



NAOBI-Atlanta Mentoring Program Agreement

This agreement will serve as a reminder of everything that is expected during the mentorship program.

Please return this mentoring agreement form to naobiatlantamentoring@gmail.com.

Payment information options are listed later in the agreement.

Confidentiality:

The mentoring relationship and all that is discussed during the sessions must remain confidential.

Private materials or real-life scenarios that are discussed should not be conversed about outside of the session. If scenarios are discussed during the session, please be sure to be respectful of the clients and not disclose any identifying information (time, place, names, so forth). Please do not record your mentoring sessions unless permission is given.

Meeting Frequency & Duration:

Mentoring sessions will consist of 15 hours from October 15- December 22. Both the mentor and the mentee can create a schedule for their meetings. Please make sure that the meetings are beginning and ending at the time arranged as we want to be respectful of everyone's time. If for any reason, you are going to be late or unable to meet on the scheduled day or time, please be sure to let the mentor or mentee know as soon as possible.

Please keep a log of the dates and times met. This form will be turned in at the end of the 10-week period. There will be a form provided for you to list the day and times of the meeting. Mentoring pairs can meet using their preferred virtual platform.

Expectations:

The mentoring program will start with an online 30-minute opening session for mentors and mentees October 15, 2023, at 2:00pm via Zoom. Additionally, there will be a check-in midway during the program on November 11, 2023, following the NAOBI-Atlanta meeting via Zoom (subject to change), and a final check-in meeting December 16, 2023, at 2pm. Because of the holidays, our final check-in is a week

before the cohort ends. Mentoring participants are expected to attend the online workshops to go over expectations, address questions and learn tips for having a successful mentoring journey.

Every meeting will be used to work towards the goals set forth in the initial meeting. Both parties need to show up to the sessions prepared to work. Mentees are expected to actively participate in all sessions and maintain a positive attitude. Please remember that the mentor is there to give you guidance, not give you all the answers. If you want to grow and improve, we need you to put forth the work. Also, please always keep an open line of communication. For example, if there is a certain learning technique or method that the mentor is using that is not conducive to your learning style, let them know. Be honest with yourself about your own skills and be open and receptive to the feedback given by the mentor.

If an issue arises between the mentee and mentor, we would prefer that you attempt to work through the issue before requesting a change. If the situation is not able to be resolved between the mentor and mentee then please contact the NAOBI-Atlanta Mentoring Committee at naobiatlantamentoring@gmail.com to figure out how to best resolve the situation. We ask that mentors check in with their mentee within the first week of the program.

I certify that I have read and agree to the terms of the mentor/mentee agreement.

Signature: _____

Date: _____

Payment Contract

Program: Mentorship

Date:

Host Institution: NAOBI-Atlanta

Member:

Address:

City/State/Zip:

E-mail:

Circle One: Full Member or Student Member (Students must be currently enrolled in an ITP)

I, _____, agree to make a payment on the specified due date and the agreed amount to the chapter. I understand the consequences that will be brought against me if the contract is violated. The penalties could include late fee and removal from the program. Upon default, I agree to pay any fees and costs that the chapter may incur in collecting my balance owed as well as a competitive interest rate on the amount owed. The full balance must be paid by. Payment submission due by October 15, 2023.

Total amount owed for general rate \$150.00

Total amount owed for the student rate (must send a copy of your class schedule)..... \$75.00

Payment Due:

October 15, 2023

Payment Rate:

General rate:

\$150.00

Student rate:

\$75

Mentee Signature: _____

Date: _____

Mentor Signature: _____

Date: _____