I am an AFP member and a Master Practitioner with at least 10 years experience in fundraising, and meet the qualifications to be an AFP-IC Mentor. I understand that my responsibilities include but are not limited to:

- Commit to program for a one year period
- Establish goals/expectations of this relationship regarding: time commitment, personal goals, expectations, activities to include, and method of communication
- Be a role model, advisor, and leader
- Provide emotional support and encouragement as demonstrated by your example
- Demonstrate commitment, competence and willingness to share knowledge
- Clearly articulate suggestions to the mentee
- Respond to calls and emails from mentee in a timely manner
- Communicate with mentee by phone and email regularly
- Invite mentee to all chapter events
- Alert mentee to other trainings or events as appropriate
- Share personal experiences that are relevant
- Help mentee to network with others
- Make mentee aware of resources available ie: COP, IFRS, AFP International Member benefits, Board Source and fundraising related websites
- Listen & provide specific feedback
- Respect the confidentiality of mentor/mentee conversations.
- Keep journal on types of topics or discussion areas
- Provide feedback to coordinators for use in refining program.

**HOW MENTOR CAN HELP**

Develop strategies
Assist in creating development plan
Share specific experiences
Clarify what works/what doesn’t
Build mentee’s self-confidence
Teach
Offer feedback
Help mentee formulate professional goals

Celebrate mentee’s successes large & small
Encourage mentee to ask questions
Encourage mentee to express ideas on handling situations & confirm when appropriate
If you don’t know answer, say so and help research solution

Signature ______________________ Date _____________________

*Return form to* Sean FitzGerald at scfitz5@gmail.com