

## Agreement Form

This mentoring program is sponsored by the **PMI-Memphis, TN Chapter** and designed to enhance the professional experience and development of the participants. Participation is strictly voluntary and without financial compensation. Please read the following guidelines regarding participation in the mentoring program. Your signature at the bottom of this agreement signifies your acceptance of the terms and conditions that govern participation in the program.

1. The duration of the formal mentoring relationship between participants in the program is from **six to nine** months. Mentor and Mentee (Protégé) agree to actively participate in the program for the full duration of their engagement. Both will complete/return periodic surveys to the Mentoring Committee.
2. Mentor and Mentee agree to be available, responsive to each other's needs and willing to adjust schedules as necessary in order to achieve the minimum number of contact hours described below.
3. As part of the **PMI-Memphis, TN Chapter Mentoring Program**, Mentor and Mentee agree to establish "live contact" for a **minimum of 2 (two) contact hours each month**. 4 (four) contact hours each month is advised. It is recommended that the minimum contact hours be spread across and composed of (at least) **two** separate and distinct sessions each month. Live contact, as it is defined for this program includes (and may not be limited to): face-to-face meetings, telephone conversations, video conferences, voice-only conference calls, e-mail, Voice-over-Internet conversations, online chats, video, or live messaging via the Internet.
4. Information shared between the participants within the context of the formal mentoring relationship is considered to be confidential and should not be shared outside the relationship without expressed permission from the other participant(s).
5. An individual pairing of Mentor and Mentee may prove to be unworkable or unsatisfactory to either/both participants. In this case either participant (or both) may request a different "partner" pairing during the relationship. The Program Coordinator will address and resolve the pairing as quickly as possible, with no fault assigned to either party.
6. It is the responsibility of the Mentor to ensure that all opinions, guidance, advice and suggestions provided as part of the formal mentoring relationship, are accurate to the best of their knowledge and do not recommend or suggest course(s) of actions for the Mentee that could be construed as illegal, unethical or immoral.
7. Participants accept responsibility for any costs incurred as part of the formal relationship, including, but not limited to: postage, telephone calls, travel, meals, conference/seminar registration, etc.
8. Individuals are permitted to take part in the **PMI-Memphis, TN Chapter Mentoring Program** upon acknowledgment and acceptance of these terms and conditions as indicated by their signature below.
9. Participant is a current member of the PMI-Memphis, TN Chapter (with dues current).

Please bear in mind that mentors are volunteers and are not experts or paid consultants. Mentors, the **PMI-Memphis, TN Chapter** and the Project Management Institute are not responsible for business, career, personal or other decisions made as a result of the mentoring relationship. Mentors give only advice and/or information from their experience, perspective, etc. Mentors do not make decisions for Mentees. PMI®, the PMI-Memphis, TN Chapter, and mentors do not accept any responsibility for decisions made by Mentees.

**By entering into the mentoring program, the participants agree that neither PMI, the PMI Memphis, TN Chapter, nor other participants has any liability for the guidance, suggestions and/or advice provided to them during the formal relationship.**

Participant Name: (Please Print)

Date:

Participant Signature: