

IFMA Silicon Valley Mentoring Program

Mentoring Program Contract Between Mentor and Mentee

The following Contract outlines the Mentoring partnership for a period of 12 months between:

Mentee Name:	Mentor Name:
Company:	Company:
Cell Phone:	Cell Phone:
Email:	Email:

What expectations do you have of your mentor?	MENTEE TO ANSWER:	
What expectations do you have of your mentee?	MENTOR TO ANSWER:	
Are you committed to a face-to -face meeting with one another a minimum of 4 times during the next 12 months?	MENTEE TO ANSWER <input type="checkbox"/> Yes <input type="checkbox"/> No	MENTOR TO ANSWER <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you committed to attending least 3 Chapter meetings and/or roundtable or deep dive events in the next 12 months?	MENTEE TO ANSWER <input type="checkbox"/> Yes <input type="checkbox"/> No	MENTOR TO ANSWER <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you agree to attend a minimum of 3 Mentoring Program events with other mentors and mentees in the next 12 months?	MENTEE TO ANSWER <input type="checkbox"/> Yes <input type="checkbox"/> No	MENTOR TO ANSWER <input type="checkbox"/> Yes <input type="checkbox"/> No
We agree to identify a goal(s) on which to focus and develop an action plan by which we are accountable to one another.	MENTEE TO ANSWER: <input type="checkbox"/> Yes <input type="checkbox"/> No	MENTOR TO ANSWER: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you agree to abide by ethical conduct including all matters revealed to you in confidence.	MENTEE TO ANSWER <input type="checkbox"/> Yes <input type="checkbox"/> No	MENTOR TO ANSWER <input type="checkbox"/> Yes <input type="checkbox"/> No

IMPORTANT: The IFMA Silicon Valley Mentoring Program supports the growth and career development of the mentee and mentoring is given in good faith. By signing below, the mentee hereby acknowledges his/her personal responsibility to judge the extent to which the guidance and advice is appropriate for them and their employer, and in no case shall IFMA or the mentor be liable for the subsequent decisions and actions of the mentee. By signing below, the mentor agrees that they will provide coaching and feedback to the mentee but in no way will direct or demand the mentee undertake a particular course of action and that it is entirely up to the mentee to make his/her own decisions.

Signature (mentee): _____

Date: _____

Signature (mentor): _____

Date: _____

Please email this form to the Chapter Administrator at: admin@ifmasv.org or return to the mentoring program coordinator.