****

**John Eerkes-Medrano[[1]](#footnote-1) Mentorship Program**

Mentoring Agreement,

Legal Form and Statements

*Editors Canada*

*MENTORING AGREEMENT*

Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Café Mentorship  Level 1 Mentoring (1 month) ) \_\_\_\_ \_\_\_\_\_\_\_, 20\_\_ to \_\_\_\_\_\_\_\_\_\_\_, 20  Level 2 Mentoring (2 months) \_\_\_\_ \_\_\_\_\_\_\_, 20\_\_ to \_\_\_\_\_\_\_\_\_\_\_, 20\_\_ First cycle  Renewal | | | |
|  | Name | Phone | Email |
| Mentor | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Mentee | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Objectives

Describe briefly the main agreed objectives of the mentorship. Objectives should include expectations for outcomes by the conclusion of the mentorship. Use these objectives on the next page to determine the planned activities. Up to four main objectives are recommended for a two-month mentorship, but others may be added.

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

4. Click or tap here to enter text.

Scheduled Meetings and Activities (Co-planning of Mentoring Activities)

What is the agreed schedule for meetings? (for example, biweekly on Thursday evenings at 7 p.m. for two hours)

Click or tap here to enter text.

What is the preferred mode of communication? Will other modes be used to transmit documents or provide feedback, for example? See also chart below for modes specific to objectives or activities.

Click or tap here to enter text.

For each objective listed on the previous page, indicate the preferred activities (up to three per objective).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mentoring Activities | How/Where (mode) | When (time periods) | Purpose | Evaluation  (Do you feel that your objective has been achieved?) |
| Objective 1:  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Objective 2:  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Objective 3:  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Objective 4:  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |

Declaration

Declaration: I agree to abide by the ground rules of the Mentorship Program, as outlined in the *Program Guide*, and conditions set by the *Mentoring Agreement* for this cycle of the mentorship.

Mentor’s Name (Print or type clearly): Click or tap here to enter text.

Mentor’s Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

Mentee’s Name (Print or type clearly): Click or tap here to enter text.

Mentee’s Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

For the Mentorship Program Committee: Click or tap here to enter text.

Date: Click or tap here to enter text.

**Editors Canada**

505-27 Carlton Street  
Toronto, Ontario M5B 1L2  
416 975-1379  
1 866 226-3348 (toll-free)  
416 975-1637 (fax)  
[mentorship@editors.ca](mailto:mentorship@editors.ca)

[editors.ca/mentorship](http://www.editors.ca/mentorship)

Volunteer Authorization, Release, and Waiver of Liability Form and Confidentiality, Conflict of Interest, and Privacy Statements

Authorization, Release, and Waiver of Liability

This legal form is to ensure you understand your responsibilities and rights in the program. Its intention is to protect Mentors and Mentees in the unlikely event of legal problems.

In consideration of the opportunity to participate in the Editors Canada John Eerkes-Medrano Mentorship Program (the ”Program”), I hereby agree as follows:

1. **Participation in the Program** — I am a mentor/mentee [strike the one that is not applicable] participant in the Program. I understand that a Mentor is paired with a Mentee for one-to-one mentoring activities. These activities may take a variety of forms, including guidance, counselling, coaching, practical experience, directing, leading and knowledge-sharing. Communication may be oral (face-to-face, phone or videoconference [Skype]), written (email or letter) or through sharing of video/audio materials.
2. **Mentee Responsibility** — As a Mentee, you understand that you are responsible to consider, individually and independently, the soundness of any suggestion, recommendation or advice given to you by your mentor.

(The following three items mean that you agree not to launch any legal actions or claims against Editors Canada, the Mentor or Mentee, or anyone else involved with the program concerning anything that happens as a result of your participation or information you receive during your participation.)

1. **Release —** I hereby release Editors Canada and all of its directors, officers, employees, agents, members, volunteers, insurers and assigns (“the Releasees”) from any and all liabilities, actions, causes of action, claims and demands that result from my participation in the Program or any information I receive or use through my participation in the Program.
2. **Indemnity** — I shall indemnify and hold harmless the Releasees against any loss, damages, amounts paid in settlement and expenses (including reasonable solicitor-client fees and expenses) that might arise in connection with any claim, action or proceeding that results from my participation in the Program or any information I receive or use through my participation in the Program.
3. **Third-Party Claims** — I will not commence claims or actions or make demands of third parties who may claim contribution or indemnity from the Releasees.
4. **Promotion Rights** — Editors Canada would like to be able to use your name, biography, photo, or voice recording to promote the Program without having to seek your permission. Let us know if you agree to this by indicating below.

I authorize Editors Canada, its National Executive Council and all of its directors, officers, employees, agents and volunteers to use and disclose my name, and any approved recording of my voice, and any personal photograph, likeness or image and biography that I have supplied, in connection with my participation in the Program, for the purpose of promoting the Program.

Agree  Decline

1. **Permission to Use Mentor Materials** — Mentors may develop original materials for use within the Program during their participation. This applies only to materials developed for the entire Program, not for a specific mentorship. Editors Canada would like to be able to use these original materials developed by you without having to ask your permission every time it does so by getting a copyright licence from you by indicating below. Let us know if you agree to this. Note that if your original materials include copyrighted materials belonging to a third party, permission from that third party is required before use and you must let Editors Canada know it needs to seek permission. Editors Canada will indicate that any original materials it uses under licence are copyrighted by you.

As a mentor, I grant Editors Canada a non-exclusive licence for the full term of copyright in North America to use any original materials I develop for the purposes of the Program, in the Program and for its promotion, provided that where such materials contain any third-party materials I shall advise Editors Canada of the need for third-party consents, and that Editors Canada shall include a copyright notice in the materials in my name or as applicable. I understand and affirm that this authorization shall be considered consent to such uses of my original materials by Editors Canada.

Agree  Decline

Confidentiality, Conflict of Interest, and Privacy Statements

1. **Confidentiality** — As a participant in the Program, I agree to abide by the Confidentiality Policy and the Confidentiality Procedures of Editors Canada, and to take all reasonable steps to ensure that any confidential information received during the course of the Program from Editors Canada, from my Mentee/Mentor or from any other participant in the Program, is kept confidential.
2. **Conflict of Interest** — I understand that a conflict of interest exists when the activities of members of Editors Canada advance their own interests (or the interests of their family members, friends or business) while being detrimental or potentially harmful to the normal operations, integrity, or aims and objectives of Editors Canada. I agree to abide by the Conflict of Interest Policy of Editors Canada, and to avoid any actual or perceived conflict of interest between my interests and those of Editors Canada or other participants in the Program.
3. **Privacy** — I understand that privacy is the right of individuals to control access to personal information about themselves and to consent to how such information about them is used, shared, and retained. Personal information, according to the Ontario *Personal Information Protection and Electronic Documents Act*, means “information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee of an organization.” As the Program is one of the member services of Editors Canada, I agree to abide by the Editors Canada Privacy Policy and not to disclose any personal information about my Mentor/Mentee or any other participants in the Program without their express consent.
4. **Note:** If either participant in the mentorship fails to adhere to these expectations of confidentiality or privacy, or has a conflict of interest, the matter will be referred to the Privacy Officer of Editors Canada (the executive director) for investigation.

I am at least 18 years of age. I have read these Authorization, Release, and Waiver of Liability Form and the Confidentiality, Conflict of Interest and Privacy Statements, and I understand all of their terms. I execute them voluntarily and with full knowledge of their significance.

Mentor’s Name (Print or type clearly): Click or tap here to enter text.

Mentor’s Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

Mentee’s Name (Print or type clearly): Click or tap here to enter text.

Mentee’s Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

For the Mentorship Program Committee: Click or tap here to enter text.

Date: Click or tap here to enter text.

1. **About John Eerkes-Medrano**

   The late John Eerkes-Medrano won the respect and loyalty of the authors he worked with. He was a two-time recipient of the Tom Fairley Award for Editorial Excellence, and was also a teacher and a mentor. Editors Canada’s mentorship program is named in his honour. [↑](#footnote-ref-1)