

Saying Goodbye

CIS Policy states that volunteers will not continue the mentoring relationship into the summer months and/or without supervision from CIS Staff. Outside contact with student including phone, texting, email, social media, or face-to-face contact is not allowed.

Closure Tips

- ✓ Give your student 3 weeks' notice before ending your relationship. Please work with your Program Manager to develop a plan for closing the relationship. Remind them each week!
- ✓ Do not make promises you cannot keep. Saying "Maybe I'll see you around" leads to disappointment and confusion later.
- ✓ Plan your last day together by doing something fun! Exchange letters, play your favorite literacy-inspired game, or play other online games.
- ✓ Volunteers are discouraged to send your students major gifts. Please check in with your CIS Program Manager before giving the students any gifts or books to students.
- ✓ Virtual face-to-face not an option? Consider asking your Program Manager about sending a letter or email to your student as well as scheduling a three-way phone call.

Courtesy of and adapted from Mass Mentoring
Partnership, *Mentoring 101 Train the Trainer Curriculum*

Research has shown that how volunteers say goodbye is equally, if not more important, than the length of the relationship.