



**MENTORING  
AGREEMENT**

---

---

**MENTOR:** \_\_\_\_\_

**MENTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CC:** Eden Kainer, PHENND VISTA Manager; Ben Sereda, PHENND VISTA Leader

---

**PURPOSE**

To build genuine relationships between Mentor and Mentee in order to cultivate within the Mentee effective career development through developing value-driven goals. Mentors will promise to engage fully in the best interest of their Mentee; in return, Mentees will trust in the professional knowledge of their Mentors.

**CORE COMPOTENCIES**

- RELATIONSHIP  
BUILDING To effectively provide long-term mentorship, Mentors and Mentees must develop mutual respect. Titles do not matter, and if rapport or chemistry is not there the mentorship will devolve to “checking boxes”. (Tjan 2017)
- OPTIMISM  
OVER CYNICISM The best mentors help their mentees see how an idea might work and not how it will fail. Before disqualifying a Mentee’s ambitious goal, take time to fist consider how it is achievable. Value unconventional success over conventional failures. (Tjan 2017)
- SEMPER  
FIDELIS* Leadership in its purest form should be service towards others and this full commitment will therefore inspire trust in others. Mentors help Mentees find their calling and identify a path to achieve it. By doing this Mentors become more than just career coaches. (Tjan 2017)

## EXPECTATIONS

### COMMITMENTS

- Mentors will meet with their Mentees at least once a month
- Mentors will engage with their Mentees for at minimum one hour a month.
- Mentors will work with their Mentees to create an agreed upon list of session norms and objectives with ability to adapt in change of tastes.

### RESPONSIBILITIES

#### *OF THE MENTOR*

- Schedule mentoring sessions with their Mentee each month
- Show up on time to each session
- Will practice discretion while mentoring, If a discussed issue seems to warrant intervention from PHENND and CNCS, it is up to the Mentor to ask permission to relay the issue for further recourse
- Model professionalism best practices

#### *OF THE MENTEE*

- Schedule mentoring sessions with their Mentor each month
- Relay their professional/personal development needs to their Mentor
- Show up on time to each session

#### *SET PROFESSIONAL GOALS WITH REALISTIC DEADLINES.*

- Support the professional/personal goals of Mentees by strategizing best practices and breaking down goals into manageable parts to achieve the goal by a set deadline
- Identify their professional development needs, strengths, and passions in order to plan effective development
- Connect Mentees with other resources or contacts that will help them achieve their set goals

### COMMUNICATION

In the following lines, clearly articulate the expectations for contact and exchange during the mentorship. Avoid ambiguous terms and specify the mutual expectation of exchange in terms of frequency, duration, and method.

---

---

---

---

---

---

---

---

---

---

## GOALS OF MENTORSHIP

In order to achieve the most out of your mentorship term, it is key to set goals for the sessions and the term as a whole. While writing, avoid ambiguity and equivocation. Make sure that the goals are not too ambitious and are realistic or SMART (Specific, Measurable, Achievable, Relevant, and Time-sensitive). Some general topics include: gain perspective, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc.

In the space below, please clearly define those goals:

1)

---

---

---

---

---

---

---

2)

---

---

---

---

---

---

---

3)

---

---

---

---

---

---

---

(4)

---

---

---

---

---

---

---

(5)

---

---

---

---

---

---

---

## HOW WILL THEY BE ACHIEVED

In order to achieve these goals it is necessary to create a basic outline of expectations of how and when each goal will be achieved. For each goal, you are requested to write a plan of action. They do not have to be extensive or comprehensive. View them, also, as being written in pencil not stone. Think about how each action plan will be used to guide the mentorship term as a whole.

In the space below, please clearly define how and when you will achieve your goals:

1) By when?

How will you do it?

---

---

---

2) By when?

How will you do it?

---

---

---

3) By when?

How will you do it?

---

---

---

(4) By when?

How will you do it?

---

---

---

(5) By when?

How will you do it?

---

---

---

## EVALUATION

The program will be evaluated mid-year and at the end of the year to determine effectiveness of delivery and to amend any issues that may have arisen. Mentor and Mentee alike will be asked to how often they are meeting, goals that are being worked on, and any achievements as a result of these goals. The evaluation will be accompanied by a celebration to review progress and offer best practices. It is requested that both mentor and mentee fill out these evaluations in a timely manner before the celebration.

**RELATIONSHIP**

In order to ensure a safe and healthy relationship, mentors and mentees alike are requested to abide by policies related to confidentiality, non-fraternization, non-discrimination, and mutual termination. Each clause outlines the policy and should be relatively obvious.

**CONFIDENTIALITY CLAUSE**

Mentors are asked to practice discretion. Any sensitive issues that is discussed will be held in the strictest of confidence. However, if the issue does indicate a severe departure from the VAD, religious work in violation of the VISTA Handbook Chapter 15 § 4, or political work in violation of the Hatch Act (5 U.S.C. Chapter 73) and The Domestic Volunteer Service Act (42 U.S.C. § 5055) then the Mentor may be compelled to inform PHENND (Eden) so we may intervene. The Mentor should seek permission to inform PHENND before doing so.

In addition to setting clear boundaries, Mentors and Mentees are requested to identify issues that are off limits for discussion. These include:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Relationships found to be in violation of these policies will be terminated.

**NON-FRATERNIZATION CLAUSE**

To ensure the productivity and professionalism of mentoring relationships, both mentor and mentee as aske to withhold from fraternization. Fraternization is defined as any relationship deemed unprofessional and/or romantic. Outside of romantic relationships, fraternization may include undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. Mentors are welcome to share job opportunities that are or will be open to the public, as long as they are not directly part of the hiring process. Relationships deemed unfair due to fraternization will be asked to be terminated.

NON-DISCRIMINATION CLAUSE

As federal volunteers, VISTA are protected under a number of federal laws that prohibit discrimination while in service. According to VISTA Handbook Chapter 15 § 3,

The laws prohibit:

- Discrimination based on race, color, or national origin (Title VI of The Civil Rights Act of 1964 [42 U.S.C. §§ 2000d et seq.])
- Discrimination based on sex (Title IX of the Education Amendments of 1972 [20 U.S.C. §§ 1681 et seq.])
- Discrimination based on disability (Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. §§ 791 et seq.])
- Age Discrimination (Age Discrimination Act of 1975 [42 U.S.C. §§ 6101 et seq.])
- Discrimination based on race, color, national origin, sex, age, disability, religion, or political affiliation (Domestic Volunteer Service Act of 1973 [42 U.S.C. § 5057])

Presidential Executive Order 13160 (June 23, 2000) also prohibits discrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and parental status in federally conducted education and training programs, such as AmeriCorps VISTA training conducted by CNCS.

Relationships found to be in violation of these policies will be terminated.

RELATIONSHIP TERMINATION CLAUSE

In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual’s decision without question or blame. PHENND should be informed of this decision by both mentor and mentee.

**AGREEMENT OF TERMS**

I have read the above and undertake I will conduct my participation in this mentorship in accordance with this Mentorship Agreement, abiding by the principles and descriptions provided above. I agree that, should our priorities change, the VISTA Leader will be informed and this agreement be amended.

(Please print and sign your name)

\_\_\_\_\_ Date

\_\_\_\_\_ Date