

Mentee Guidelines & Responsibilities

Goals and Expectations

- Mentees entering the Women Walking West Mentorship Program will meet either in person or via another method, with their assigned mentor to go over and sign the agreement form and to discuss each other's expectations during the first appointment. The mentee/mentor will discuss the best times to meet and how often during their first appointment.
- Mentors/Mentees are expected to be in touch regularly as determined by mutual agreement.
 - Communication through FaceTime or other technology can be used. Please be aware that Facebook, LinkedIn, Twitter, etc. that have the capability of broadcasting should be used cautiously.
 - If circumstances prevent the mentor/mentee from meeting regularly, the mentoring relationship should be re-evaluated and the W3 operations coordinator should be contacted.
 - To change or cancel an appointment, please provide 24 hours notice, unless the meeting is cancelled due to illness or an emergency.
- The Women Walking West Mentorship Program is a one-year commitment of volunteer service. If both the mentee and mentor would like to continue the relationship, an extension of commitment on a year by year basis will be assessed. Each mentoring relationship will be assessed annually, to discuss status and intent of both mentee and mentor.
- Each mentee should define their objectives, expectations, and goals for being in this program.
- Each mentee should respond to the mentor's text messages, email messages, and documents received in a timely manner. Mentor and mentee will decide what "timely" means during their first appointment. It is also important that mentor's respond in this same timely manner. If this does not happen, contact the W3 operations coordinator.
- Mentees are free to exit or terminate this program for any reason with no obligations. The mentee must notify her assigned mentor and the W3 operations coordinator that she wants to leave the program. The mentor should also notify the Women Walking West operations coordinator prior to discontinuing the program.

Relationship Guidelines

- This relationship is professional and confidential. Treat this relationship as you would a relationship with a close friend. Personal information should not be shared with others unless agreed by the mentor and mentee.
- Mentee and mentor must maintain a safe and professional relationship. Both parties must act in a way that is comfortable and professional at all times and never be placed in a situation that feels threatening or harmful. If this does occur, the concerned party needs to contact the Women Walking West operations coordinator immediately.

Responsibilities

- A progress evaluation will be conducted quarterly by the Women Walking West office. It is very important that you respond to this. Results of the evaluation will be shared, if needed.
- English will be the official language used during all meeting sessions.
- At times, mentees will have supplemental work assigned in order to meet the mentees objectives. The timeframe for completion should be discussed between the mentor/mentee and then completed within the agreed timeframe.

***Please note that the Women Walking West Mentorship Program is a volunteer service. Mentors are volunteers who offer his/her time to advise and support the mentees' goals. Respect, open and honest discussions are expected.