



MENTORSHIP PROGRAM PLAN (APPROVED)

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TIGER MENTORS PROGRAM – EXECUTIVE SUMMARY (ONE-PAGE-SHEET).

- **GOALS:** (1) Build Alumni Bonds; (2) Increase New Alums’ Prospects; (3) Increase Vet. Alums’ Profile & Good Karma; (4) Increase Competitive Edge Over Local Area Universities.
- **ELIGIBILITY – MENTORS:** >5 Years In Profession; 5 Years > Mentee; Sign Pledge.
- **ELIGIBILITY – MENTEES:** <5 Years From Graduation (or <10 Years From Grad. In Limited Cases); Must Sign Commitment Pledge.
- **LAUNCH YEAR MENTOR PROFESSIONAL FIELD OFFERINGS:** (1) Entertainment (5 Mentors); (2) Law (2 Mentors); (3) Medicine (2 Mentors); (4) Science-Technology-Engineering; (5) Business & Entrepreneurship; (6) Public Service, Government, & Education.
- **MENTORSHIP PROGRAM – OVERVIEW:** Mentors would meet with Mentees on a quarterly basis and check-in on a monthly basis; Mentors would offer Mentees guidance, advice, suggestions, and referrals on any topic/issue sought by Mentee, with emphasis on topics/issues in the Mentor’s profession, as well as moral support; Mentors would facilitate introductions of Mentees to professionally-helpful contacts within their professional field.
 - **Mentor-Mentee Ratio:** 2 to 1 (unless Mentors/Mentees request the 5 to 1 max. option).
- **MENTOR COMMITMENTS:** Serve 1 Full Year; In Person Quarterly Mentee Meetings; Monthly Digital Check-Ins; Forego Exploitative Conduct; No Ghosting; Sign Pledge.
- **MENTEE COMMITMENTS:** Forego Submitting Work Product To Mentors & Solicitation of Employment; Forego Unprofessional/Exploitative Conduct; No Ghosting.; Sign Pledge.
- **MENTORSHIP ASSIGNMENTS:** Committee would pair Mentee-applicants with recruited Mentors. Application window = May 1 to September 1 annually. Assignments made by annual late-September program launch event (Welcome to the Real World speaker series & mixer).
- **MENTOR RECRUITMENT PLAN:** Focuses on direct, in-person offers to distinguished alumni of the opportunity to be a guide to newer alumni: it is an offer, not an ask.
- **MENTEE MARKETING PLAN:** Focuses on mass and event marketing through traditional means (emails, web, alumni journals): including an annual event at Reunions/graduation.
- **PROGRAM LAUNCH YEAR TIMELINE-DATES:** (a) June-December = Mentor Recruitment; (b) March-June = Mentee Marketing; (c) May 1 to September 1 = Mentee Applications; (d) Reunions = Program Marketing Event to New Grads/<5 Year Alumni; (e) Late June = Mentees’ Thank You Event for Mentors In LA (further program marketing); (f) mid-September = Mentees Assigned Mentors for coming term; (g) Late September = Welcome To The Real World (Program Launch Event) in LA.



PCSC Mentorship Plan

Additional Details follow herein below.

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1. OVERVIEW OF PROGRAM.

To increase alumni involvement and ties in Southern California, and to enhance Princeton University's competitive advantage in the collegiate marketplace locally, PCSC should sponsor and lead an alumni mentorship program (tentative name: Tiger Mentors) designed to pair experienced/accomplished alumni with recent graduates seeking opportunities in the same industry/field: so as to provide guidance, personalized connections, emotional/interpersonal support, and the benefit of wisdom/experience from elder alumni to more recent alumni.

2. PROGRAM GOALS.

The primary goals of the PCSC mentorship program would be as follows:

1. To **increase bonds/fraternity/sorority among/between all alumni** (and thereby increase University and PCSC support among the local alumni community).
2. To provide a useful/practical **resource to recent alumni** to translate their new degrees into real/meaningful and satisfying careers.
3. To provide more **established/successful alumni with an opportunity to give back to their community** (pay it forward), and develop a real/lasting sense of accomplishment and long-term ties outside of their peer group, by shepherding the next generation along in their chosen profession/career.
4. To demonstrate to local/So.Cal. residents who are prospective students/applicants, and to current students and alumni, the competitive advantage of their University in a way to match or **outmatch colleges who are locally based and tout their alumni network** (e.g., USC, UCLA, etc.).

3. ELIGIBILITY – MENTORS.

To be eligible to be a Mentor, an alumnus/alumna must: (1) have been a graduate of Princeton for at least 5 years; (2) working in the professional field in which he/she is volunteering as a Mentor for at least 5 years; (3) sign the Mentor Commitment Pledge; (4) be a resident or do frequent business in the PCSC region; and (5) be at least 5 years older than the Mentee to be assigned.

4. ELIGIBILITY – MENTEES.

To be eligible to be a Mentee, an alumnus/alumna must: (1) have been a graduate of Princeton for less than 10 years (but priority will be given to Mentee applicants who have been a Princeton graduate for less than 5 years, *and* priority will be given to undergraduate alumni over graduate alumni); (2) be genuinely interested in pursuing a career in the mentorship professional offering selected; (3) be a resident in the PCSC region; and (4) sign the Mentee Commitment Pledge.

5. LAUNCH YEAR PROFESSIONAL FIELD OFFERINGS FOR MENTORSHIP.

In its initial year, the program would seek to recruit Mentors and offer mentorships to Mentees only in the following fields and subfields:

- (1) Entertainment. (Launch Year Mentor Recruitment Quota = 5, 1 per sub-field, except Acting.)
 - a. Acting/Performing.
 - b. Writing.
 - c. Directing/Producing.
 - d. Agency/Representation.
- (2) Law. (Launch Year Mentor Recruitment Quota = 2.)
- (3) Medicine. (Launch Year Mentor Recruitment Quota = 2.)
- (4) Science-Technology-Engineering. (Launch Year Mentor Recruitment Quota = 1.)
- (5) Business & Entrepreneurship. (Launch Year Mentor Recruitment Quota = 1.)
- (6) Public Service, Government, & Education. (Launch Year Mentor Recruitment Quota = 1.)

NOTE: The launch year program seeks to have 12 Mentors recruited. As noted in the program structure below, each Mentor would be assigned no more than 2 Mentees (or up to 5 Mentees, upon the Mentor's written request).

The sense of the committee is that the foregoing industries are at the heart of why alumni move to Southern California, and that interest among potential mentors and mentees is likely to be higher with an initial focus on these key areas.

As the program grows, or depending on changing interest levels, additional mentors in the Non-Profit/Social Work industries may be pursued in the future.

6. MENTORSHIP PROGRAM – OVERVIEW OF HOW IT WORKS.

The underlying idea is to be Mentee-centric: for Mentors to be a sounding board, a resource, a network spark, a cheerleader, and a professional guide to their assigned Mentees so as to help Mentees reach whatever (feasible) professional goal the Mentee seeks to obtain.

Through regular in-person meetings and telecommunications/electronic check-ins, Mentors would listen to Mentees and try to help their Mentees actualize the Mentees’ often-vaguely-conceived professional goals: to help the inexperienced Mentees figure out how to turn their dreams into a practical reality – to take the first practical, concrete, specific steps needed to move forward in their chosen professional in the real world.

Whether that guidance was who to contact, where to go, suggestions for places to live or socialize at, testing or class suggestions, clubs or associations or unions to join, or just encouragement to keep on keeping on, the Mentor would fill the role of a professional big sibling to help the Mentee find their way in the real world of the greater Los Angeles area.

Unless a Mentor (and the Mentees to be assigned to that Mentor) specifically request (and agree), in writing, to go with the 3-5 Mentees to Mentor ratio, each Mentor would be assigned no more than 2 Mentees.

7. MENTOR COMMITMENTS: DUTIES OF MENTORS.

A key feature of the program is that Mentors are required to sign a one-page Pledge committing to engage in certain affirmative and productive conduct, and to refrain from certain negative conduct. The Commitment Pledge focuses on the helpful/time-consuming conduct that Mentors should be embracing. At a minimum, Mentors would be required to pledge to:

- Commit to **serve as a Mentor for at least one (1) year** (each mentee would be assigned to each mentor for no more than one one-year term).
- **Meet in-person** (or via videoconference, but not by voice call or text/email/written communication) **with their assigned Mentee(s) at least once every quarter for a minimum of one (1) hour (each meeting)** – e.g., **4** times per year– to discuss goals, updates on progress, share fellowship, give advice/support, and otherwise brainstorm on how to help their Mentee’s professional/career advancement.
 - Attendance at events open to all members of the program would count toward a Mentor’s compliance.
- **Check-in with their assigned Mentee on a monthly basis** – by any interactive medium (voice call, text, email exchange, etc.) to discuss goals, updates on progress, share fellowship, give advice/support, and otherwise brainstorm on how to help their Mentee’s professional/career advancement.

- Over the course of the mentorship term, personally **introduce their assigned Mentee(s) to at least one (1) professional associates** of the Mentor who can directly advance the Mentee’s professional/career goals – e.g., helping their Mentee land an interview or an audition or a premium spot in a professional opportunity.
 - To qualify, the meetings would need to be more than just referrals: they would need to be almost handheld/chaperoned presentations of the Mentee to the associate by (and preferably with) the Mentor.
- **Mentors would be permitted, but *not* required or expected to directly hire their Mentees as interns or employees.**
- **Forego accepting or assigning more than two (2) Mentees per Mentor** during the mentorship term. The goal would be to facilitate quality of career-building over quantity: like a Big-Brother/Big-Sister program for Princeton alumni, but with the focus being on career achievement.
 - 5 to 1 Option: At the written request of the Mentor, and with the consent of the involved Mentees, a Mentor could be assigned up to 5 Mentees. However, the program administrators would not be permitted to request that a Mentor accept the 5 to 1 Option.
- Focusing the Mentor’s outreach on the Mentee’s behalf and advice to the Mentee on what the Mentee’s goals are: **helping the Mentee to turn their abstract career goals into concrete opportunities and a real/specific career-building plan.**
- Foregoing personal conduct between the Mentee and Mentor that could create the appearance of impropriety: such as romantic engagements, meetings in personal residences or hotel rooms, or other non-business settings or conduct inappropriate to the working world; contacts at disruptive/abusive times; or retaliation or other tortious/unlawful conduct. The thrust of the program would be about Mentors and Mentees **building Mentees’ careers together**; *not* on exploitation of the Mentee or of the Mentor. It should be a program each Mentor would feel more than comfortable having their own college-age children join as Mentees.
- Commit to **respond to their Mentees’ outreach (call, text, email, etc.) within 48 hours.**
- **Be respectful and constructive toward the Mentee** in all contacts and communications.

8. MENTEE COMMITMENTS: DUTIES OF MENTEES.

To ensure that service as a Mentor does not become overwhelming or unappreciative by Mentees, Mentees would also be required to sign a one-page Pledge committing to engage in certain affirmative and productive conduct, and to refrain from certain negative conduct. The

Commitment Pledge focuses on avoidance of conduct that could cause friction with elder generations and/or more experienced professionals. At a minimum, Mentees would be required to pledge to:

- **Forego asking for Mentors to review/read the Mentees' work product** (or that of the Mentees' friends'/associates') – including scripts/novels, films, briefs/motions, etc.).
- **Forego asking for the Mentor to directly hire the Mentee** for any position or project. (Mentors are permitted to offer a job to Mentees, if the Mentee so chooses. Mentees are prohibited from soliciting employment from Mentors.)
- **Forego making more than one outreach attempt per week to their Mentor** or Mentor's referrals. (No pestering. No blowing up the Mentor's email box or text or phone.)
- **Forego contacting professional persons identified by the Mentor without the Mentor's permission** or referral.
- **Maintain the confidentiality of information shared by the Mentor** with the Mentee.
- **Maintain professionalism, respect, and professional courtesy in all contacts and communications with their Mentor** and the Mentor's referrals.
- Forego personal conduct between the Mentee and Mentor that could create the appearance of impropriety: such as romantic engagements, meetings in personal residences or hotel rooms, or other non-business settings or conduct inappropriate to the working world; contacts at disruptive/abusive times; or retaliation or other tortious/unlawful conduct. The thrust of the program would be about Mentors and Mentees **building Mentees' careers together**; *not* on exploitation of the Mentee or of the Mentor.
- Commit to **respond to their Mentor's outreach (call, text, email, etc.) within 48 hours**.
- **To use the Mentor as a precious resource**: to be focused in queries to the Mentor and specific in the kinds of help or advise the Mentee is seeking.
 - NOTE: The Mentee sets the professional goals; the Mentor helps the Mentee figure out real-world specific/practical steps to get there.

9. MENTORSHIP ASSIGNMENTS & PROGRAM MANAGEMENT.

Once established, the PCSC Mentorship Committee would continue to administrate the program under the PCSC Board. The committee would assume/maintain primary responsibility for: (a) annual recruitment of Mentors; (b) annual marketing to Mentees; (c) planning and conduct of regular social and program promotional events; (d) assignment of Mentee-applicants to Mentors; and (e) additional resource development and outreach as may be needed.

The window for alumni seeking to be Mentees to apply for the program would be May 1 to September 1 of the prior year. Applications would be a simple email listing name, contact info, class year, chosen professional field for mentorship, and a maximum 100-word blurb about what the would-be Mentee is looking for to advance in their chosen profession.

The committee would pair applicant-Mentees with Mentors by September of that same year. The **mentorship one-year term** would begin at our annual Program Launch Event/Party (Welcome To The Real World), circa September 30 and continue to September 1 of the following year.

The committee would ensure that no Mentor was paired with a Mentee without at least a 5 year class/age gap between them. When feasible, there would be at least a 10-year class/age gap between the Mentor and the Mentee.

As administrator of the program, the committee would ensure that only like-career Mentors and Mentees were paired. Mentorships would only be established where both the Mentee and the Mentor are in the same professional field.

If there are more Mentees than Mentors in a given year, and additional recruitment efforts failed to yield industry-suitable Mentors, Mentees would be advised that no Mentors are available for that field in that year, and they would be placed on a Waiting List: rather than pair the Mentee with someone who would likely waste both of their time, due to inadequate professional knowledge/connections.

10. MENTOR RECRUITMENT PLAN.

The thrust of the committee's outreach to and recruitment of prospective Mentors is primarily one-on-one. The preferred outreach model is **direct, personal, pitch-style recruiting of key targets in a conducive in-person social setting** – much like the recruitment of speakers to alumni events. The pitch would emphasize that, for mentors, the program is an *offer* (to give back, have rewarding/fulfilling experience, develop deeper bonds with fellow alumni); rather than an ask.

The secondary outreach/recruitment model would be traditional mass-marketing avenues would be used to promote the program launch and to regularly promote the program to new prospective mentors (e.g., website posts, social media posts, e-newsletters, TigerNet, Alumni magazine)

The committee prioritizes recruitment of distinguished alumni with higher name-identification/recognition in their profession: such A-list alumni actors/directors/writers for mentees interested in the entertainment industry; or famous/prestigious lawyers and doctors for mentees interested in those fields; etc. However, the primary goal of the recruitment/outreach is to obtain committed/dedicated/diligent and qualified Mentors.

The annual marketing/outreach schedule is included in the timeline below.

11. MENTEE MARKETING PLAN.

Promotion of the mentorship program to would-be Mentees would occur in the Spring of each year (March to June): with emails, web/social media posts/ads, and alumni journal promotions/advertising/press. The annual marketing blitz would be leading up to a pair of June events: (a) a speaker series of Mentors in each of the professions for the upcoming term to be held at Reunions/graduation at Princeton; and (b) an end-of-June Thank You for Your Service/New Graduates mixer in the Los Angeles area for current Mentors and Mentees, to which prospective Mentors and Mentees for the coming term would be invited.

At Reunions, the Committee may also consider sponsoring something at the 5-Years-And-Under Alumni tent: to further promote the program and on-campus speaker event to the target market.

11.5. Affiliations & Alliances.

The committee has secured a commitment from **Princeton In Hollywood (PIH)** to facilitate the program, in the Entertainment field, through cross-marketing to prospective Mentees and cross-recruitment of prospective Mentors.

The program would also explore and seek to establish/expand alliances and collaborations with: Career Services; PAWS (including for mentor recruit suggestions); Alumni Relations; Lewis Center/Theater Program.

12. PROGRAM TIMELINE: KEY ANNUAL DATES & DEADLINES.

The mentorship program timeline-schedule would feature alumni bonding/mixer opportunities as well as deadlines for application, marketing, recruitment, and annual program decisions.

NOTE: Mutual attendance by a Mentor and Mentee at a PCSC event, including any mentorship program mixers or events, would count toward the Mentor's minimum in-person meeting requirement.

Mass marketing would be to alumni within the PCSC region.

- *June-December:* Mentor Recruitment by Committee; Alliance Development.
- *December 31:* Committee Submits Program Budget Requests For Coming Year to PCSC.
- *January-March:* Mentor Secondary Marketing (Mass Recruitment).
- *March 1-June 30:* Monthly Mass Marketing To Potential Mentees (Newer Alums, Grads).
- *May 1-September 1:* Application Window for Prospective Mentees.
- *June/Reunions:* Committee Mentor Speaker/Promotional Event At Princeton.

- *Circa June 30*: Thank You For Your Service/New Graduates Celebration Mixer/Event In Greater Los Angeles.¹
- *Circa September 15*: Committee Completes Assignments Of Mentors to Mentees.
- *Circa September 30* (preferably prior to): Welcome To The Real World Party/Program Launch Event.²
- *Circa December 15 (tentative)*: Mentor-Mentee Holiday Party.

13. MENTOR RECOGNITION PROGRAM (TOKEN).

For mentors who successfully complete their one-year commitment, at the subsequent Thank You for Your Service/New Graduates Celebration, each Mentee would present their Mentor with a PCSC-provided token of recognition and gratitude.

The token for each year would be determined by the committee, with approval/funding by PCSC.

14. MENTORSHIP PROGRAM COSTS.

Specific costs would vary year to year and within the range the Board was willing to entertain. However, the kinds of expenses that the committee would ask the PCSC Board to financially support (to the extent feasible) would be (in priority order):

1. Costs of Program Promotion At Reunions.
2. Portions of the June Thank You Event in LA.
3. Portions of the September Launch Event in LA.
4. Misc. Alumni Advertising Costs (if any).

15. PROGRAM METRICS – CONCEPT.

At the end of each mentorship term, each Mentor and Mentee would be asked to fill out a feedback form, advising what specific professional opportunities they gained from the program, what they believe their respective Mentor/Mentee gained, and how the program could/should be improved in the future. This would include a rating system of involved-person satisfaction and effectiveness: like a measurement of the number of specific career/job opportunities that resulted from the Mentor's involvement/introductions; or the increase in income in the 1-3 years after their Mentor's

¹ For the June 2019 version of this event, the committee has obtained a preliminary commitment from Creative Artists Agency (“CAA”) to host the event at their Los Angeles/Century City headquarters.

² This annual event would give newer alumni an opportunity to explore the program for future Mentee applications, give more established alumni an opportunity to explore how the program works, and give the assigned Mentors and Mentees their first real opportunity to meet and get to know each other.

assistance; or something else along those lines to tie the program to real-world, empirical gains for the Mentees.

The following data *could* be gathered over the life of the program so that realistic goals for improvement could be set over time: (1) a set percentage of alumni over 10 years in ratio to a set number of alumni under 10 years – comparable to the measurement of alumni who participate in annual giving; (2) how many Mentees report receiving useful career opportunities as a direct result of one or more of the contacts set up by their mentor; and/or (3) income gains for Mentees in the first 1-3 years after their participation in the program; etc. However, such metrics details would be evaluated by the committee at a future date, if at all.

16. APPENDIX – DRAFT HAND-OUTS.

A. DRAFT: Mentor Pledge.

I _____ [*print name here*] hereby agree to serve as a volunteer Princeton Club of Southern California ("PCSC") **TIGER MENTOR** – under all of the following provisions:

- [*Term.*] I pledge to serve the full **one (1) year term** in service to my assigned Mentee.
 - I understand that my term of service runs from October 1 of _____ [*print current year here*] to September 30 of _____ [*print successive year here*].
- [*Role.*] I pledge to be a **guide/adviser, a resource, a role model, a brainstorming partner, and an encouraging friend** to my assigned Mentee in **our common profession**.
- [*Introduction Pledge.*] I pledge to personally/in-person introduce my Mentee **to at least one (1) of my professional associates** who can directly advance my Mentee's professional/career goals: such as an interview/audition, recruiter/agent, or hiring prospect.
 - I understand that such must be a chaperoned endorsement, not just a referral.
- [*Live Meetings.*] I pledge to **meet live with my Mentee** – preferably in-person, but at least by videoconference – **at least once every quarter** [~once every three (3) months; *e.g.*, **four (4) times** per one-year term of service]: in order to discuss my Mentee's professional goals, to provide advice and support, to hear updates on their progress toward meeting his/her goals, and to brainstorm about ways to provide meaningful, practical, specific guidance and assistance to help my Mentee achieve his/her professional goals.
- [*Check-Ins.*] I pledge to digitally **check-in and reach out to my Mentee** by any practical medium (including voice call, text, email, or social media messaging) **at least once every month**, not counting the months of our live/in-person meetings, on the same subjects.
- [*Timely Responses.*] I pledge to **respond within 48 hours** (not counting weekends or holidays) **to all of my Mentee's outreach attempts to me** – usually in the same medium.
 - I understand that my Mentee has pledged to limit outreach to business/reasonable hours and to refrain from conduct that may feel like pestering or materials review.
- [*Positive Interaction.*] I pledge to be **respectful, constructive, professional, and law-abiding in all of my communications and dealings with my Mentee**.
- [*Mentee-Centric Service.*] I pledge to **focus my service on my Mentee's professional needs/interests, not my own, and to advance my Mentee's chosen goals** as best as I can.
 - I understand that I am permitted, but not required, to hire my Mentee as an employee or intern: but only if such service is non-exploitative and focused on helping my Mentee advance his/her chosen goals in our mutual profession.
 - I understand and agree to **forego improper conduct with my Mentee: including foregoing romantic/sexual relationships, conduct in violation of California or federal law**, or conduct that violates Princeton University's ethical standards.
 - I understand that, unless I have requested in writing the up-to-five-Mentee option, the maximum number of Mentees that I may be assigned is two.
- [*Enthusiasm Pledge.*] I enthusiastically pledge to **make the Mentor-Mentee relationship a positive, uplifting/helpful, nurturing, and enlightening experience** for all involved.

[*Tiger MENTOR Signature*]

[*date*]

B. DRAFT: Mentee Pledge.

I _____ [*print name here*] hereby agree to that I wish to be a Princeton Club of Southern California (“PCSC”) **TIGER MENTEE** – under all of the following provisions:

- [*Term.*] I understand that my assigned Mentor has committed to guide, advise, and assist me only for a **one (1) year term** – from October 1 of _____ [*print current year here*] to September 30 of _____ [*print successive year here*].
- [*Chosen Profession.*] I have selected _____ [*insert chosen profession here*] as my chosen profession because I sincerely plan to make a long-term career in this field and sincerely want/need guidance and assistance to achieve my professional goals in such.
- [*Development Of Specific Professional Goals.*] With my Mentor’s guidance, I pledge to develop specific, practical, professional goals – and to develop measurable standards for progress and a plan for advancing those goals – in the profession I share with my Mentor.
- [*Respect For Mentor’s Time.*] I understand that my volunteer Mentor’s time is limited and his/her professional knowledge, guidance, and assistance is a precious resource. I pledge to be respectful toward my Mentor and to be mindful and respectful of his/her time.
- [*Ban On Pestering.*] I agree to make no more than one (1) attempt per week to contact or make outreach to my Mentor in any medium; and I agree to forego conduct that may seem harassing or overwhelming to my Mentor or my Mentor’s professional associates.
- [*Ban On Job/Funds Solicitation.*] I agree to forego soliciting my Mentor for direct employment, investments, funds, or financial support in any way during his/her term.
- [*Ban On Unsolicited Work Product Submission.*] I agree that, during my Mentor’s term of service, I will not submit any unsolicited work product (including but not limited to scripts, novels, films, books, papers, briefs, motions, applications, etc.) to my Mentor – or to my Mentor’s known associates – and that I will not ask my Mentor to review my work product (or that of my friends, colleagues, or partners) during my Mentor’s term of service.
 - I understand that if my Mentor asks to review my or others’ work product, I may (but am not required) to share such work product with my Mentor.
- [*Restriction On Referral Outreach.*] I agree that I will not try to communicate with professional contacts identified/referred to me by my Mentor without my Mentor’s express permission; and I agree to be respectful and reasonable in all such referral outreach.
 - I pledge to avoid referral outreach that may adversely affect/reflect on my Mentor.
- [*Confidentiality Agreement.*] I agree to keep confidential that information my Mentor designates as confidential, secret, or privileged; and I agree not to disclose such information to any person(s) without my Mentor’s express consent. I agree that this non-disclosure agreement shall be binding under California law during my Mentor’s term of service.
- [*Timely Responses.*] I pledge to respond within 48 hours (not counting weekends or holidays) to all of my Mentor’s outreach attempts to me – usually in the same medium.
- [*Positive Interaction.*] I pledge to be respectful, constructive, professional, and law-abiding in all of my communications and dealings with my Mentor.
 - I understand and agree to forego improper conduct with my Mentor: including foregoing romantic/sexual relationships, conduct in violation of California or federal law, or conduct that violates Princeton University’s ethical standards.
- [*Enthusiasm Pledge.*] I enthusiastically pledge to make the Mentor-Mentee relationship a positive, uplifting/helpful, nurturing, and enlightening experience for all involved.



PCSC Mentorship Plan

[Tiger MENTEE Signature]

[date]

C. DRAFT: New Mentor Welcome & Guide Sheet (Instructions).

Welcome to the family of Princeton Club of Southern California (PCSC) TIGER MENTORS!

THANK YOU for volunteering to serve as a PCSC Tiger Mentor! Your willingness to help change for the better the lives of our newer alumni is the kind of selfless good that will reverberate in countless positive ways for years to come. Here's what you need to do in order to make the most of your Tiger Mentorship.

Step 1 [*Mentee Assignment*]: If you haven't already received the names and contact information for your assigned Mentee(s), contact the Mentorship Committee immediately to obtain such.

Step 2 [*Goal-Setting Meeting*]: Contact your assigned Mentee(s) and set up an initial in-person meeting where you can learn where your Mentee wants to go professionally, and start to brainstorm about how you can help specifically. This initial meeting should be set in a casual setting, preferably on neutral ground: like a public space, such as a lunch/restaurant or coffee shop, rather than an office and definitely not at anyone's home. Remember: this program is Mentee-centric. So let your Mentee do most of the talking at first, even if the Mentee rambles a bit. Try to get a sense of what your Mentee's professional dreams are, and try to think creatively/outside-the-box about specific ways you might be able to help your Mentee achieve those dreams. Above all, be positive and encouraging: your role is to help and uplift, not discourage and naysay.

Step 3 [*Brainstorming A Plan*]: Either during the initial meeting, or within the next 3 weeks, you should come up with a list of specific ideas and areas where you believe you can help the Mentee along to whatever his/her professional goals are. Rather than discuss your ideas in an email/text exchange, it would be best – at least for the first go-around – to share your ideas for helping the Mentee either in a live meeting (in-person, videoconference) or at least by a voice call: to reduce the risk of miscommunication. Remember: your Mentee is not required to accept your advice. But, hopefully, your Mentee will find your ideas helpful. Be sure that your list of ideas includes at least one chaperoned introduction you plan to make to help the Mentee along in his/her career and toward his/her professional goals.

Step 4 [*Follow-Up Meetings & Monthly Check-Ins*]: As part of your initial planning, set up some mutually-workable times or a schedule where you and your Mentee can touch base throughout your service-term. Ideally, pre-schedule your live meetings for the whole year (you can always re-schedule later if unexpected circumstances intervene) and set up a regular monthly check-in plan (*e.g.*, you two agree to touch base digitally at least the second Friday of every month, or whatever works for you both). During the check-ins, be a good and supportive listener. Try to find out what progress your Mentee is making, pull out the honest details about the struggles/challenges your Mentee is facing, and see if you can identify recommendations or changes-of-plan to facilitate your Mentee's advancement. Be your Mentee's biggest cheerleader!

Step 5 [*The Chaperoned Introduction*]: Plan an introduction where you, the professional referral, and your Mentee can all meet together. This meeting should be an endorsement by you and an extension of your monthly counseling. Let it be as fun and productive as you can make it!

Step 6 [*Enjoy Yourself!*]: You're making a huge difference in someone's life. Enjoy it!

