

**CBO Mentor Program  
April 2007 – February 2008  
Project Signoff**

**MENTORS:** Following each completed assignment, please sign off and send to Mary Turcotte, [mwturcotte@comcast.net](mailto:mwturcotte@comcast.net)

Participant: \_\_\_\_\_ Mentor: \_\_\_\_\_

Assignments	Due Date	Reviewed by	Additional Comments
1. Meet with Participant and identify strengths.	<i>April 27, 2007</i>		
2. Review identified income topic for research paper. 3. Assist with financial report review.	<i>May 11, 2007</i>		
4. Review final income paper before submission 5. Review Year End analysis	<i>June 15, 2007</i>		
6. Review and provide extensive feedback on User Friendly Budget project.	<i>September 14, 2007</i>		
7. Review End of Year Analysis Presentation and provide feedback	<i>October 19, 2007</i>		
8. Review Staffing Budget assignment. 9. Read “ <i>Good to Great</i> ” by Jim Collins.	<i>November 15, 2007</i>		
10. Review Business Office staffing exercise 11. Review cover letter, application and resume.	<i>January, 11, 2008</i>		
12. Review Technology assignment.	<i>February 1, 2008</i>		
13. Meet with your Participant to discuss final assessment.	<i>April 1, 2008</i>		
14. CBO Certification recommendation due within two months of graduation. Meet with Participant and discuss your recommendation.	<i>May 1, 2008</i>		