**Guidelines for Effective Closure of a Match**

**Endings should provide closure and opportunities for learning. The following guidelines will support the closure process[[1]](#endnote-1):**

* **Start this conversation early on. Don’t wait until the match is closing.**
* **Match closure may look different depending on the setting (in Indigenous communities/schools/matches, K – 9 or 12 schools)**
* Identify and clarify the reasons for ending with both the mentee and mentor. If the reasons involve the behaviour of either party, this should be discussed in a constructive manner.
* Give the mentee and mentor the opportunity to discuss together what worked and did not work in their relationship and to identify ways to handle future situations more effectively. Facilitate a conversation between the mentee and mentor in order to make sure that both parties express themselves positively and constructively.
* Both parties should be encouraged to share their feelings about ending the relationship. Mentors who are terminating because of time limitations or other reasons not related to the mentee need to make particularly clear to the mentee that they did not do anything to make the mentor leave. The mentor should share with the mentee the things about the mentee that they liked to prevent the child from feeling rejected or bad.
* If the match ended due to factors other than relationship conflict (e.g., mentor’s schedule changed), reassure the mentee that s/he was not to blame and help him or her process any feelings about the ending of that relationship.
* When matches close at the end of the year or semester, involve the mentors in planning a celebration. This can be done in their one to one match or together as a large group.

**Tips for Mentors and Program Staff to Terminate Relationships**

When the decision has been made to end the formal mentoring relationship:

* Set a specific date for the last meeting well in advance and inform the mentee ahead of time that this will be the final meeting;
* Be honest, candid and supportive, regardless of the reason for the termination;
* Talk about the reasons for ending the relationship;
* Mentors and mentees should talk about their thoughts and feelings about the match ending;
* Be positive and supportive, especially about what the future may hold for the mentee;
* Do not make promises that cannot be kept (e.g., that the mentor will keep in touch)

1. Lakes, Kimberley & Karcher, M. Guidelines for Effective Termination of a Match for Children with Adolescent Mentors (CAMP) Program. Retrieved August 1, 2014 from [www.mentoring.org](http://www.mentoring.org). [↑](#endnote-ref-1)