

## **SCV-CAMFT Mentor Program Guidelines and Engagement Agreement**

### Program Guidelines:

- Participation is voluntary. No compensation, monetary or otherwise, is permitted. No hours of experience or continuing education are granted for this relationship.
- Mentors / Mentees are to be members in good standing with SCV-CAMFT and meet stated criteria and guidelines to participate in the program.
- Mentorship is not intended to be for therapy, supervision, private practice internship, client/case consultation, or to interfere with supervision.
- No legal or ethical advice is to be provided.
- No engagement in business ventures during the mentoring engagement.
- Engagement in the program is self-directed, by mutual agreement.
- Termination is at the end of the agreement period, or at any time by either party. Provide notice to Program Manager upon termination.
- If the engagement is unsatisfactory to either party, and the parties are unable to reach agreement, you may discuss this with the Mentor Program Chair.
- Both parties are expected to be knowledgeable about, agree to and abide by these Guidelines and Ethical Professional Standards, demonstrated by signing the Mentor Program Engagement Agreement, found at the end of this document.

### Process:

- Mentors / Mentees volunteer for the program and sign up on-line, completing an the Mentor/Mentee Program Settings, indicating their interest areas and goals.
- Matching – Mentees drive the process by initiating contact with potential Mentors who match their goals and interests. Mentee explores list of Mentors to identify the top (~3) potential matches. Mentee interviews potential Mentors, and selects best match.
- Mentor / Mentees can then download the SCV-CAMFT Program Guidelines and Engagement Agreement.
- Once the engagement is agreed to, Mentor / Mentee sign and submit Mentor Program Engagement Agreement to Program Chair (scan and email) per each engagement.
- If Mentee receives no response after 2 or 3 attempts to contact a Mentor, contact Mentor Program Chair for follow up.
- Mentor Program instruction will be provided by brief articles found on the website. Topics may include: how to be a good mentor / mentee, suggested mentoring activities, how to provide constructive feedback, help with goal setting, etc.
- Mentorship engagement can be ad hoc, or can follow 3 stages – initiation, engagement and ending, with appropriate activities for each stage (see Suggested Mentoring Activities).
- The Mentor Program Chair may contact Mentor/Mentee at intervals in the engagement to check in on how the process is going.
- Evaluation of the program / process may be conducted through the engagement at intervals, such as midway and ending.
- Ending / closure of the engagement – Mentee sends an email to the Mentor

Program Chair to indicate that the Mentoring process has ended.

#### Program Structure:

- The program is ad hoc, and can occur at any time.
- Duration – up to 6 months, by agreement.
- Frequency of meetings – at least 2 times per month, by agreement.
- Maximum number of mentees at a time – suggest one engagement at a time.
- Nature of mentoring: develop professional identity, biz development/private practice, agency employment, professional boundaries, self-care, theoretical orientation, etc.

#### Eligibility Criteria:

- All participants must be current SCV-CAMFT members in good standing.
- Mentor – licensed clinician.
- Mentee – Open, from trainee in practicum, pre-licensed intern to licensed clinician.

#### Engagement Ground Rules:

- Mentor/Mentee establish ground rules for the engagement – confidentiality, when / how meetings happen, acknowledge / respect boundaries of each party, act with integrity, keep commitments. Remember, this is not therapy, supervision or case consultation.
- Provide constructive feedback (discuss how feedback will be given and received.)

#### Mentor Roles and Responsibilities:

- Expresses interest by submitting online profile, including areas of mentoring interest.
- Works with Mentee to establish and achieve agreed-upon goals / activities.
- Serves as a role model by demonstrating MFT expertise (how?).
- Shares knowledge and experience.
- Serves as a coach / teacher / listener.
- Provides encouragement and support.
- Provide support with resources, as appropriate.
- Makes commitments and keeps them.
- Maintains appropriate boundaries (a mentor is not a therapist or supervisor)

#### Mentee Roles and Responsibilities:

- Expresses interest by submitting online profile with areas of mentoring interests/goals.
- Drives the mentoring process by making initial contact, and is proactive about setting meetings, keeps attention on the goal.
- Identifies top specific goal(s) to work on.
- Is self-directed – operates as an adult learner.
- Makes commitments and keeps them.
- Maintains appropriate boundaries (does not use the mentor as a therapist or supervisor)

**SCV-CAMFT Mentor-Mentee  
Program Engagement Agreement**

Mentor Name:	Mentee Name:
Email:	Email:
Phone:	Phone:

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

I have read and agree to the SCV-CAMFT Mentor-Mentee Program Guidelines. Further, I understand that this relationship is not supervision, therapy or client case consultation.

By signing this agreement, we agree to:

- Confidentiality
- When / how / where meetings happen
- Acknowledge / respect boundaries of each party
- Values: act with integrity, keep commitments
- Provide constructive feedback
- Provide support with resources, as appropriate

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager Signature

\_\_\_\_\_  
Date

**Copies: Mentor and mentee each keep a copy, and submit copy to Program Chair via email (see Mentor Program on SCV-CAMFT Website).**

**LIABILITY: SCV-CAMFT has no liability for mentor-mentee relationships. This is a voluntary activity that each individual enters at his/her own risk.**