



CREATING POSSIBILITIES...

Habilitation Information Vocation & Education, Inc.

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## Mentor Agreement

#1 RULE at our HIVE: It is all about our members.

Our mission, vision, and core values state pretty plainly how we feel. People with disabilities are valuable human beings that deserve respect and opportunity. Because the HIVE works a little differently than most places and our members often rely on mentors who are not employed by us, we need to make sure everyone understands their roles and responsibilities while collaborating with us.

**All member forms** will need to be completed and brought back to us. We have to have these forms on file and we need you to help us get them taken care of.

**Membership fees.** Monthly fees are due the first class of each month. Please ensure payments are made by your member. One class per week is \$15 per month, two classes per week is \$20 per month. Mentors are not required to pay.

**REMIND texts**, you'll want to stay updated! On your phone, enter the number **81010**, send the text message **@hivetr** to be added. You can leave at any time by replying **@LEAVE**

**Engagement** with your participant is the only way being here is of any value to them. Even if it is in their goal plan to function more independently, it is still your responsibility to guide them, mentor them, and facilitate their participation in the classes when necessary.

**Be respectful and considerate** of everyone around you. Every member, every family member, and every mentor that comes to the HIVE is important to us, to our vibe, and to the success of what we do. We also hope you will mingle and get to know everyone and lend a hand to anyone who needs it.

**Please do** enjoy your time at the HIVE with your member; have a cup of coffee; have fun helping your participant with our projects and classes, joke around, laugh, be playful; talk to us if you have any concerns; be part of the tribe and work together with us and all the members.

**Simply don't** stare at your phone; talk on your phone; wear bluetooth headphones; use profanity; talk politics; use materials or supplies that are donated for our members; give us any reason to have to remind you that you are at work.

***We consult with parents and agencies on a regular basis and we will absolutely rat you out if we think you are neglecting or disrespecting the person in your charge in any way. On the flip side, we will tell them how completely awesome we think you are. The bottom line is, having mentors here who believe in what we are doing and hold the same values we do, that is what makes our work meaningful.***

# Mentor Agreement

Mentor Name \_\_\_\_\_

Phone/Email \_\_\_\_\_

Mentor Role \_\_\_\_\_

Name of Member \_\_\_\_\_

Mentor Employer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor Phone/Email \_\_\_\_\_

I have received a copy of the HIVE's Mission, Vision, and Values. I understand the HIVE's expectations and agree to my responsibilities. I will always put HIVE member needs first and understand that this is their space and it is all about them growing, flourishing, and being empowered.

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_