

MENTORING PROGRAM MENTEE/MENTOR AGREEMENT

As a Mentee/Mentor of the Central Florida Chapter of NIGP Mentoring Program, I understand my participation requires professional behavior and I will be held to high ethical NIGP Code of Ethics standards. I understand that my actions will reflect upon me, my fellow CFC-NIGP members and the CFC-NIGP.

The following principles are to ensure my professionalism during the CFC-NIGP Mentoring Program. I am expected to adhere to the NIGP Code of Ethics in all of my interactions (in person, in writing, by phone, or by email).

Please initial after you read and understand the following policies:

- ___ I've read carefully the CFC-NIGP Mentoring Program guidelines provided by the Mentoring Committee.
- ___ I will communicate and present myself in a professional manner in all interactions including in person, in writing, by phone, or by email.
- ___ I will make the initial contact and be proactive in updating my mentor in a professional manner.
- ___ I will be courteous and respectful to my Mentee/Mentor and to the other Mentees/Mentors.
- ___ I will respond to my Mentee/Mentor's calls and emails within 24 hours.
- ___ I will make a cancellation 2 business days prior to my scheduled appointment/ meeting, if a conflict arises and reschedule the meeting. In other words, I will ALWAYS honor my commitments with my Mentee/Mentor.

By signing this document I agree to adhere to the CFC-NIGP Mentoring Program guidelines and NIGP Code of Ethics required to conduct myself with integrity and in a professional manner.

Print Name: _____ Agency: _____

E-mail: _____ Phone: _____

Signature: _____ Date: _____

THIS FORM MUST BE RENEWED ANNUALLY ON JANUARY 1st!