



Alpine Mentor Project
Volunteer/Agency Agreement

Volunteers:

- To serve as a volunteer mentor for up to one (1) full year, being available weekly as agreed upon with Project Coordinator and Mentee.
- To attend mentor meetings as needed to the purposes of support, supervision, information and training.
- To be available for individual supervisory training meetings as needed. This may be in person or over the phone with the Project Coordinator.
- To maintain agency forms (mentor timesheet & activity logs). Turn in the completed timesheet and forms before the first of the next month.
- **To respect the confidentiality of the clients and families served by TYFS.**
- To notify the Project Coordinator as early as possible of necessary absences, scheduling conflicts or plans to resign from the program.

Agency:

- To provide orientation and training plus on-going supportive supervision.
- To provide a training manual, including agency policies and procedures where applicable.
- To provide necessary forms and paperwork.
- To provide information material relevant to volunteer mentors (see manual).
- To respect the volunteer's confidential information.
- To remain available for support to volunteer mentors on a timely basis.

All terms of this agreement are mutually acceptable to the undersigned:

Volunteer's Signature

Date

Tahoe Youth & Family Services
Alpine Mentor Project Coordinator

Date