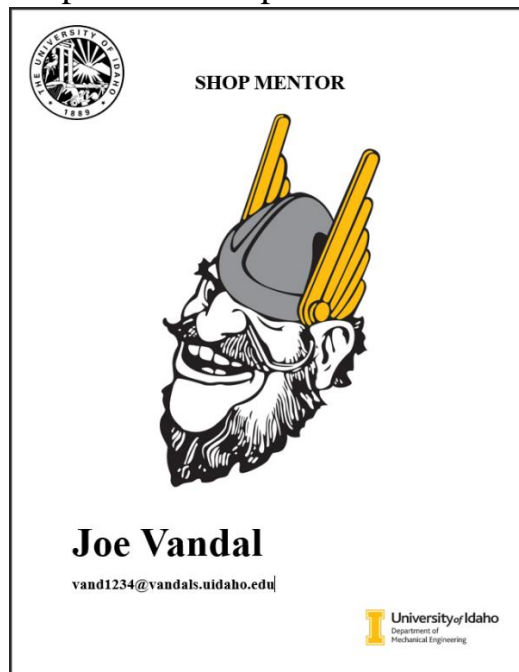


INSTRUCTIONS FOR GENERATING MENTOR PHOTOS

1. Communicate with Brian Petty, Dr. Perry, or Dr. Maughan to ensure that you are certified as a shop mentor.
2. Receive mentor photo template from the machine shop manager (Brian Petty).
3. Add your name, contact information, and a photo of yourself to the template. For best results be sure your photo has a high resolution.

Note: **Do NOT** make any other modifications or changes to the mentor photo template. The Shop mentor template will look like the image below:



4. Print completed template in **COLOR** on a standard 8 ½ x 11 sheet of paper.
5. Return printed sheet to machine shop manager (Brian Petty).