

MENTOR/MENTEE AGREEMENT

A successful mentee/mentor relationship requires a commitment on the part of both partners. We are both voluntarily entering into this partnership which we wish to be a rewarding experience, spending most of our time discussing college and career access and preparation as it relates to mentee's goals.

CONTACT INFORMATION

Mentee: _____ **Contact Email:** _____

Cell Phone: _____ **Emergency Phone:** _____

Mentor: _____ **Contact Email:** _____

Cell Phone: _____ **Employer and Job Title:** _____

OVERVIEW

1. The mentoring relationship will last for **the 2021-2022 school year**. Beyond this timeframe, Mentors are encouraged to continue the relationship on a voluntary basis.
2. We will meet at least **once every week** during the college application season, with flexibility given for school breaks and student need. Meeting times, once agreed, should not be cancelled unless unavoidable. Mentor and Mentee are responsible for coordinating meeting times and communicating with Isabel Herrera, Community Outreach Coordinator. Meeting conflicts will be communicated directly with her as well.
3. Each meeting will last approximately **1 hour**.
4. Meetings will be held in person at the Living Lab at every opportunity. Only in certain and rare circumstances will meetings be held off-site or virtually. In either case, prior approval is needed before each meeting.
5. In between meetings we will contact each other by **email or phone**, and include Isabel.
6. We agree to keep the content of these meetings **confidential**, to include debriefs with Isabel.
7. The Mentor agrees to be honest and provide constructive feedback to the Mentee. The Mentee agrees to be open to the feedback. Progress and next steps will be communicated with Isabel.

MENTEE GOALS

The mentee should establish with the mentor two college and career access goals.

Long Term Goal

Short Term Goal

EXPECTATIONS

We agree that the role of the mentor is to:

We agree that the role of the mentee is to:

Mentees and Mentors will rely on weekly meetings to accomplish Mentee’s college and career access goals. If Mentee or Mentor is unable to meet one week, prompt communication is required using the following method of notification:

Mentees are responsible for turning in requested materials to their Mentors by assigned deadlines, and communicate regularly regarding next steps. If expectations fail to be met, the following actions will occur:

- a)
- b)
- c)

Every meeting should end on a positive note. We will accomplish this by:

Mentee and Mentor to provide feedback at the end of every CAMP workshop, as well as a final evaluation of the relationship at the end of the formal program.

This document reflects the agreements we enter into at this point in time. We understand the terms of this agreement may be changed at any time, and we agree to document such changes in writing.

Each party should keep a copy of this agreement and make every effort to fulfill the terms of the agreement.

Mentee Signature and Date

Mentor Signature and Date