

# BIZSTARTS

— CELEBRATING **10 YEARS** —

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## BizStarts Mentor Program Guide for Mentors

# BizStarts Mentor Program Overview

The Mentor Program (the “Program”) of BizStarts Milwaukee Inc. (“BizStarts”) consists of volunteer mentors (“BizStarts Mentors” or “Mentors”), who are seasoned members of the corporate and entrepreneur community who agree to offer some of their particular expertise free of charge to BizStarts entrepreneurs (“Participating Entrepreneurs”).

## Rules and Expectations for BizStarts Mentors

**Commit Appropriate Time and Responsibilities:** Once matched, Mentors agree to provide the Participating Entrepreneur they are matched with (the “Mentee”) a minimum of 2 hours per month for the timeline agreed to or until the goal is met (whichever is shorter). Mentors are free to decide which Mentee(s) they work with. Mentors do not **"do"**; rather Mentors provide frank, unbiased and constructive advice, guidance, consultation, and support. They are **not** employees of the Mentee. Mentors may provide connections to the Mentee at their discretion.

**Have Realistic Expectations:** Both parties should understand and agree on their expectations for the partnership. Self-awareness is important, and both the Mentor and the Mentee should identify what each would like to gain from the Program and what each is able to deliver. Articulate these desires to each other and determine realistic goals.

**Share Responsibility for the Relationship:** Both Mentor and the Mentee need to take ownership of the relationship. Significant energy and time are required of both parties to create a successful mentorship. Mentors are expected to take an interest in their Mentee and his or her success; and to get to know the Mentee's needs, including personal situations.

**Establish Concrete Goals and Develop an Action Plan:** The mentorship should be focused on learning and development with clearly stated goals. Set objectives and benchmarks at the outset and review them frequently as they may change over time. The Mentor should update the Entrepreneur Coach with agreed-upon goals and progress towards achieving those goals after each meeting with a Mentee.

**Communicate and Respect Your Partner's Time:** No relationship can succeed without clear communication. Show respect for your partner's time by confirming meetings beforehand and always letting your partner know if you are running late or need to reschedule. Mentees are expected to articulate what they would like to discuss in advance of each meeting.

**Keep an Open Mind:** Both parties need to be willing to be open and exchange information. Remain open minded and flexible as your relationship evolves.

**Encourage Mutual Ownership:** While a Mentor may help the Mentee develop the necessary tools for success, remind the Mentee that it is up to them to implement these tools. The Mentee will need to put in the time and effort required to advance toward achieving their goals. It is important for everyone to keep in mind that success will not come immediately.

## Guiding Principles

**Entrepreneurs Are Our Focus:** Mentors participating in the Program recognize that promotion of the goals of BizStarts and the Program may put the interests of the community and of the Participating Entrepreneurs ahead of the Mentors’.

**Open Availability:** The resources of the Program shall be made available without regard to gender, race, religion, color, national origin, disability, sexual orientation or any other class of people protected by law.

**Making the Match:** The Entrepreneur Coach of BizStarts shall oversee the formation of each relationship between a BizStarts Mentor and a Participating Entrepreneur. Matching of Mentors to Participating Entrepreneurs shall be based solely on the needs of the Participating Entrepreneur and the best available Mentor for the needs identified. Mentors and Participating Entrepreneurs are free to decide whether to accept an assignment. In their sole discretion, one of the BizStarts’ Entrepreneur Coaches, Executive Director or President (together, “BizStarts’ Authorized Agents”) may modify or end any Mentor’s work in the Program.

**Respect the Relationship:** Mentors in the Program shall maintain strict confidentiality over any identified proprietary information entrusted to them by any Participating Entrepreneur(s), and will be used solely to facilitate participation in the Program. All information (including the identity of potential investors) and advice generated or received in connection with the Program is presumed to be proprietary and confidential and should be treated as such.

**Financial Entanglements:** No Mentor associated with the Program may accept, for him/herself, or any related party, (i) a primary financial interest or (ii) any other financial relationship, with a Participating Entrepreneur associated with the Program without first formally recusing him/herself from their role as a BizStarts Mentor with respect to that Participating Entrepreneur by providing a thirty (30) day advance written notice to said Participating Entrepreneur and any of BizStarts’ Authorized Agents.

**Be Flexible:** While BizStarts endeavors to make appropriate matches of Mentors with Participating Entrepreneurs, some Mentors may not be assigned to a Participating Entrepreneur based on a variety of factors, including, but not limited to, suitability or availability of the Mentor, Participating Entrepreneur eligibility in the Program, a Mentor’s compliance with the Program Overview, Rules and Guide, or at the sole discretion of the BizStarts’ Authorized Agents.

**Stay Curious:** If you have any questions or comments about the Program, please reach out to one of the BizStarts’ Authorized Agents or contact BizStarts via email ([admin@bizstarts.com](mailto:admin@bizstarts.com)). We value your continued input as we continue growing, shaping and pivoting our Program to best meet the needs of the Mentors and Mentees.

# BizStarts Mentor Program Agreement/Acknowledgement & Release

(Dear Mentor, please return the completed form by email to admin@bizstarts.com)

I acknowledge that I have received, read, understand and agree to abide by the most current version of the BizStarts Milwaukee Inc. (“BizStarts”) Mentor Program Overview (“Overview”), Rules and Expectations for BizStarts Mentors (“Rules”), and Guiding Principles (“Guide”).

I have had the opportunity to discuss any questions that I may have regarding the Mentor Program (the “Program”), Overview, Rules, or the Guide with one of the BizStarts’ Entrepreneur Coaches, its Executive Director, or its President (together, “BizStarts’ Authorized Agents”) and I have received satisfactory responses to those questions, if any.

I agree to conduct my mentoring and other activities associated with the Program, along with my involvement in other BizStarts’ projects, programs and services in accordance with the Overview, Rules, or the Guide, or any updates thereto, and I will seek assistance from BizStarts’ Authorized Agents if I have any questions or concerns related to these documents.

Furthermore, I hereby agree to release and hold harmless BizStarts’ Authorized Agents, BizStarts, its officers, directors, employees, agents and entrepreneurs from any and all claims, costs or liabilities incurred as a result of, or related to, my participation in the Program.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

List any exceptions below (Leave blank if there are no excepted Participating Entrepreneurs):

Mentor Assessment Completed by the following BizStarts’ Authorized Agent:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_