

Mentor/Mentee Agreement*

We, the undersigned agree to the following goals:

- 1.
- 2.
- 3.

We agree to meet regularly using an agenda to build the relationship and commit to meeting more frequently in the beginning (e.g., every 2 weeks) and then tapering off near the end of the program (e.g., once a month). Recommended length of program is 6 months (minimum) to 12 months.

Our meetings will occur...

Beginning meetings for the first __ mos. of program	End meetings for the last __ mos. of program
Day	Day
Week	Week
Time	Time
Place	Place

This relationship is a priority for both of us. If a meeting needs to be rescheduled the parties involved agree upon the following: Best way to contact mentor _____; mentee _____

We agree to these ground rules: Being punctual, maintaining confidentiality, respect for differing viewpoints, following agenda, recap of meetings by reviewing agenda. If relationship is not progressing – we will discuss and see what we’ve learned before ending it.

We agree to evaluate our relationship every _____ (months) regarding openness/trust, progress toward goals.¹

Mentee’s signature/Date

Mentor’s signature/Date

*Document to be shared with NAC’s Leadership Team Co-Chair for mentee’s region of the state. Please contact NAC’s director for additional information info@neactioncoalition.org

¹ Adapted from: http://www.ache.org/newclub/career/MentoringNetwork/mentor_guide.pdf