**Teen Mentor Contract (Sample)**

As a Teen Mentor, I agree to:

* Be dependable and consistent with my mentee. I will fulfill the commitment expectations set out by the Teen Mentoring Program and contact the Teen Mentoring Program Coordinator if I am experiencing any challenges maintaining my commitment.
* Attend all training sessions as set out by the Teen Mentoring Program Coordinator.
* Be on time and prepared for scheduled meetings with my mentee.
* Visit my mentee during the hours set out by the Teen Mentoring Program Coordinator. Under no circumstances should contact occur off of school property or outside of school hours. This includes refraining from contact when school is not in session, phone calls, e-mails, and communication via social media. I will speak with the Program Coordinator regarding special considerations.
* Ensure literature, movies, and video games used during match meetings are age-appropriate even in situations where my mentee states that their parent/ guardian permits it.
* Respect the privacy and confidentiality of information pertaining to my mentee and their family. Keep discussions with my mentee confidential, except where their safety or well-being, or the safety or well-being of someone else, is at risk.
* Be a positive role model at all times. Conduct myself in a manner consistent with my position as a positive role model to my mentee.
* Avoid secrets. I should never ask my mentee to keep a secret, nor should I agree to keep a secret for my mentee.
* Notify the Program Coordinator if I notice any significant changes in my mentee.
* Treat my mentee in a respectful way at all times.
* Focus the match on friendship. Share experiences that will enable both me and my mentee to learn, grow, and have fun together.
* Allow my mentee to develop the friendship at their own pace.
* Only include student mentees who have permission to be in the program.
* Ask for assistance from the Program Coordinator if a problem arises and it cannot be talked out. Physical discipline is not allowed.
* Be clear in communication with the Teen Mentoring Program Coordinator and/ or mentee’s teacher pertaining to scheduled visits. Let staff know when I am unable to attend a scheduled visit.
* Engage in the relationship with an open mind and consult with the Teen Mentoring Program Coordinator as needed to support a positive relationship with my mentee. This involves seeking their assistance when I encounter a situation in which I require immediate assistance.
* Follow policies and guidelines around the safety of my mentee as outlined by the Teen Mentoring Program Coordinator and not engage in any behaviour that may be perceived as being sexual and/or abusive with my mentee.
* When the match ends, have a final visit with my mentee to celebrate our friendship and discuss the closure.
* Let the Program Coordinator know if I am experiencing difficulty in my mentoring relationship.

I understand that by signing this contract, I am agreeing to abide by the above policies. I further understand that failure to abide by these policies could result in the termination of my match and in the discontinuation of my position as a Teen Mentor.

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Teen Mentor’s Name (print) Program Coordinator’s Name (print)

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Teen Mentor’s Signature Program Coordinator’s Signature

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Date Signed Date Signed