

# Mentor Responsibilities for Match Closures

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The way a match ends can influence how a mentee feels about their overall experience in the relationship and what they take with them from the match.

Closure is an opportunity to role model and provide a mentee with the experience of a healthy goodbye, and support the positive development of emotional competence and caring skills.

## **We ask that you conclude your match by doing the following:**

- Contact your Campus Coordinator as soon as possible to let them know you are unable to continue. We ask that you give as much notice as you can to ensure adequate time for closure processes and communication.
- Reach out to the Guardian and Mentee to let them know you are unable to continue mentoring. It is important that the mentee understands that the closure is not their fault. This can be through a phone call, in person, or via email.  
Include:
  - Reason you cannot continue
  - Reflection on progress and changes since the beginning. By drawing attention to the mentee's progress you will provide encouragement that is likely to motivate more growth on the part of the mentee.
  - It may be helpful to end with a sense of purpose and direction for the future.
- Have a conversation with your mentee prior to your departure from the match. Explain what is happening and allow them to ask questions and express their feelings. Share with them positives that you have seen and experienced through your time together. Let them know how you feel about the closer too. While you may regret ending the match and have the urge to offer to continue informally, it is best to be honest about what you can realistically provide. For example, rather than stating, "Call me anytime," you might simply say, "I wish you well. Please keep me posted about your progress with an occasional email."
- If needed, follow up with the Campus Coordinator to request additional support for the mentee.

Though goodbyes are a part of life, it's important to acknowledge and normalize that they are hard for everyone, even in strong relationships.