

Mentorship Meeting Reporting System

SIMPLE • AUTOMATED • CONNECTED

Mentor conversations build lives, and every meeting matters.



1

Open the Meeting Report Form

Use the simple online form to record your mentorship meeting.

2

Complete the Form

Share the key details from your meeting.



Date & Meeting Type

In person, phone, video, or text.



Main Topic

Identity, Purpose, Prayer, etc.



Scripture or Resource

What you discussed.



Goals & Next Steps

What's next for the student.



Need Help?

Let us know if you need support from the program.

3

Submit the Form

Click "Submit Meeting Report."
Your response is saved instantly.



Thank you!

Your mentorship meeting has been submitted.

The information is automatically added to the Mentorship Meeting Updates board in monday.com.

Mentorship Meeting Updates

Item	Date	Mentor	Student	Meeting Type
Meeting report	Sep 28			Text check-in
Meeting report	Sep 30			In person

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Automatic Match & Update

A workflow in monday.com uses the mentor and student names to find the correct mentorship match.



Workflow Steps (Automatic)

- 1 New meeting report is created
- 2 Create match key (Mentor – Student)
- 3 Find the matching mentorship
- 4 Post the meeting report
- 5 Increase the "Meetings Held" count by 1

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Meeting Report Added

The full meeting report is posted to the Mentorship Match as an update.

Mark Raybould – Will Liles-Jackson

Updates / 2 Files More ▾

Automations 2m

MENTORSHIP MEETING REPORT

Mentor: [Name]
Student: [Name]
Date: 30
Meeting Type:
Duration: :
Primary Topic:
Identity/Purpose/YWAM Topic: :
Scripture/Resource: :
Goal Established:
Next Step: 1
... See more

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Meetings Held Updated

The "Meetings Held" number increases automatically.

Mentorship Matches

Mentorship matches	Meetings Held
	0

Mentorship Matches

Mentorship Matches	Meetings Held
	1

Why We Do This

Recording mentorship meetings helps us:

- Encourage and support mentors
- Track spiritual and personal growth
- Celebrate what God is doing
- Provide help where needed
- Strengthen the mentorship community
- Equip students to live out their identity and purpose at Stockton and beyond



Your Role as a Mentor

- 1 Meet with your student regularly.
- 2 Complete the quick online form after each meeting.
- 3 Share honest, helpful updates.
- 4 Let us know if you need support.
- 5 Pray for your student and your growth together.



Need Help?

If you have questions or need assistance with the form or the monday.com system, please contact:



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