

**BETWEEN**

(Herein referred to as "Mentee")

**AND**

(Herein referred to as "Mentor")

**Purpose:** This agreement serves to formalize the mentorship relationship between the mentee and the mentor identified above. This agreement outlines CAOT's expectations with regards to the timeframe and frequency of meetings for those participating in the Mentorship On Demand program.

**Goals to address:** After the mentee and mentor have discussed the mentee's goals, summarize the goals to be addressed on the lines below:

**Timeframe:** Both parties agree to participate in the mentorship pairing for a period of six months, from:

Date of first contact:

to 6 months from date of first contact:

**Frequency of meetings:** During months 1 to 3, mentees and mentors will be expected to have 2 contacts per month (at least one of these must be telephone, video conference or face-to-face). During months 4 to 6, you will be expected to have at least 1 contact per month. (You are welcome to schedule the meetings now by using the spaces below or to schedule them as you go, whichever works best for the mentee and mentor.)

# Mentorship agreement



**Method(s) of communication:** Please indicate the primary method(s) of communication, as decided upon together, that will be used to communicate during the duration of the mentorship relationship (i.e. telephone, Skype, in-person).

**Confidentiality:** Any information shared within the mentee-mentor relationship is to remain confidential, and is to not be shared outside of the pair.

**Signatures:** By signing, both parties agree to the expectations outlined above.

Mentee name (please print)

Date

Mentee signature

Mentor name (please print)

Date

Mentor signature