

**Subject: Invitation to Mentor Big Ideas Team Focusing on [Description]**

Dear [Name],

I am writing to inquire whether you would be interested in serving as a Mentor to a finalist team competing in this year's Big Ideas contest. One of our finalist teams is requesting a mentor that matches your skills and expertise, and I'm certain you would find it to be a mutually rewarding experience! Your impressive background as a [Title at Organization] would make you an invaluable resource for one of our teams seeking guidance from someone with a background in [Focus Area].

The [School] team's project is called **[Project Name]**. A description of the project is below:

*[Description]*

The mentorship will begin with our Mentorship Kickoff Event on January 24 and will continue through the final round deadline on March 9. During this 6-week period, mentors arrange to work with teams to provide feedback and support as they develop a 10-15 page full proposal. The exact logistics are arranged between the team and their mentor (based upon your flexibility and availability), but typically involves a 1-2 hours per week.

Mentors and their teams typically communicate via phone calls, emails and Skype meetings. More details on what it means to be a mentor can be found on the [Mentors' Page](#) of our website, and I've also attached a flyer for further information.

Please let me know by Thursday, January 14 if you would be interested in mentoring, or learning more about this opportunity and how you can help the team develop their "big idea" into a reality! I would be more than happy to speak, answer questions or share more information if so.

We look forward to hearing from you soon.

Best,

[Big Ideas Network Coordinator]

### Subject: Big Ideas Contest: Mentor-Mentee Match

Dear [Team Lead],

Let me start by once again congratulating you and your team for being selected as finalists in the 2015-2016 Big Ideas Contest. We look forward to working with you and supporting the development of your project over the coming months.

By way of this email, I am delighted to introduce your team to [Mentor], who has agreed to serve as your mentor for the Final Round of this year's Big Ideas Contest.

[Mentor Name] is the [Title] at [Organization]. Her program prepares students for leadership roles in all aspects of healthcare, including care delivery and financing, biotechnology and medical devices, information technology, and consulting. [Mentor Name] has worked to increase health management capacity through executive education and program development in the US and around the world, primarily in sub-Saharan Africa and Asia. Her research focuses on the delivery and financing of health services and she has evaluated a large number of health programs, including ones focused on physician payment, quality of care, access to care, infant mortality, and community-based health care. We think she is a perfect mentor for your project's needs!

Please consider this introduction your invitation to reach out to your mentor directly. Here is the information you will need to get started together:

- **Mentor Handbook:** The [Big Ideas Mentor Handbook](#) is the primary resource for mentors on the structure of the contest, the requirements for the final round, and the goals of the mentorship period. We strongly encourage both teams and mentors review this handbook, as it will provide a common understanding of the requirements of the mentorship period, as well as helpful resources for ensuring a mutually beneficial mentor-mentee relationship.
- **Final Round Kick-Off Event:** As you know, the Final Round Kickoff will be on Sunday, January 24, from 5:00-6:00PM at UC Berkeley's Blum Center for Developing Economies, B100 Blum Hall. We will review the structure of the contest, final round judging criteria, and provide an overview of the mentorship process. We strongly urge UC Berkeley students and any SF Bay Area mentors to attend in person. Teams and mentors from remote locations should participate via a live webcast [here](#). For those who join in person, we will also make space available to meet with your team and/or mentor afterward if you choose to. Food will be provided. **All teams and mentors must indicate their availability to attend by [filling out this form](#).**
- **Initial Meeting:** We encourage all teams and mentors to schedule their first meeting directly after the Kickoff Event. However, if the timing is inconvenient, we would suggest

that you do your best to schedule your initial meeting as soon as possible, ideally within a week of the Kickoff.

- **Required Mentorship Worksheet:** All teams and mentors are required to complete a Mentorship Worksheet during their initial meeting and return this to the Big Ideas team by February 1. The worksheet is intended to help structure and set expectations for how you will work together. You can find this worksheet in the Mentor Handbook. The exact logistics of your mentor relationship are determined entirely by the team and mentor, however, we encourage you to schedule some form of weekly check-in or point of contact, if possible.
- **Pre-Proposal Materials:** For your convenience, we've attached your Pre-Proposal (PDF file), along with the feedback you received from first round judges (excel file). We highly encourage you to talk through this with your mentor to help inform them of where you are, and give direction to how they can best support you going forward.
- **Final Round Resources:** You will be able to find all the information you need in terms of contest rules, successful proposals, final round criteria, etc. on the [Big Ideas Website](#). Please remember to check your emails frequently, as we will be sending out updates on upcoming workshops and skills building sessions.

Feel free to reach out at any time if you have any questions, concerns or challenges as the mentorship period kicks off, and we'll be happy to follow-up. We will have several upcoming opportunities for additional advising, funding, and networking opportunities over the course of the semester, which we will be communicate to you over the coming weeks.

Lastly, we wish your team the best of luck in the final round!

Sincerely,

[Big Ideas Contest Manager]