



Mentorship Agreement

We have mutually agreed to enter into a Mentor/Mentee relationship that we expect to benefit both of us. We want this to be a truly enjoyable, rich and rewarding experience with most of our time together spent in substantive development activities. To ensure that we have a mutual understanding of our expectations, we have noted these features of our relationship:

- **Confidentiality:**
Keep confidence as appropriate and/or requested by the Mentee and/or Mentor.
- **Frequency and Type of Meetings & Communications:**
*(Telephone, visits, e-mail; minimum frequency expected.)
Schedule communication every other month or more often as needed.
Face-to-face meetings at least once a year are preferred, if possible.
Email and unscheduled telephone calls as needed.*
- **Approximate Amount of Time to be Invested by Mentor:**
Mentor will invest at least one hour per month or as much time as necessary, to communicate with the Mentee, quarterly conference calls with coordinator.
- **Specific Role of the Mentor:**
*Model, guide, give feedback, recommends developmental activities, assist in goal setting/SDP (SFRMA-Development Plan), suggest/provide resources, and invite to meetings.
Mentor is committed to open and honest communication working with the Mentee.*
- **Specific Requirements for Mentee:**
Willingness to accept responsibility for own growth, receptive to feedback and new ideas, readiness to seek change and risk-taking, comfortable sharing ideas, and completion of at least one career development activity.
- **Career Development Component:**
*Mentee recognizes that this program will provide opportunities for skills enhancement.
Mentee will take initiative to gain as much benefit from this program as possible and develop a SFRMA Development Plan (SDP) and complete one career-related course through the SSA Go Learn, GETA training, USDA or Safari books.
Mentor will take initiative to recommend other or additional opportunities, which may be beneficial to mentee.*
- **SFRMA Participation:**
Mentee recognizes the value of the SFRMA organization and will participate in at least one SFRMA activity (i.e. volunteer for a committee or attend the annual SFRMA meeting, the annual NCSSMA meeting, or a local AVP meeting).

Discuss the items below and place a mark in the box when complete:

- We have discussed the Mentor experience and its meaning within the context of the SFRMA Agreement.
- We have reviewed and understand the roles and responsibilities of the Mentor and Mentee Program guidelines.
- The knowledge, skills and abilities that are to be the focus of the Mentee's career developmental efforts are to be noted on the Mentee's SFRMA Development Plan (SDP). The Mentee in collaboration with the Mentor will develop the SDP.
- We expect the duration of the Mentor relationship to be one calendar year. However, we further agree to a *no-fault* conclusion of this relationship if, for any reason, it seems appropriate.

Please sign and return completed application to the Mentorship Program Chair.

MENTOR
ELECTRONIC SIGNATURE:
DATE:

MENTEE
ELECTRONIC SIGNATURE:
DATE: