



Closure Tip sheet:

What is important for me to remember about Closure?

Below are some tips to help you make the closure process as positive an experience as possible for both you and your mentee.

Closure: A process through which you formally end your mentoring relationship with your mentee and with your mentoring program.

Why would I need to close my relationship?

Some common reasons are:

- your match's end date was prescribed by the mentoring program.
- you or your mentee are planning to move away in the near future.
- you or your mentee are disappointed with the relationship and want to quit.
- your mentee is graduating from the mentoring program.
- your mentee has been dismissed or expelled from the mentoring program.

Build Your Closure Plan:

Follow these steps for a thoughtful and healthy end to your mentoring relationship:

1. Reflect
2. Get support
3. Notify
4. Plan for closure
5. Celebrate
6. Say goodbye

Below are some questions to guide your reflections about your mentoring relationship:

- Are you clear about why the relationship is ending? If not, what questions remain?
- What different feelings does the ending of your match bring up for you?
- What have been some challenges and areas of growth in your relationship?
- What are some positive memories of your relationship?
- What do you like best about your mentee and/or think are some of his or her strengths?
- What are your goals for closure?
- What would you like to communicate to your mentee about your relationship and what it means to you?

Here are some topics you should discuss during your conversation with your mentoring program staff:

- Discuss your feelings and concerns related to closure.
- Determine the expected termination date of your match.
- Review program rules and procedures for how to close your relationship and post-termination contact.
- If you are initiating the closure of your relationship, determine how you will notify your mentee and his or her family.
- Ask your case worker or match support specialist for any ideas that he or she may have for a closure plan, including the following topics:
 - What is the healthiest way to talk to your mentee and her or his family about closure?
 - What are some ways you might celebrate your relationship with your mentee?
 - What is the most meaningful way to say goodbye?