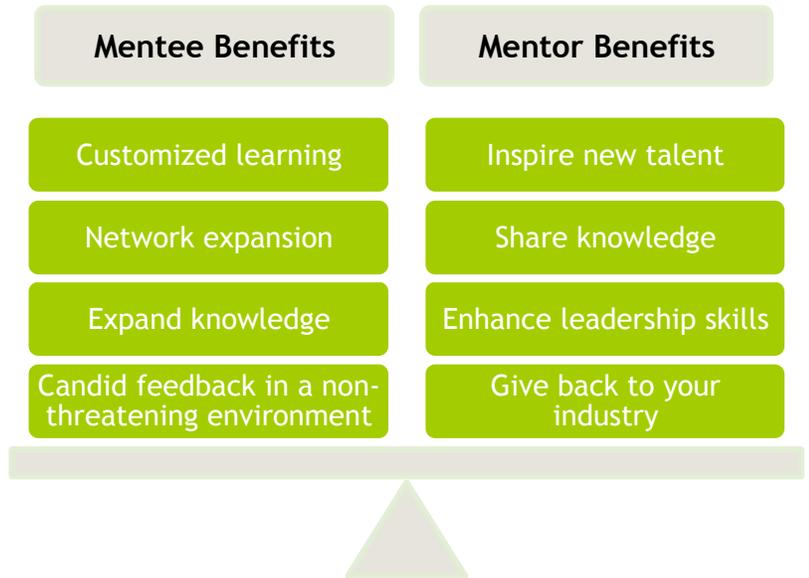


## EMERGING LEADERS MENTOR PROGRAM FAQ's

ALIVE is launching a pilot mentor program that will pair up Volunteer Engagement Professionals for a virtual 6-month mentorship.

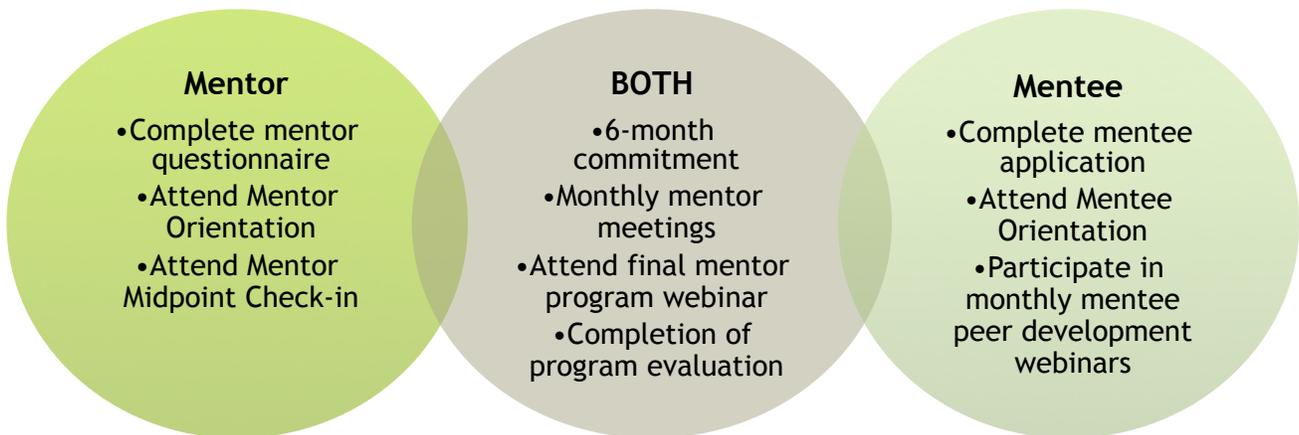
**What is the purpose of our program?**  
ALIVE is dedicated to the professional growth and development of leaders in volunteer engagement. Research shows there are many benefits for both mentors and mentees when participating in a mentor program. The purpose of our mentor program is to provide a platform for ALIVE members to connect, share best practices and position themselves as leaders in the field through ongoing professional development and skills building.



**What are the specific goals and outcomes to be accomplished?**

1. Strengthen competencies for leadership and career development
2. Expand professional network throughout industry

**What is the criteria to participate in this program?**  
The criteria to participate in this program is listed below for both mentors and mentees:



It is important that all participants commit to fully participating in this program for the entire six months to ensure those participating get the most benefit out of the program possible.

## EMERGING LEADERS MENTOR PROGRAM FAQ's

### How will mentors and mentees be matched?

Prior to being matched, both parties will complete the following paperwork in order to make the best most suitable match for each individual:

MENTOR QUESTIONNAIRE	MENTEE APPLICATION
Mentors will complete a mentor questionnaire that provides the breadth of their experience as well as the competencies they feel comfortable in coaching a mentee.	Mentees will complete an application that provides their history and background as well as what competencies they would like to concentrate on strengthening through the mentorship program.

After the Mentee Orientation that will finalize goals, a Mentor Orientation will be held with the mentors to match them with a mentee. The Mentee will receive information about their mentor to set up their ongoing sessions.

If there is a concern on either side, ALIVE will work with the individual to address their concern. If either declines to continue with the match, there will not be a replacement and they will have to discontinue participating in the program for this round.

### What will a typical mentorship look like?

The best part of this mentorship program is that there will not be a typical type of mentorship! This program is very much tailored around what the mentee wants to learn and the approach the mentor feels most comfortable with helping them to achieve their goals.

Examples of what a mentor can offer include:

<b>Goal Setting</b>	• Helps mentee discover talents and interests and define and attain their goals
<b>Contacts</b>	• Provides valuable opportunities to connect with other career and personal contacts that may help mentee achieve goals
<b>Challenges</b>	• Stimulates curiosity and exploration around challenges to build confidence and problem-solving abilities
<b>Support</b>	• Encourages reflection and growth by providing an open and non-threatening environment
<b>Advice</b>	• Provides personal experiences or perspective to impart wisdom and knowledge learned over the years for the mentee's advantage
<b>Role Model</b>	• By sharing stories of achievement with mentee, mentors can become role models

## EMERGING LEADERS MENTOR PROGRAM FAQ's

### What is the timeline for this program?

The mentor partnership will take place from September to March. Mentor and mentee will agree on a time (**no more than one hour**) to meet via phone or virtually every month for a total of six mentoring sessions. Correspondence between the pair can occur approximately 1-2 hours of time each month with the idea of time tapering as needed.

Mentees will also virtually meet as a peer group the first Thursday of each month with the ALIVE program facilitators to discuss progress and ongoing leadership development.

Below provides a description of items and important dates taking place throughout the mentorship:

EVENT	DESCRIPTION	START	END
<b>Mentor Questionnaire</b>	Members interested in becoming mentors must complete a questionnaire about their experience, knowledge and skills.	8/9/18	9/3/18
<b>Mentee Application</b>	Members interested in becoming mentees must complete an application outline their current experience and future goals for development.	8/9/18	9/3/18
<b>Mentee Orientation</b>	Mentees will participate in an orientation to discuss goal setting for the program, leadership topics to discuss with mentor and an opportunity to network with one another.	9/6/18 Noon PST/ 3pm EST	
<b>Mentor Program Orientation</b>	Mentors will participate in an orientation to discuss mentee goals set by mentees and potential matches.	9/13/18 Noon PST/ 3pm EST	
<b>Matching</b>	ALIVE will pair matches and confirm with both mentor and mentee of match via email.	9/17/18	9/21/18
<b>Mentee Peer Sessions (1<sup>st</sup> Thursday of each month)</b>	Mentees will attend peer sessions to discuss leadership topics, update on goal progress, and prepare for upcoming mentor sessions.	10/4/18	
<b>Mentor Meetings (once per month)</b>	Mentee and mentor connect via phone or video conference once a month from October-March.	10/5/18	3/22/19
<b>Mentor Midpoint Check-in</b>	Mentors attend check-in with ALIVE program facilitators on how match is going and discussion on best practices around mentoring.	1/10/19 Noon PST/ 3pm EST	
<b>Celebration &amp; Closure Webinar</b>	All participants attend a webinar to celebrate successes from the mentorship and officially close out the mentor program.	3/28/19 Noon PST/ 3pm EST	
<b>Final Evaluation Survey</b>	HR will send a final evaluation to participants to collect feedback about their experience participating in the mentor program.	3/28/19	4/12/19

## EMERGING LEADERS MENTOR PROGRAM FAQ's

### How do I get started?

Complete the application that applies to you:

#### FOR MENTORS

[Click here for the mentor questionnaire](#)

#### FOR MENTEES

[Click here for the mentee application](#)

Participation is voluntary!

NOTE: Mentors may take on more than one mentee if they have availability to do so. Mentees will only have one mentor.

**Applications and questionnaires are due by Monday, September 3<sup>rd</sup>, 2018.**

Thank you for your consideration in participating in this program. We look forward to working with you to foster your career growth and development as well as hopefully making this a permanent benefit going forward for ALIVE members!