

ATTENDANCE POLICY

POLICY

Once a session has been scheduled at mutual agreement it should begin at the agreed upon time and last for the agreed upon duration. If the mentee or mentor cannot attend, they need to alert the other party immediately and reschedule the session.

As a participant of the _____ (organization name) Mentorship Program, you agree to provide a minimum of 24 hours notice when you cannot attend a previously agreed upon scheduled session.

If a mentee cannot attend a session scheduled to start within 24 hours, and no rescheduling effort has been made, the mentor has the right to consider that session complete.

SIGN OFF

(Full Name)

(Signature of Participant)

(Date)