



IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

MONTHLY MENTOR-MENTEE MEETING AGENDA

1. Key Questions:

- What went well? (Successes)
- What did we learn? (Challenges)
- Where do we go next? (Recommendations & Strategies)

2. AD Checklist

- **"Tasks for the Month"** (Review)
 - Strategies
 - Systems
- **"Tips of the Month"** (Discuss)
 - July
 - Mentor Leadership Program Overview
 - AD Onboarding
 - IHSADA AD Toolbox: Activities Tasks/Checklists/Systems
 - Student Eligibility Clearinghouse
 - Pre-Season Activities Department Staff Meeting
 - Staff Licensure, Rules Meetings, Concussion Awareness, Contact Rule
 - August
 - Sportsmanship & Event Supervision
 - Schedules Confirmation
 - Event Staff Coordination
 - Visibility Tips
 - **August: New AD Workshop I**
 - Mentor Leadership Program Overview
 - Mentor-Mentee Meeting
 - September:
 - Game Day Operations
 - Invitational Logistics
 - Communications & Media Information
 - October:
 - Practice Observations
 - Post-Season Planning
 - State Cross Country, Fall Golf, Football, Swimming, Volleyball
 - Fall Mentor Program Survey

- **October: IHSADA District Meeting**
 - Mentor-Mentee-Year 2 AD Connection Meeting
- November:
 - Challenging Conversations
 - Program Review & Evaluation Process
 - Winter Activities Transition
- **November: New AD Workshop II**
 - Mentor Leadership Program Review
 - Mentor-Mentee Meeting
- December:
 - Program Development
 - Student Leadership Engagement
 - Team Building
- January:
 - Marketing, Branding, & Social Media
 - Special Promotions
 - Financial Management
- February:
 - Staffing Process & Onboarding
 - Professional Development
 - State Basketball, Bowling, Swimming, Wrestling
 - Connect with School Administrators (Mentors)
 - Winter Mentor Program Survey
- March:
 - Spring Activities Transition
 - Fundraising Strategies
 - Community Connections
- **March: IHSADA State Convention**
 - Mentor-Mentee Meetings
- April:
 - Spring Invitationals
 - Meet Operations
 - Event Management
- May:
 - Senior Awards
 - State Golf, Soccer, Tennis, & Track & Field
 - Summer Activities Transition
 - Spring Mentor Program Survey
- June:
 - Mentor Leadership Program Review
 - School Year/Systems Review
 - State Baseball, Softball