

**MENTORSHIP PROGRAM  
MENTOR/ PROTÉGÉ AGREEMENT**

THIS MENTOR- PROTÉGÉ AGREEMENT is entered on this day, \_\_\_\_\_, by and between the individuals named below, hereafter.

1. **Purpose.** The purpose of this Mentor-Protégé relationship is to enable the Protégé to achieve the goal(s) as outlined in Paragraph 3, below. Notwithstanding the foregoing, the Parties may conduct business as Mentor-Protégé in any other and SAILOR SMARTS activity to which they shall mutually agree.

2. The parties to this agreement are:

The Protégé: \_\_\_\_\_  
(Rank or Title And Full Name)

The Mentor: \_\_\_\_\_  
(Rank or Title and Full Name)

3. The Protégé's Goal(s) are primarily:      Educational      Career      Spiritual      Cultural      Financial  
(Circle One or More)

Specifically, the Protégé hopes to achieve the following:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

4. In enabling the Protégé to accomplish the goal(s) enumerated above, the Mentor will accomplish the following:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. **Term.** the Mentor-Protégé relationship shall officially commence on this date and shall continue until terminated as provided for in this Agreement.

6. **Time Contribution.** Each party agrees to devote a minimum of one (1) hour per week towards the Mentor-Protégé activity for the first few weeks of the relationship, each party agrees to meet at minimum once a month at a location outside of the workspace or as much time as is mutually agreed upon to sustain the Mentor-Protégé relationship.

7. **Quarterly Assessments.** Each party agrees to meet with Mentorship Committee Chair once every six months to discuss progress, problem areas and strategies.

8. **Mentor Responsibilities.** The Mentor agrees to provide the Protégé with the Fundamental knowledge and tools needed to accomplish the Purpose of this Agreement.

The Mentor's role will be to take the Protégé "Under His/Her Wing." The Mentor will guide, encourage, counsel and assist the Protégé in the completion of tasks and the design and implementation of strategies related to the Purpose.

9. **Protégé Responsibilities.** The Protégé agrees to be forthright communications with the Mentor. Any and all questions related to the Purpose can and should be asked of the Mentor. To this end, there is no such thing as a "stupid question." The Protégé will take all guidance, encouragement, counsel and assistance provided by the Mentor in a constructive manner and agrees to devote their best effort towards the completion of tasks designed to fulfill the Purpose. The Protégé agrees to complete the Protégé Training Module within two weeks after signing this Agreement.

10. **Resources.** Both parties are encouraged to draw upon any and all resources to accomplish any facet of the Purpose.

11. **Restrictions.** Mentor- Protégé meetings shall not be conducted in off-base establishments where patronage may bring discredit to or otherwise reflect poorly upon the U.S. Navy.

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12. **Termination (Opt Out) Provision.** The Mentor-Protégé relationship may be terminated by either or both Parties for any of the above reasons:

- a. Incompatibility between the Parties;
- b. The Purpose of the Agreement has been substantially fulfilled;
- c. PCS of either Party;
- d. Failure of either Party to fulfill his/her responsibilities.

The Party initialing the termination will agree to notify a "Membership Committee member" at least 2 weeks (14 calendar days) prior to any anticipated termination. If the prospective termination is due to reasons a. or d., both Parties will agree to have the matter reviewed by the "Mentorship Committee" member before the termination goes into effect.

13. **Binding Effect.** This Agreement shall inure to the benefit of, and be morally and ethically binding upon, the Parties hereto.

14. **Waiver.** No waiver or modification of any of the provisions of this Agreement or any rights or remedies of the parties hereto shall be valid unless such change is in writing, signed by the party to be charged.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written below.

\_\_\_\_\_  
(Mentor's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Protégé's Signature)

\_\_\_\_\_  
Date

Witnessed By: \_\_\_\_\_  
Mentorship Committee Representative