



## **Technical Assistance (TA) Request Guiding Document**

*Use this document to apply for technical assistance (TA) through the National Mentoring Resource Center.*

**Go to:** <https://mentoring.my.salesforce-sites.com/reg/CreateRequest>

### **Reference the information below to assist you in completing a request**

- ***Request Summary***
  - **Request Summary:** Enter what you are requesting TA for / need assistance with.
  - **Previous Efforts:** If you've requested TA through the NMRC for this same purpose before, explain why you are still looking for TA on this topic.
  - **Goals and Outcomes:** Enter what you hope the TA will achieve for your program.
  - **Resources/Consultants:** Enter "MENTOR Virginia."
  - **When does the training or technical assistance need to begin?** Pick the option that best fits your timeline.
  - **Please explain the timing of when assistance is needed...** Explain the reasoning here
- ***Click "Submit."***
- You should receive a confirmation email. **Please forward that email to [emma@mentorva.org](mailto:emma@mentorva.org), so MENTOR Virginia knows you've applied.**