



ISM—Baton Rouge, Inc.

ISM—Baton Rouge, Inc. Mentoring Program Mentor Contract

I, _____, (hereinafter referred to as “Mentor”) by choosing to participate as a mentor in the ISM-BATON ROUGE Mentoring Program, do hereby agree to:

Follow all rules and guidelines as outlined herein and by the Program Chair, the ISM-BATON ROUGE President and ISM-BATON ROUGE Board of Directors.

My Commitment:

- I will have a positive attitude and be respectful of my Mentee.
- I will be on time for scheduled meetings/phone calls or notify my Mentee at least 24 hours beforehand if I am unable to make a meeting or phone session.
- I will attempt to contact my assigned Mentee within 5 business days of notification of assignment.
- I will inform the Program Chair of any difficulties or areas of concern that may arise.
- I will notify the Program Chair if I have any changes in contact information or employment status.
- I will inform the Program Chair of the specific areas of expertise I possess so that he/she may better match a Mentee to me.
- I understand and agree not more than one Mentee will be assigned to me at any one time unless I agree in writing.
- I have the right to decline any Mentee assigned to me for any reason, although once in agreement to start, I will follow through in good faith with my Mentee.
- I understand and agree that this Program is NOT a training, education, or study Program.
- I understand and agree this Program is NOT an avenue for my Mentee to seek employment from my employer or organization.
- I understand and agree this is a volunteer initiative and neither ISM nor ISM-BATON ROUGE nor my employer provides financial support in support of this Program to me, the Mentee or any other participant.
- I understand and agree that the Mentor role is an advisory role only and my Mentee is not bound to follow any advice, tips, or recommendations provided by me.



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By signing below, I agree to follow all the above stipulations of this Program as well as any other conditions as instructed by the Program Chair at this time or in the future.

Agreed:

Signature: _____

Date: _____

Printed Name: _____