

## ELEVATE AVIATION MENTEE AGREEMENT

To create a beneficial mentorship experience, both the mentee and the mentor must have a common understanding of the roles and responsibilities of one another. The goal of this agreement is to set expectations for both mentees and mentors. These standards must be understood and agreed upon before a mentorship pairing is confirmed.

Mentors and Mentees agree to:

- Respect, recognize, and celebrate different cultures, lived experiences, and ideas in any form of diversity.
- Remain truthful and professional in all forms of communication.
- Never give out personal information to others unless under the specific request of the mentor/mentee.

As an Elevate Aviation Mentee, I have read and agree to the following:

- I will respect the professional and confidential nature of the mentoring relationship.
- I will initiate and maintain contact with my mentor; it is my responsibility to drive the mentorship relationship and share my goals with my mentor.
- I acknowledge that participation in the program is a personal and professional growth activity, and that my mentor is never responsible for finding me any community involvement or job opportunities.
- I will communicate with my mentor either in person, by phone, text, email, or video depending on established preferences.
- I will be flexible and accommodate my mentor's busy schedule.
- I will set goals and communicate them to my mentor, ask for advice when needed, be receptive to coaching, and open to feedback from my mentor.
- I will resolve any issues with my mentor and ask for help through Elevate Aviation leads if an issue cannot be resolved.
- I will provide my mentor with at least 24 hours notice if I need to reschedule a meeting. It is my responsibility to manage my schedule - with school, work, volunteer, and other commitments - so that I accommodate my mentor's schedule to the best of my ability.

Requirements:

As a mentee, I am willing to coordinate and work with my mentor as well as the Elevate Aviation team when required. I will put in the work it takes to maintain the mentorship relationship for at least 6 months, upon which I will speak to my Mentor Lead to terminate the mentorship if that is so desired.

Availability:

Your availability requirements are flexible, but it is expected that if you agree to be a mentee, you have room in your schedule to accommodate the time and effort that is required to maintain a successful mentorship match.



**Contacts:**

Your main point of contact is your assigned Mentor. If circumstances require, your assigned Mentor Lead may be contacted. Your Mentor Lead will introduce themselves upon registration.

Failure to meet the requirements set out in this agreement will lead to immediate termination of the mentorship partnership.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_