

Mentor-Mentee Contract

Welcome to the Mentorship Program! To ensure an enriching and fulfilling experience both Mentor and Mentee agree to the following guidelines;

Mentor and Mentee agree to attend all scheduled mentorship sessions on time.

- We understand that scheduling conflicts may arise; however, continuous missed sessions may result in termination from the mentorship program.
- Please notify your Mentor/Mentee immediately if you will be late or unable to attend a scheduled session. No call/no shows may result in immediate termination from the mentorship program.
- *Friendly Reminder:* there may be a difference in time zones, please remember to clearly state all meeting times in the respective time zones of both Mentor and Mentee.

Initials _____

Mentor and Mentee agree to arrive at all mentorship sessions prepared.

- All sessions will be conducted in a distraction-free environment.
- All sessions will be conducted stationery, preferably by computer via Zoom with cameras turned on.
- Active listening and learning will be upheld during all mentorship sessions.

Initials _____

Mentor and Mentee agree to always uphold professionalism.

- Professionalism will be upheld during all mentorship sessions.
- Please refrain from using any derogatory, defamatory, or slanderous language.

Initials _____

Mentor and Mentee agree to complete all required documentation outlined below;

- **Mentorship Program Manual** – *Complete and Sign PDF*
- **Mentor-Mentee Contract** – *Sign PDF*
- **Mentorship Session Form** – *Completed online by both mentor and mentee after each mentorship session*

Initials _____

Mentee Name: _____

Date: _____

Mentee Signature: _____

If you have any issues or need further assistance with the Faces & Voices Mentorship Program, please contact Liam Lipham llipham@facesandvoicesofrecovery.org