American Legion Auxiliary
Mentor / Mentee Agreement

In a mentoring relationship, it is important that both parties come to a mutual understanding of what is desired and expected of one another. This simple form will be a guide as to what the areas of focus will be for the 6-month engagement of you both.

Mentee _____ Mentor _____
Name Name

Primary focus is: _____Leadership Development _____Self-Development

We ask that you agree to spend at least 2 hours a month working together. How will you interact?

_____Times a month _____In person _____ By phone _____ Other

What are the primary goals the mentee wants to accomplish in your time together? Make these specific, measurable, time bound, and realistic.

1.
2.
3.
4.

What could get in the way of achieving those goals?

1.
2.
3.
4.

What specific areas of the mentor's expertise does the mentee want to benefit from?

1.
2.
3.
4.

What are some other topics that you may want to cover, as you understand her current situation?

1.
2.
3.
4.

I agree to the above terms and objectives for our mentoring relationship.

_____ _____
Mentee Signature Mentor Signature

American Legion Auxiliary
Mentee Application

NAME: _____

ADDRESS: _____
_____

E-Mail: _____

PHONE: (____)_____

What is your preferred method of communication?

? E-mail
? ? Phone
? ? In person

I am interested in development in the area of:

? ? Chairman of committee
? ? Officer
? ? Auxiliary Program
? ? Auxiliary Activity
? ? Other _____
Identify

BRIEF ESSAY QUESTIONS (Minimum 3-4 sentences)

1. **Tell us about yourself. Include Auxiliary interests, personal goals, and other activities.**

2. **What qualities are you looking for in a Mentor?**

3. **What do you hope to gain by being a Mentee in this ALA Mentorship Program?**

_____ _____
Mentee Signature **Date**

American Legion Auxiliary
Mentor Application

NAME: _____

ADDRESS: _____
_____

E-Mail: _____

PHONE: (____)_____

What is your preferred method of communication?
? E-mail
? ? Phone
? ? In person

I am interested in mentoring members who are interested in one of the following areas:
? ? Chairman duties/responsibilities
? ? Officer duties/responsibilities
? ? Knowledge of Auxiliary programs; Specifically: _____
? ? Knowledge of Parliamentary Procedure
? ? Knowledge of Auxiliary Protocol

1. **What do you hope to give members through a mentoring relationship?**

2. **What do you hope to gain from a mentoring relationship with members?**

3. **How would you describe your mentoring style?**

4. **How much time and effort are you willing/able to commit to the mentoring relationship?**

_____ _____
Mentor Signature **Date**