



## **Intercultural Women’s Maker Society Mentorship Program Mentorship Agreement**

This mentorship program is organized by the Intercultural Women’s Maker Society (IWMS), an organization that aims to support women from diverse cultural backgrounds to improve their skills, expand social networks, and gain self-confidence and independence using maker-based entrepreneurial activities.

The goals of the IWMS Mentorship Program are to provide an opportunity for a Mentor and Mentee to cultivate a relationship that upholds the aims stated above, the values and goals of IWMS, and the development of skills in maker-based entrepreneurial activities. Please refer to the *Mentorship Guidelines* document for more detailed explanations.

This mentorship agreement between the Mentor and Mentee intends to outline the unique terms of our mentoring relationship. The IWMS Mentorship Lead will provide support as outlined in the *Mentorship Guidelines*.

We, the mentor \_\_\_\_\_ and the  
mentee \_\_\_\_\_,  
are undertaking a voluntary mentoring relationship.

As Mentor and Mentee, we agree that our intention is to spend most of our time in effective developmental activities. To ensure clarity, and to maximize the likelihood of a successful outcome, we agree the following terms for this mentorship relationship, which is to last 8 weeks for the following time period:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The Mentorship Lead \_\_\_\_\_ will provide the initial match of Mentor and Mentee. The Mentorship lead will respond to any mentoring relationship changes and concerns.

**The Mentor will receive a small honorarium of CAD\$100** (CAD\$25/hr up to 4 hours) for the compensation of time, resources, and/or expenses incurred in the mentorship relationship.



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MAKER SOCIETY

## Confidentiality

The Mentor, Mentee, and IWMS Mentorship Lead agree to honour personal and professional confidences, and will at all times seek to maintain relationships built on mutual trust, respect, and confidentiality.

## Expectations

- Read both the IWMS *Mentorship Guidelines* and the *Mentorship Agreement* carefully and direct any questions and address any concerns with the Mentorship Lead.
- Complete this Mentoring Agreement with your Mentor/Mentee and submit it to the Mentorship Lead.
- Commit to 4 meetings within the established time frame of 8 weeks stated above. Each meeting should be approximately 1 hour long. Meetings will be conducted in a way that respects the program guidelines, individual professional and personal preferences, and the restrictions proposed to uphold community safety in the era of COVID-19. Locations will be decided depending on the above factors. **Notice of cancellation of meetings will respectfully be given at least 24 hours in advance.**
- Participate in a *Final Evaluation* to review and reflect on the Mentee's progress. Communications, meetings, and forms regarding the final evaluation will take a maximum of one hour.
- Communicate with the Mentorship Lead through email about any mentorship relationship changes, concerns, or regarding any changes to contact information.



## Contact Information

**Name of Mentee:** \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email/Social Media: \_\_\_\_\_  
Preferred method & time of contact: \_\_\_\_\_

**Name of Mentor:** \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email/Social Media: \_\_\_\_\_  
Preferred method & time of contact: \_\_\_\_\_

**Name of Mentorship Lead:** \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email/Social Media: \_\_\_\_\_  
Preferred method & time of contact: \_\_\_\_\_

**Mentee's signature:** \_\_\_\_\_  
Date: \_\_\_\_\_

**Mentor's signature:** \_\_\_\_\_  
Date: \_\_\_\_\_

**Mentorship Lead's signature:** \_\_\_\_\_  
Date: \_\_\_\_\_

**Thank you for your participation in the Intercultural Women's Maker Society  
Mentorship Program!**