

2017-2018 CONTRACT FOR LAUNCH MENTEES AND MENTORS

Striving for Responsibility, Communication and Appreciation



Please check off and initial each section with your mentee:

1. It probably will work best for us to meet: weekly every two weeks once a month
2. If we're meeting at RAW, the most convenient date/time to meet will be _____ . *(This helps RAW know when you need the space)*
3. I agree to show up on time. _____ _____
4. I agree to respond to my emails, my messages and texts as soon as possible – within 24 hours. _____ _____
5. I agree to state my needs as clearly and as soon as possible. _____ _____
6. I agree to work on completing assigned tasks in a timely manner. _____ _____
7. I agree to talk with Ryan and/or Kaitlyn if issues arise. _____ _____
8. If I cannot show up for a scheduled meeting (*phone or in person*), I agree to CALL **and** EMAIL or TEXT to let that person know. I will try to do this 24 hours (*or more*) before the scheduled meeting. _____ _____
9. If my email or phone is changed or disconnected, I agree to inform Mentor/Mentee and Ryan and/or Kaitlyn ASAP about the change. _____ _____
10. One last thing I want to say is.....

11. The very best way to reach me is:

MENTOR

Cell Number:

Email:

I communicate best by:

phone email text

MENTEE

Cell Number:

Email:

I communicate best by:

phone email text

By writing my name here I agree to all the above:

Mentor Name/Signature
Mentee Name/Signature

Project Launch Contact Information:

Kaitlyn Farmer -- Project Launch Youth Coordinator -- kaitlyn@rawartworks.org -- 781-593-5515 ext. 227

Hebert Labbate --Project Launch Manager -- hebert@rawartworks.org -- 781-593-5515 ext. 228

****THIS DOCUMENT MUST RETURNED TO PROJECT LAUNCH SIGNED ****