



# Mentee Application

Please fill out the application to the best of your ability. Along with this application we would like you to submit:

- **Your resume**
- **Vision statement for your business**
- **Business plan**
- **Monthly budget/finances**

To be considered as a Mentee, you must be a member of The Chamber in good standing (current on your fees and dues) and have been in business for a minimum of one year. EPIC Mentoring is available to both Profit and Non-Profit organizations.

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Years Business has been open: \_\_\_\_\_

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

Phone: WK# \_\_\_\_\_ Cell# \_\_\_\_\_

Email: \_\_\_\_\_

What is your business?

How did you get involved with your business?

What is happening today in your business?



## **Mentee Application (cont.)**

Where do you want your business to be in 3-5 years?

What do you like best in your business?

What do you like least about your business?

Describe your personal situation and interests.



## **Mentee Application (cont.)**

What are 1-3 issues/opportunities and/or challenges you would like to discuss in your mentor sessions?

What is your current exit strategy from your business and what is it?

Why did you want to be mentored in this program?

What are your expectations of the Mentor Board?



## Mentee Application (cont.)

Please read and initial your acceptance.

\_\_\_\_\_ I understand as a voluntary participant in the EPIC Mentoring program that participating EPIC Board Members desire to participate as a contributor to the free, open and confidential exchange of ideas and information in conjunction with meetings.

\_\_\_\_\_ I understand and acknowledge that though the Board themselves may be licensed professionals in a variety of disciplines, each are merely providing suggestions based on personal and business experience.

\_\_\_\_\_ I understand, acknowledges and agrees that none of the EPIC Board Members are acting in a professional capacity in their role as a Board Member, that the comments and suggestions of any Board Member do not constitute advice given in a professional capacity, and such advice should not be relied upon by myself.

\_\_\_\_\_ I understand I may be asked to give a testimonial of my experience with the EPIC Mentoring Board – either to a new participant and/or to The Chamber.

\_\_\_\_\_ I understand, I will be asked to complete a survey of my experience with the EPIC Mentoring program and will be candid and honest in that survey.

\_\_\_\_\_ I understand, acknowledge and agree that none of the EPIC Board Members will in any way be liable to myself for damages relating to or arising out of any comments or suggestions made or implementation by myself of those comments or suggestions. I hereby release, discharge and agrees to hold harmless The Chamber, EPIC Board, any and all designees that fall under The Chamber titling including but not limited to it's Board of Directors, Committees, Assignees and others from liability, claims, demands, losses or damages on account of or in any way related to my participation in EPIC and any of its activities.

If any term of this agreement is to any extent invalid or unenforceable, the remainder of this Agreement shall be unaffected thereby and will remain in full force and effect.

EPIC Mentee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company/Business: \_\_\_\_\_

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



## Mentee Participant Guide and Expectations

Congratulations on being chosen as a Mentee with our EPIC Mentor Board! The following information is to guide you on the operational and group expectations that come with being a selected applicant. The EPIC Board is a group of highly qualified business professionals, like yourself, who have chosen to share their many years of expertise to assist in the mentoring and building of other business professionals.

1. **Attendance:** Each mentee is committed to 3 months of participation. The meetings are once a month, on the 3<sup>rd</sup> Wednesday of each month. The first meeting will be from 12 Noon to 1:30pm and followup meetings from 12 noon to 1pm. Your Mentor Meeting needs to be one of your top priorities. Schedule all your Mentor meetings on your calendar and rearrange all conflicting items to accommodate your Mentor meetings. Make your top priority 100 percent attendance for your three months. Meetings will be located at 1730 Schertz Parkway in The Chamber Board room.
2. **Meeting conduct:** All EPIC Board Members are seeking to help the selected Mentee. All parties frequently become very friendly and comfortable with each other and discussion can occasionally get emotional. Please observe the following courtesies in our meetings:
  - a) Businesslike behavior. No profanity, ethnic, racial or gender-based slurs or humor and no personal criticism can be tolerated.
  - b) Conversational manners – let the other person finish what they are saying
  - c) Open and accepting attitudes – all conversations are intended to benefit. Defensiveness, evasion, and criticism are sometimes hard to avoid but they never benefit you or the group.
3. **Confidentiality:** All EPIC Mentor meetings are completely confidential. While being mentored, applicants may frequently share proprietary figures on sales and profits and discuss things they can't bring up in their own company. As a rule of thumb, unless you have specifically given permission to share something from a Board conversation - Nothing is repeated outside of the meeting.
4. **Conversations/Questions Outside of Meetings:** on occasion, you may be familiar with or know one of the Board Directors and have already established a relationship outside of the mentoring sessions. Open discussion with one or more Directors outside of the meeting, while not encouraged, is allowed. If a Board Director is contacted outside of the regularly scheduled meeting time, that Board Director MUST share with all the other Board Directors the question and/or conversation with the Mentee, to get their input as well.
5. **Preparation:** EPIC Mentor Meetings are more effective if you spend a little time preparing for them. You are encouraged to consider an issue or opportunity in your business prior to each meeting that you would like the group to provide input on. The more specific you can be, the likelier it is that the group can deliver practical solutions. Examples could be challenges in finding and retaining good employees. A question of "How do I keep key employees?" is broad and requires the Board Members to spend considerable time asking background questions. Preparing your scenario in a way that others can easily understand is of great benefit to everyone. Here is an example of how to present your specific challenge, if it was the one above:  
*"I employ seven techs who must be trained and certified in their specialty. My company pays for the certification program. Once certified, they receive a salary increase and benefits which are typical for the industry. In the last six months, three of my techs have left for jobs with my customers at higher pay within a few weeks of getting their certification. I can't afford to raise salaries and continue to pay for their classes. How can I discourage my customers from taking my employees or gain a higher degree of loyalty from the trained techs?"*

Presenting an issue in this manner gives the Board the background and parameters they need to ask focused questions and saves time in the learning process.



## Mentee Participant Prompts

### Preparation Prompts for Your Business Issue

Preparing your presentation of an issue prior to your Mentor Meeting helps make the most of your time and allows more time to hear the advice of your EPIC Mentor Board. Use the following questions as a guide:

1. Is it a concern, challenge, opportunity or reoccurring problem that is becoming more troublesome? What is the heart of the issue? The more concise the description the more time for input from Board Members.
2. What is at stake? Loss/addition of profit, people, services, clients or are there other factors?
3. What are the potential consequences if this issue is not properly resolved?
4. What are the specific results or outcomes that you are seeking?
5. Summarize with bulleted points how, when, why and where did the issue start? Who are the key players? Which forces are at work? What is the current status of the issue?
6. What have you done so far? What options are you considering?
7. What result do you want from your mentoring experience? For example: alternative solutions, confidence regarding the right decision, identifying consequences, etc

### Meetings

**For your first Mentor meeting**, be prepared to stay for an hour and a half and give a 15-minute presentation on your company and personal background. The Board will have your application and answers prior to your first meeting but this will help the Board get insight on you as a person and your business. After, you will present your challenge/opportunity/situation, for discussion and round table talk with the Board. During this first meeting, Q & A, open dialogue and guidance suggestions will be made as well as tasks for you to do in the possible resolution on your situation.

**Second Meeting** – will last an hour and will consist of a talking dialogue with you to see what has transpired, decisions and / or actions you have taken as well as further questions and possible redirection.

**Third Meeting** – will last an hour - the final meeting will be an open dialogue of what has transpired/actions taken from any discussion, suggestion, or input from the second meeting. The Board will then help you to either set goals, vision cast or create key performance indicators that will help you to measure your future successes and/or direction you may wish your business to take.