

Farmers Market Managers Mentor Program

Mentoring Work Plan Agreement

The Work Plan Agreement is between the mentor and mentee and spells out the work to be done under the mentoring relationship. This includes the goals to be accomplished and the steps to be undertaken to achieve those goals. This template will help guide mentors and mentees to develop an agreement that will steer their mentoring relationship.

Mentor: (Name and contact information)

Mentee: (Name and contact information)

_____ (name of mentor) will serve as a mentor to _____ (name of mentee), of the _____ Farmers Market. This agreement will cover (time frame) (I.e. 2009 market season, May – September 2009, etc.).

_____ (**name of mentee**) has requested a mentor to assist with the following issues/topics:

- 1.
- 2.
- 3.

_____ (name of mentor) agrees to:

- Make a minimum of one market visit for the purpose of: _____
- Consult with mentee via phone calls, a minimum of ___ times, beginning with an initial consultation during _____ (timeframe, i.e. month of May)
- Provide response to email inquiries from mentee regarding work plan agreement subject matter. Responses will be within 24 hours or sooner.
- Share materials and resources on all matters relevant to the work plan goals.
- Indicate all other agreements made.

_____ (name of mentee) agrees to:

- Provide mentor, on a timely basis, with all background information and material necessary to allow mentor to be effective
- Keep communications with the mentor on a professional level, and focused on the scope of the work plan agreement.
- Assist mentor in preparing the final mentor report due to the Farmers Market Federation of NY no later than December 31, 2009.

The goals or specific outcomes you would like to achieve as a result of the mentoring process:

- 1.
- 2.
- 3.

The work to be done to accomplish the goals, and the timeline for conducting the work will be:

Task	Who will accomplish task	When

The mentor agrees to submit a final mentor report to the Farmers Market Federation of NY, no later than December 31, 2009.

Mentor Signature

Date

Mentee Signature

Date

*** File a copy of the signed Work Plan Agreement with the Farmers Market Federation of NY. This will be used to coordinate contact throughout the mentoring process. ***