



Massachusetts Youth Leadership Foundation

Mentorship Program Guidelines

Mentor/Mentee Relationship

Mentors and mentees voluntarily enter into a mentoring relationship, with specific goals to be determined by these individuals. This mentorship is an active relationship and requires equal effort from both individuals. This mentorship relationship will continue as long as both parties feel comfortable with its productivity, and can be terminated at any time by contacting Sean (sean.flahery@massyouthleadership.org) or Chris (christopher.ackerman@massyouthleadership.org).

Contact

A member of the MYL Foundation Staff will connect the mentor and mentee via e-mail and provide contact information to both individuals.

From there, the mentor and mentee should schedule a first meeting time – in person, over the phone, or on Skype/FaceTime as opposed to e-mail. During this first session, the mentor and mentees should discuss and determine...

- *Goals:* what the mentee hopes to achieve as a result of this relationship (i.e. gain perspective relative to skills necessary for success in college, explore career opportunities, write a college application essay, etc)
 - Think **SMART** Goals – **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound
- *Steps to Achieve Goals:* how the mentor and mentee plan to help the mentee reach said goals (i.e. practice essay writing, reading articles, attending events or webinars, etc)
- *Frequency of Check-In:* How often the mentor and mentee will meet or check-in, as well as which person is responsible for setting the meetings.
- *Preferred Communication:* What channels are appropriate for communication (i.e. phone calls, texting, e-mail, FaceTime, in person meetings, etc)
- *Ground Rules:* Any other rules or guidelines either individual feels will be prudent or beneficial to the success of the mentorship.

These should be put in writing for both the mentor and the mentee and submitted to Sean and Chris.

Responsibilities

Each mentorship is different and so these responsibilities may vary.

In general, the responsibilities for each individual are as follows.

Mentees are responsible for...

- Clarifying goals they aim to achieve during the mentoring relationship
- Preparing and asking questions as they relate to college applications, career advice, etc during each meeting or check-in with their mentor
- Responding to communication from the mentor promptly

- Meeting any deadlines for assignments or meeting times as scheduled in collaboration with the mentor

Mentors are responsible for...

- Helping the mentee set goals and develop strategies to reach them
- Providing coaching and counseling to mentee
- Setting expectations in terms of “assignments” i.e. essay drafts
- Researching and presenting mentee with reading material, opportunities, and events that will assist mentee in developing professional skills related to their goals
- Assisting with editing, proofreading, etc of materials such as application essays, cover letters, resumes, etc
- Responding to communication from the mentee promptly and sticking to all meeting times as scheduled in collaboration with the mentee.

Confidentiality

It is the policy of the MYL Foundation to protect the confidentiality of its participants. Program staff will only share information about mentors, mentees, and their families with other MYL Foundation staff and the Board of Directors. Mentors are required to keep information about their mentee and their family confidential.

Program Evaluation

Mentors and mentees are encouraged to report particular successes or challenges to each other and also to MYL Foundation staff so as to continue the development and optimization of this program. Please report to Sean or Chris.