

MFI Mentor Program Agreement

Understandings

1. Appointments

- a. The client and mentor are mutually responsible for scheduling meeting times.
- b. Mentoring sessions will take place both in-person and via the telephone. The client will arrange for a private location for telephone and in-person sessions.
- c. The client is responsible for scheduling conflicts 48 hours in advance.

2. Responsibility for Actions

- a. As the Mentoring Client, 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 client will seek professional guidance for legal, medical, financial, business or other matters. The client understands that all decisions in these areas are exclusively his/hers and acknowledges that decisions and actions are his/her responsibility.

3. Responsibility for Success

- a. The mentor and client are both 100% 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 client is unsatisfied with that discussion, s/he should contact the SMA program manager.
- b. If either mentor or client decides there is not a good fit, a new mentor will be assigned.
- c. The client is asked to make mentoring a priority. The more the client invests in the mentoring relationship, the more return the client will gain.
- d. Generally speaking, mentoring works best when meeting on a regular basis, a minimum of one hour per month. Otherwise, it's challenging to keep the momentum going.
- e. The mentor is encouraged to supplement the mentoring with emails to let the mentor know about the 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 client understands that information will be held as confidential by the mentor unless stated otherwise, and except as required by law.
- b. The client understands that certain topics may be anonymously shared with other mentoring professionals for training, consultation or illustrative purposes.