

Sample Match Agreement.

The Match Agreement is a signed statement of understanding that all parties agree to the conditions and expectations of the match and the mentoring relationship.

The Match Agreement should be signed by four parties—the mentor, mentee, Program Coordinator and parent or guardian.

The Match Agreement gives transparency to the arrangement and helps all parties commit to the task.

Match Guidelines

A Mentor will

- Act as a 'friend' rather than a teacher or parent and support the young person in a variety of ways.
- Be an 'active listener'.
- Attend all scheduled meetings or reschedule ahead of time if necessary.
- Commit to being consistent, honest and dependable.
- Commit to the mentoring relationship as part of the

<insert program name here>

Program.

- Pay attention to their mentee's need for 'fun', such as through activities and sport.
- Take an active role in regular debriefings/meetings with the Program Coordinator.
- Seek and utilise the help, support and supervision of program staff.

A Mentee will

- Commit to being consistent, honest and reliable.
- Attend all scheduled meetings or reschedule ahead of time if necessary.
- Commit to the mentoring relationship as part of the

<insert program name here>

Program.

- Take an active role in regular debriefings/meetings with the Program Coordinator.
- Seek and utilise the help and advice of program staff regarding any issues or questions in relation to the program or the mentoring relationship.

The Mentoring Program/Program Coordinator will

- Provide regular, clear and timely communications about program and relationship activities and requirements.
- Engage with both the mentor and mentee for supervision and support to encourage a positive experience overall and successful mentoring relationship.
- Address any issues in a pro-active manner and follow up with

mentor/ mentee and mentee parent/guardian as needed.

- Provide the mentee and mentor with any resources necessary to make their relationship work as part of this program, and with additional monitoring or support as requested [separately or together].



Sample Match Agreement.

Agreement

Meetings will occur at

<insert meeting location here>

☐ Monthly ☐ fortnightly ☐ weekly

Day

Time

Program duration

This mentoring relationship will continue for as long as both parties feel comfortable, or until:

<insert program start and finish dates here>

Contacts

Contact will be made via email

<insert mobile phone or other contact here>

Confidentiality

Any sensitive issues that we discuss will be held in the strictest of confidence.

However, program staff and volunteers do operate under a Mandatory Reporting requirement. This requires responsible individuals to report cases where it is suspected that a young person may be at risk of harm, or at risk of harming others.

Issues that are off limits for discussion include:

<insert issues specific to this program/relationship here>

Note that matches can fail, despite best efforts. Where possible the organisation/program will provide opportunities for re-matching.

Organisations/The Program should have in place:

- a process for mediation when matches are experiencing difficulties
- a process for re-matching when a miss-match occurs
- a process for termination of the match.

Acknowledgement

I have read (or had read to me), I understand, and I agree to the terms and conditions as detailed above.

Mentee signature & date:

Mentor signature & date:

Mentee parent/guardian signature & date:

Program Coordinator signature & date: