CCAPS Mentorship Agreement

Use this document to establish the relationship that you will have with your mentor/mentee as part of the CCAPS Mentor Program. This is your agreement and does not need to be shared with anyone else, but you may refer to it as needed during your Mentorship. You may each fill out your own or share a copy.

Preferred Contact Information For Mentee/Mentor:

Name: __________________________ Name: __________________________
Email: __________________________ Email: __________________________
Phone: __________________________ Phone: __________________________

Desired Communication Frequency:
- Weekly
- Every Other Week
- Monthly
- As Needed
- Other

Preferred mode(s) of Communication:
- Phone
- Text
- Email
- Video Chat
- In-Person
- No Preference

Desired Response Time:
- One Day
- Three Days
- One Week
- Other
What are the mentee/student’s goals this year?

- __________________________________________________________________________
- __________________________________________________________________________
- __________________________________________________________________________

What resources can the mentor provide to assist in reaching these goals?

- __________________________________________________________________________
- __________________________________________________________________________
- __________________________________________________________________________

Plan your next two meetings:

1. Date/Time: ________________________________  
   Location: _________________________________

2. Date/Time: ________________________________  
   Location: _________________________________

Planning for the Upcoming Year:
List possible activities/events, future meeting dates, possible topics you’d like to discuss at future meetings.

Other questions you may want to review and discuss as part of your mentorship agreement:

- What happens if one of us cancels or postpones a meeting?  
- Will we create a written agenda and document action items?  
- How will we evaluate our meetings?  
- How will we measure the success of our partnership?  
- In addition to date/time/location of next two meetings, what do we need to prepare for the next meeting?