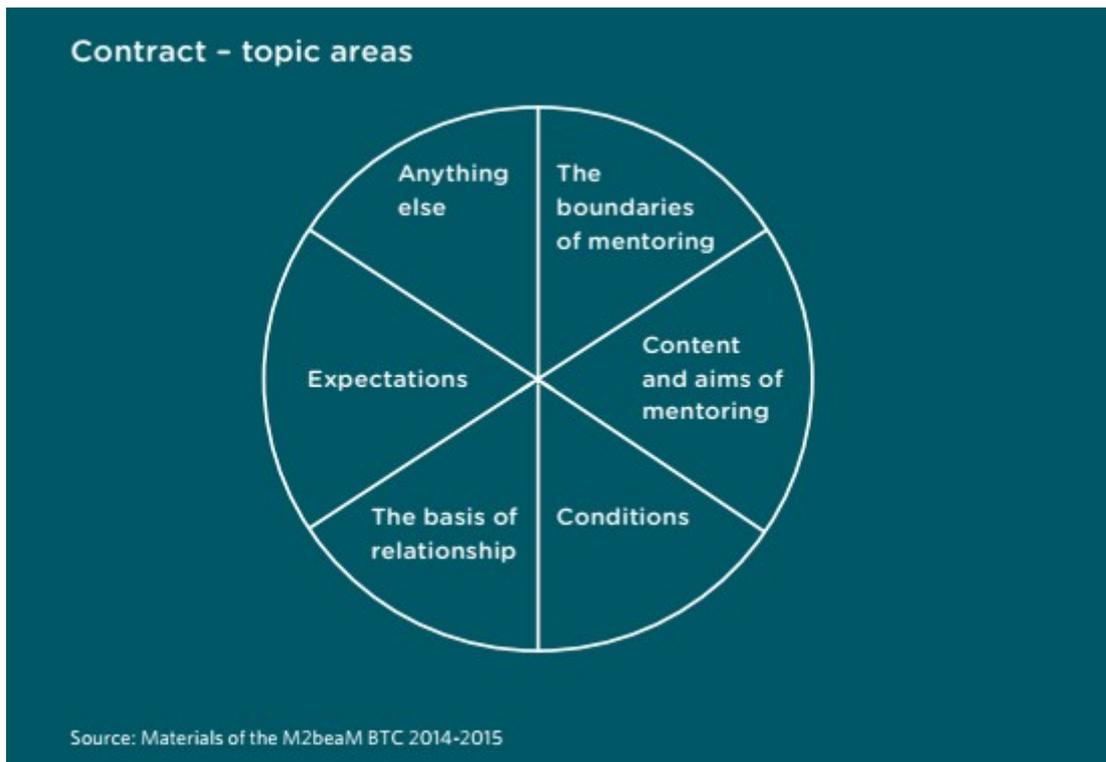


The mentor-volunteer contract

Mentoring under Construction, MeetUP 25.10.2023

What is a mentor-volunteer contract in the context of the European Solidarity Corps? At first it might sound like a formal procedure, but it definitely is not. The contract should be understood as an agreement between the mentor and the volunteer. Contracting is a process which helps to address important topics, clarify expectations towards one another and helps to set some ground rules for working together.



The contracting process may involve agreeing on various topics that shape your relationship:

The boundaries of mentoring - deciding on the “general territory” of the relationship

- *Which areas of the volunteer’s life are we going to cover in our process?*
- *Which areas of the volunteer’s life are we not going to cover in our process?*

Content and aims of mentoring - specific learning and development objectives you will be working on

- *What is the purpose of our mentoring relationship?*
- *What would be the primary goals in this process?*
- *Which questions/issues do we want to focus on?*
- *How will you know when the mentoring relationship has served its purpose?*

Conditions - the way you will work together

- *How often will we meet? When and where will we meet? For how long?*
- *Who will be responsible for scheduling our meetings?*
- *How do we cancel our meetings?*
- *How formal/arranged do we want our meetings to be?*
- *How do we communicate in between the meetings?*

The basis of relationship - principles you'll basing your cooperation on

- *Confidentiality - what needs to remain only between us? What can be communicated to the organization/ others?*
- *Openness and honesty – how can we encourage mutual trust so we can be open and honest with each other?*

Expectations – what you expect from the process and each other

- *What expectations does the volunteer have of the mentor*
- *What expectations does the mentor have of the volunteer?*
- *What type of assistance does the volunteer want from the mentor?*
- *What will be the role of the mentor in this process?*
- *What kind of learning support experiences has the volunteer got?*

Anything else

- *Are there any other aspects/issues that need to be discussed?*

Recommendations for using the contract

1. The number of questions may be overwhelming. Don't see this as a checklist that you need to work through. Rather, it is a reflection tool that helps you to become aware of areas that you can address.
2. Start with a small number of questions. Choose only those that are important to you and that suit your conversation style. Then make sure to adapt them to your situation.
3. Last but not least, consider this contract a general suggestion for helping you and the volunteer to understand the name and nature of your relationship. Use it in any way that suits your relationship dynamics, your role and your context, either fully or partially.

Source: Kimmig, Michael (2015): *Meant to be a Mentor. Workbook for EVS Mentors; Foundation for the Development of the Education System / Fundacja Rozwoju Systemu Edukacji, Warsaw, Warszawa*