



Agreement with Mentoring Program Participant and SMA

Understandings

1. *Appointments*

- a. The mentee and mentor, herein referred to as the “Participant” are mutually responsible for scheduling meeting times.
- b. Ideally, Mentoring sessions will take place in variety of settings: in-person and via the internet and telephone.
- c. The mentee and mentor are mutually responsible for addressing scheduling conflicts 48 hours in advance.

2. *Responsibility for Actions*

- a. As a Participant, I understand that mentoring includes increasing my effectiveness professionally and personally. I acknowledge that deciding how to handle issues and to implement my choices is exclusively my responsibility.
- b. I recognize that mentoring is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of therapy.
- c. Mentoring is not to be used in lieu of professional advice. The Participant will seek professional guidance for legal, medical, financial, business or other matters. The Participant understands that all decisions in these areas are exclusively theirs and acknowledges that decisions and actions are their responsibility.

3. *Responsibility for Success*

- a. The SMA is responsible for ensuring you are receiving the best possible guidance you can get. If either party thinks that is not happening, that party will broach the topic for discussion and action. If the Participant is unsatisfied with that discussion, they should contact the SMA.
- b. If either mentor/mentee decides there is not a good fit, SMA will do its best to arrange for a new mentor/mentee to be assigned.
- c. The Participant is asked to make mentoring a priority. The more the Participant invests in the mentoring relationship, the more return the Participant will gain.

- d. Generally speaking, mentoring works best when meeting on a regular basis, a minimum of one hour bi-monthly. Monthly is encouraged.
- e. The mentor and mentee are encouraged to supplement the mentoring with emails to let each other know about progress, successes and/or challenges encountered in between sessions. Time permitting, the mentor is available for impromptu mentoring in between sessions, should a time- sensitive need arise for the client.

4. Confidentiality

- a. The Participant understands that information will be held as confidential unless stated otherwise, and except as required by law.
The Participant understands that certain topics may be anonymously shared with other mentoring professionals for training, consultation or illustrative purposes.

I hereby acknowledge that I have read and will abide by this Agreement.

Signed on this Date: _____

Signator's Name (please print): _____

Signature: _____