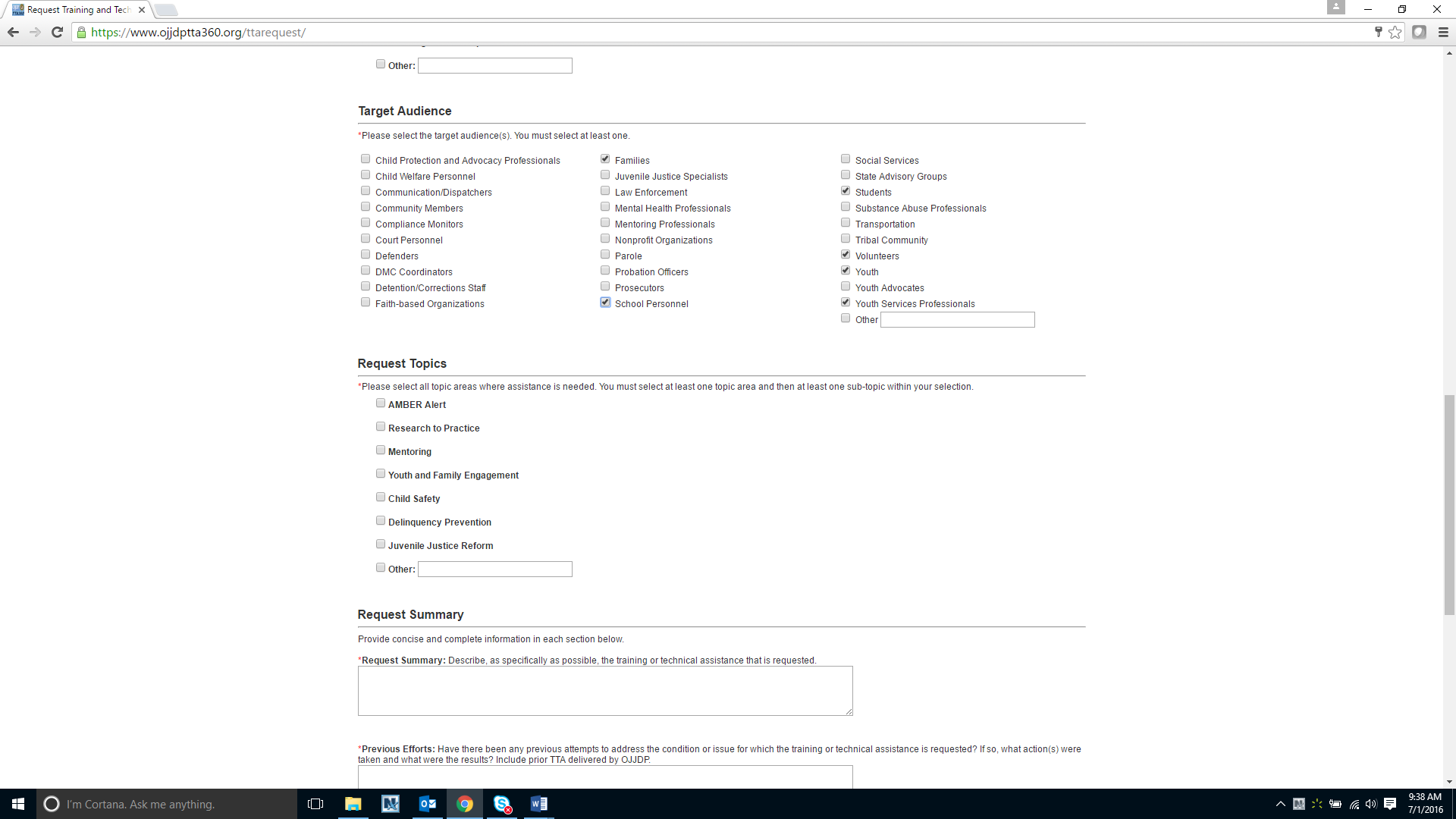


**Select: National Mentoring Resource Center as the TTA Provider**

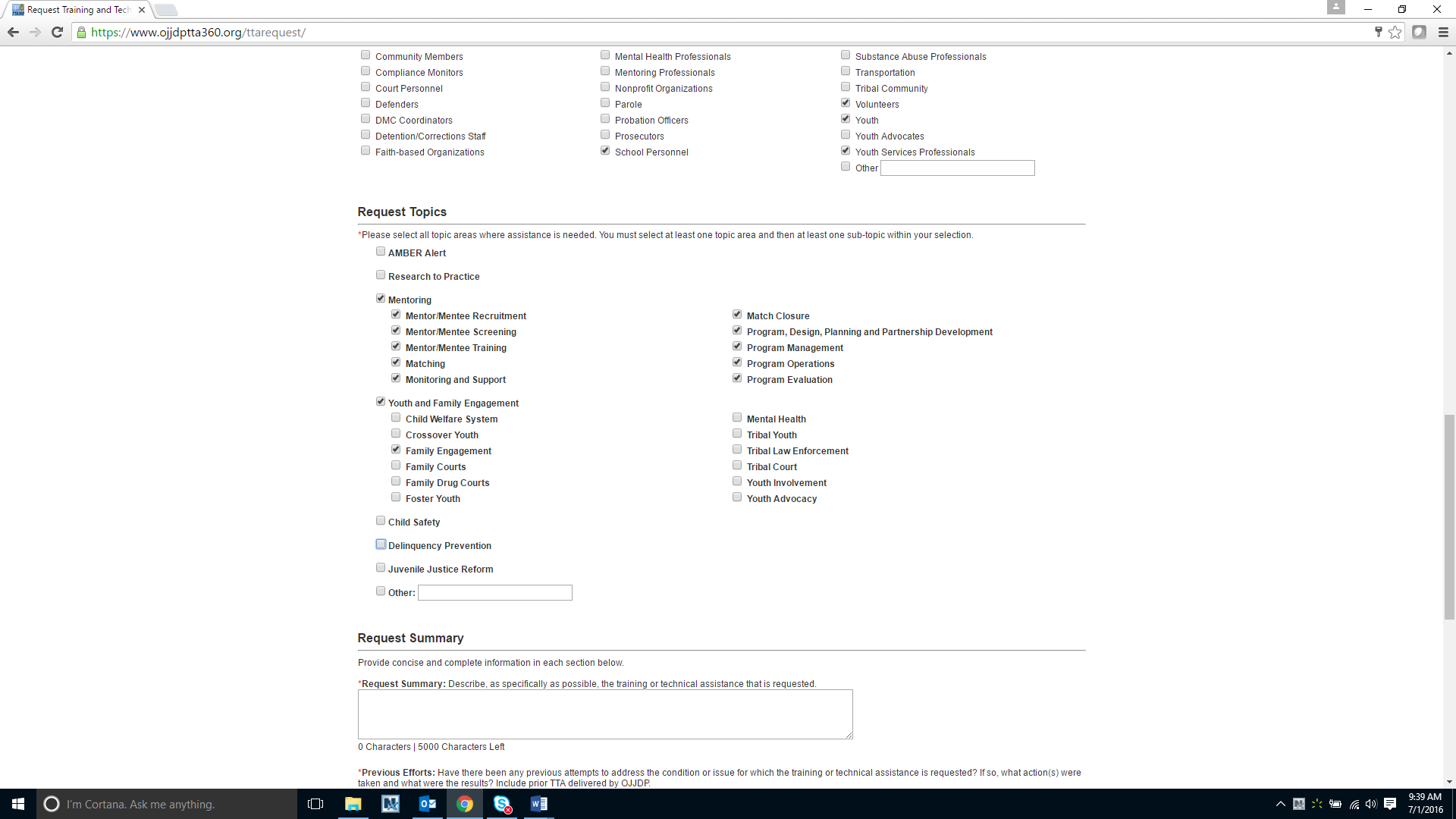
1. For Type of TTA, select these fields (or customize to your specific needs):

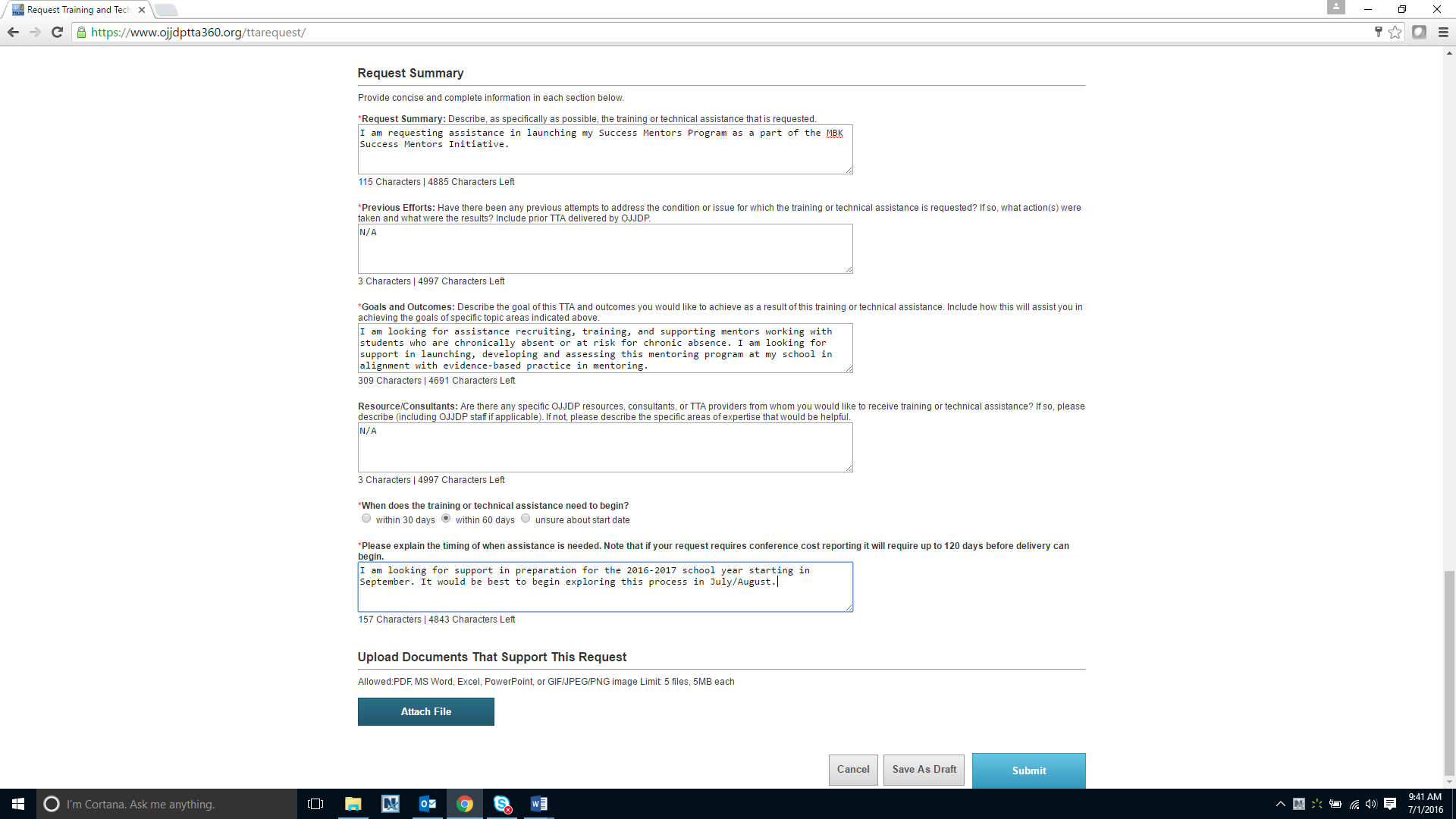


1. For Target Audience, select these fields (or customize to your specific needs):

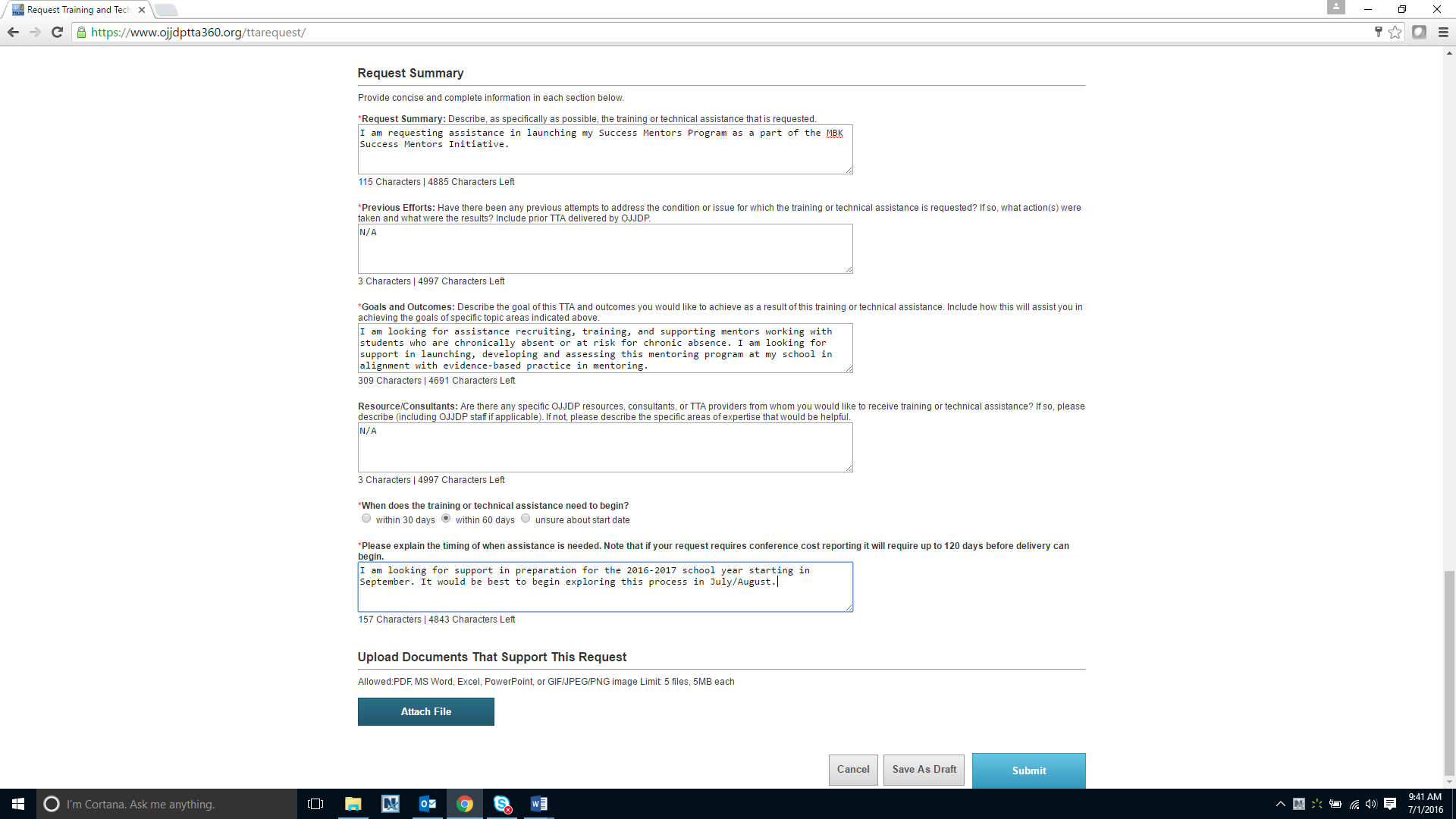
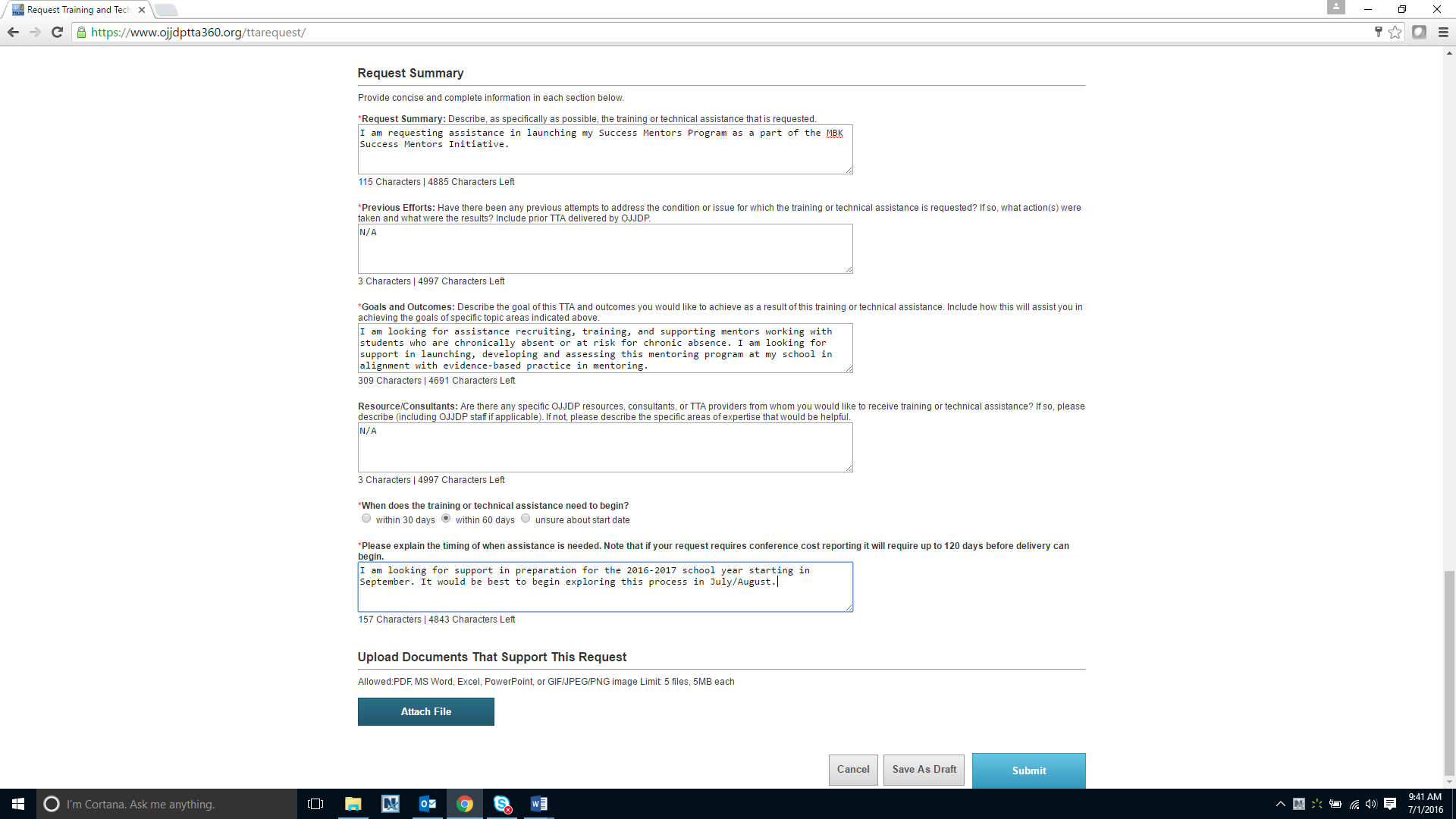


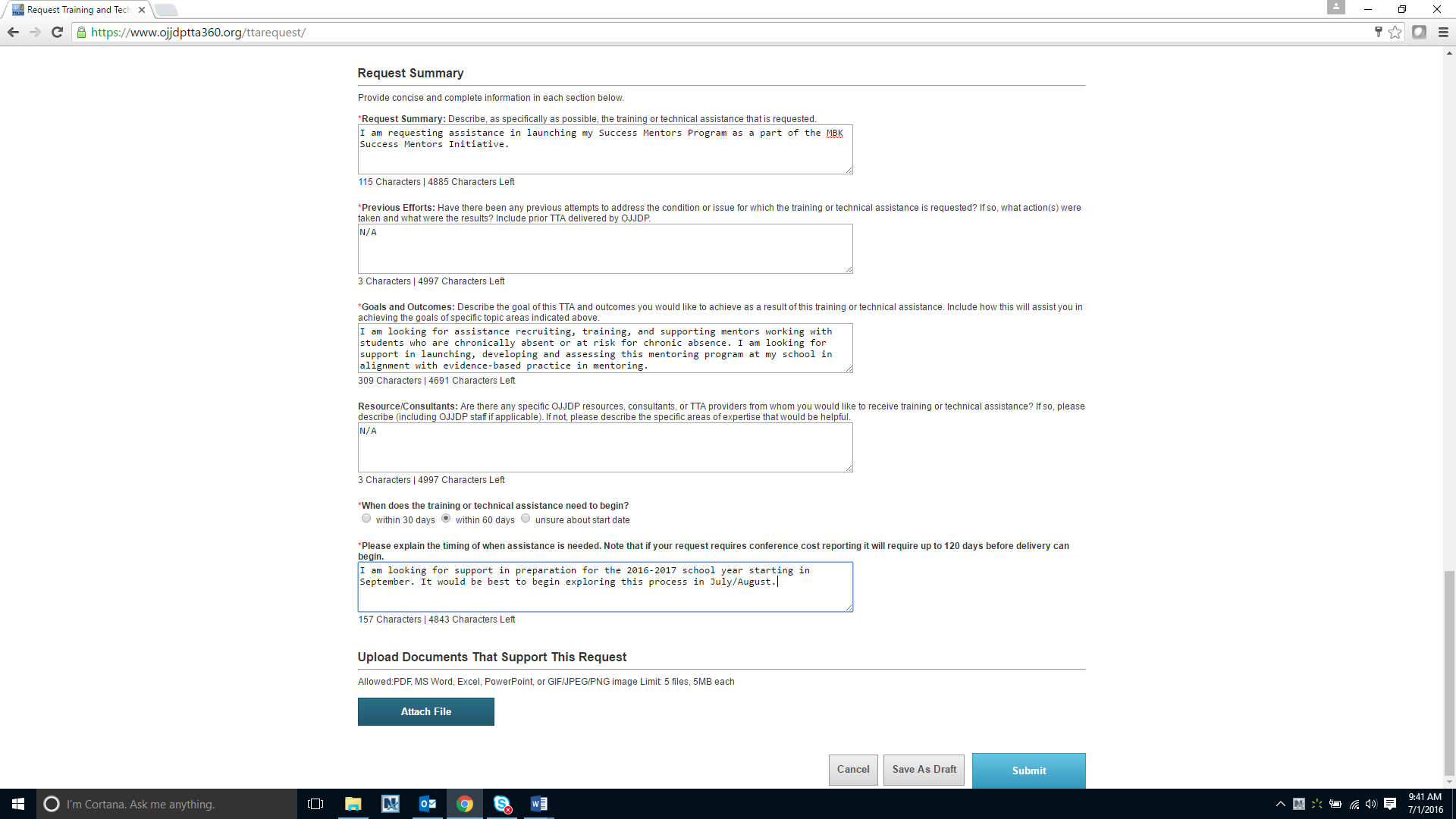
1. For Request Topics, select these fields (or customize to your specific needs):

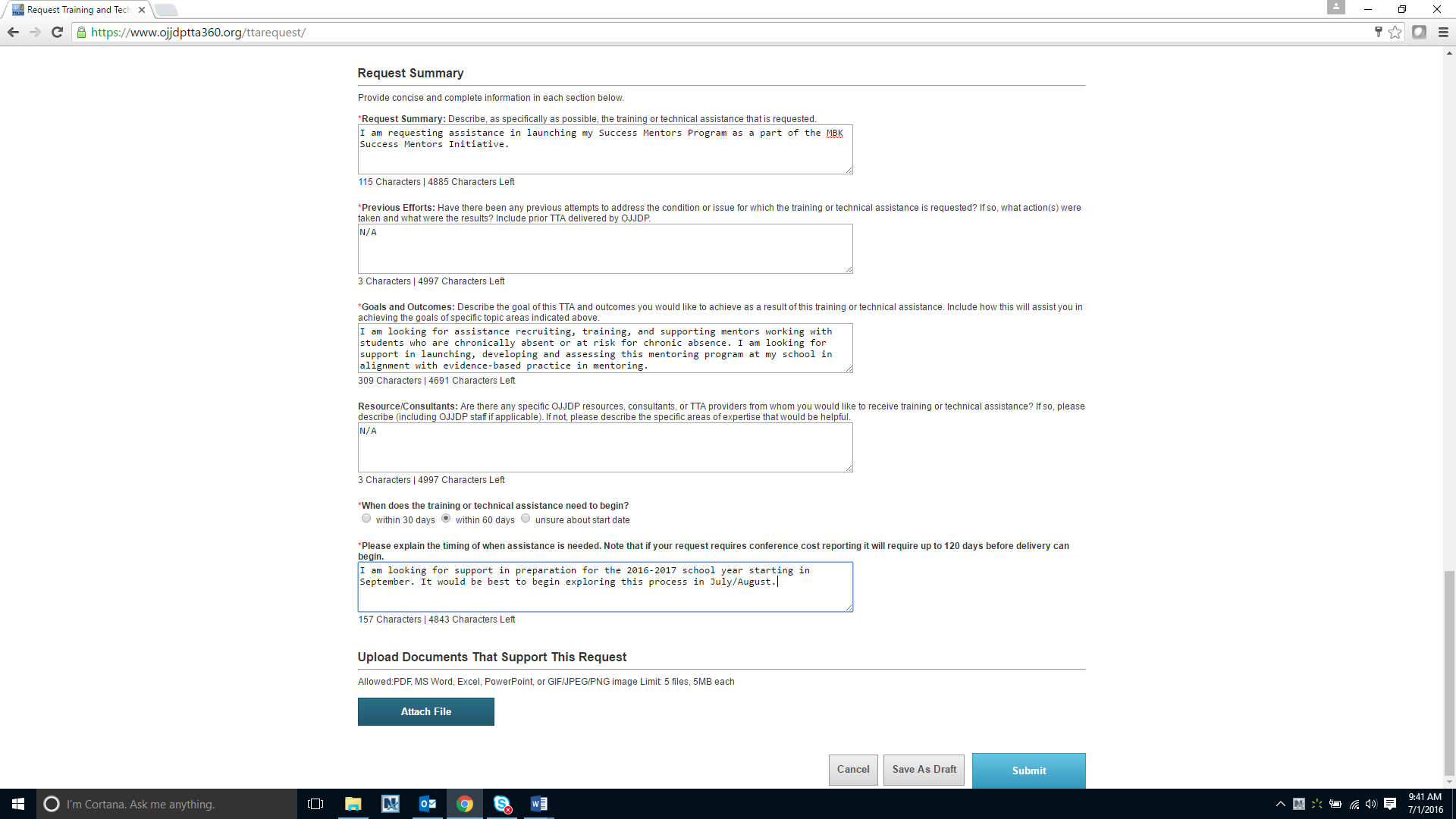


1. For Request Summary, copy and paste the following responses, or add your own!

Request Summary: I am requesting assistance in launching my Success Mentors Program as a part of the MBK Success Mentors Initiative.

Previous Efforst: N/A

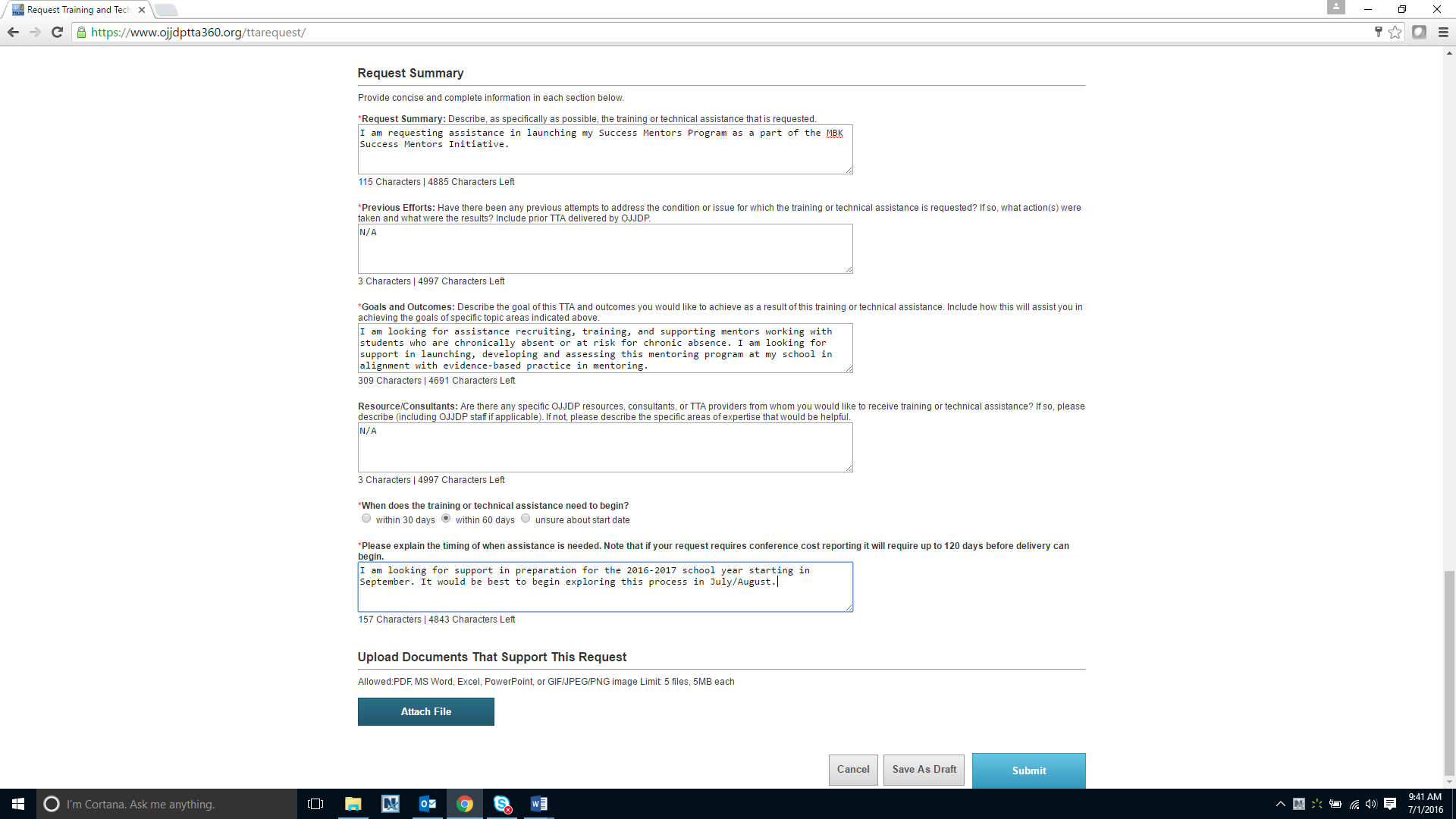
Goals and Outcomes: I am looking for assistance recruiting, training, and supporting mentors working with students who are chronically absent or at risk for chronic absence. I am looking for support in launching, developing, and assessing this mentoring program at my school in alignment with evidence-based practice in mentoring.

Resource/Consultants: N/A

When does the training or technical assistance need to begin: Within 60 Days

Explanation: I am looking for support in preparation for the 2016-2017 school year starting in September. It would be best to begin exploring this process in July/August.

1. Now, click SUBMIT, and a technical assistance provider will reach out to you shortly about next steps!



**For more assistance:**

* Watch this quick tutorial: <https://www.youtube.com/watch?v=1O24atFoV6w>
* Reach out to Delia Gorman at MENTOR: The National Mentoring Partnership at:

[dgorman@mentoring.org](mailto:dgorman@mentoring.org) or (617) 303 1804