



## Association of Fundraising Professionals Indiana Chapter (AFP-IC) MENTOR PROGRAM

### Mentee Statement of Expectations

I state that I meet the qualifications to be an AFP-IC Mentee. I am an AFP member and either new to fundraising or in a new fundraising position. I understand that my responsibilities include but are not limited to:

- ✓ Commit to program for a one year period
- ✓ Be a member of AFP
- ✓ Establish goals/expectations of this relationship regarding: time commitment, personal goals, expectations, activities to include, and method of communication
- ✓ Actively initiate relationship with mentor
- ✓ Participate in educational & networking opportunities when possible
- ✓ Assume responsibility for my career develop
- ✓ Keep journal of topics discussed, advice given, strategies followed. (*This can be used as future resource tool*)
- ✓ Communicate via phone or email
- ✓ Ask specific questions; articulate my specific challenges
- ✓ Be able to communicate my ideas
- ✓ Respect the confidentiality of all mentor/mentee conversations.
- ✓ Provide feedback to mentor on progress/success
- ✓ Provide feedback to coordinators for use in refining program.

#### WHAT MENTEE REQUESTS:

- Guidance in formulating personal career goals
- Guidance in preparing organizational goals
- Help in transitioning to new job responsibilities
- Help with finding new ways to approach old challenge
- Assistance writing a development plan
- Assistance with developing / writing direct mail piece
- Other: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Return form to: Abbi Achterberg at [Achterberg@tindley.org](mailto:Achterberg@tindley.org)*