



Great Lakes Green Infrastructure Champions

# Mentoring Agreement

## Timing

This Green Infrastructure Champions Mentoring Agreement will commence when signed by both parties (mentor and mentee) and will end on August 31, 2020 unless other arrangements are agreed upon by both parties.

## Commitments

### Emerging Champions/mentees agree to:

- Identify technical, institutional, political and/or financial challenges to GI implementation in your community and share those with your mentor. Provide monthly updates on these challenges to your mentor via email (and copy [gichampions@glc.org](mailto:gichampions@glc.org)).
- Participate on a call or meeting with your GI mentor once a month\*, following the email, to discuss the challenges identified, ask specific questions, and get advice and guidance on how to overcome those challenges.
- Arrange with your mentor to communicate less formally as needed through intermittent email, phone, or text.
- Participate in quarterly webinars to share your mentoring experience with others in the Champions Network.
- Contact the Great Lakes Commission at [gichampions@glc.org](mailto:gichampions@glc.org) if you are having difficulty scheduling meetings with or contacting your mentor.

### Pioneer Champions/mentors agree to:

- Schedule conference calls or meetings (typically monthly\*) with your mentee to discuss challenges, answer questions, provide guidance and feedback, as desired by mentee. The [Pioneer Champion Mentee Check-In Form](#) can help guide this conversation.
- Respond to periodic calls, emails, or texts as agreed to with your mentee. Copy [gichampions@glc.org](mailto:gichampions@glc.org) on email correspondence with your mentee.
- Participate in quarterly webinars to share your mentoring experience with others in the Champions Network.

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\* If project needs necessitate higher frequency calls/meetings at key times, the ~12 annual calls can be condensed during that time period with the approval of both mentee and mentor. Mentoring relationships established for a specific, duration-limited task may establish appropriate meeting times for project needs with the approval of both mentee and mentor.

- Provide feedback on written materials, such as proposals, talking points, articles, power point presentations, etc. to assist mentee with GI implementation.
- Submit monthly **Pioneer Champion Mentee Check-In Forms** to [gichampions@glc.org](mailto:gichampions@glc.org) at least quarterly.
- Provide 2-page assessment and recommendation for mentee at the end of the mentoring agreement that recommends next steps for scaling up GI in that community.
- Contact the Great Lake Commission at [gichampions@glc.org](mailto:gichampions@glc.org) if you are having difficulty scheduling meetings with or contacting your mentee.

## Signatures

I have read the Green Infrastructure Champions Network Mentoring Agreement and am authorized to sign this agreement on behalf of my organization.

| Pioneer Champion/Mentor | Emerging Champion/Mentee |
|-------------------------|--------------------------|
| Name<br>(print):        | Name<br>(print):         |
| Organization:           | Organization:            |
| Signature:              | Signature:               |
| Date:                   | Date:                    |