



Emerging Entrepreneur Zone (EEZ)

Mentor Procedures & Acknowledgment Agreement

Purpose

The Emerging Entrepreneur Zone (EEZ), an initiative of Small Business Milwaukee, is dedicated to providing a safe, educational, and empowering experience for students ages 16–25. This document outlines the procedures, expectations, and safety standards that all mentors must review and agree to before participating in any EEZ program, cohort, or event.

1. Program Overview

The EEZ program connects aspiring young entrepreneurs with professional mentors who share real-world experience, offer guidance, and help students develop confidence, soft skills, and business knowledge. All mentorship activities must occur through approved EEZ events, communication channels, or platforms.

2. Mentor Responsibilities

As a mentor, you agree to:

- Represent the EEZ program with professionalism, respect, and integrity.
- Arrive on time and participate fully in scheduled sessions or events.
- Create a welcoming and inclusive environment for students.
- Keep all conversations and examples appropriate for youth audiences.
- Focus discussions on education, business, and career development topics.
- Notify EEZ staff if you cannot attend a scheduled session.

3. Communication Policy

All mentor–student communication must occur through approved EEZ platforms or events.

- No personal texting, social media connections, or private meetings outside of program approval.
- Mentors may not share personal phone numbers, addresses, or social media accounts with students.
- Mentors should communicate in group or supervised settings whenever possible.
- Any follow-up mentoring relationships outside the EEZ must be reported to the EEZ Program Director for recordkeeping.

Official Messaging System

The EEZ website includes a secure messaging system that serves as the approved communication platform for all mentors, students, and staff. All digital communication related to the program must take place within this system to ensure safety, transparency, and accountability. The messaging system allows program administrators to monitor and manage communications if necessary for compliance or participant protection. Mentors agree not to use personal email, texting, or third-party chat apps to communicate with students regarding EEZ activities.

4. Safety Procedures

To ensure a safe environment for all participants:

- All mentors must complete a background check prior to program participation.
- Background checks are conducted at the expense of the volunteer mentor, unless the cost is covered by a program sponsorship or donor.
- Mentors must adhere to the Two-Adult Rule whenever possible—meaning two approved adults are present at all times with students.
- Mentors must avoid being alone with a student in any in-person or virtual setting.
- If a mentor observes or suspects any form of abuse, neglect, or inappropriate behavior, they must immediately notify the EEZ Program Director or designated school liaison.

5. Boundaries and Professional Conduct

Mentors agree to:

- Maintain appropriate personal boundaries with students.
- Never provide transportation, gifts, or money to a student.
- Refrain from romantic, discriminatory, or suggestive behavior or comments.
- Avoid discussing sensitive personal issues unrelated to the program.
- Uphold confidentiality about student information except when safety concerns arise.

6. Reporting and Concerns

If a mentor or student experiences or witnesses inappropriate behavior:

1. Report immediately to the EEZ Program Director (Tracy Champagne) or designated school official.
2. The EEZ team will investigate promptly and take appropriate action.
3. Confidentiality will be maintained to the fullest extent possible.

7. Attendance and Commitment

- Mentors are expected to confirm participation in advance of each session.
- Consistent attendance and engagement strengthen trust and program quality.
- Cancellations should be communicated as soon as possible to allow replacements if needed.

8. Public Representation

Mentors understand they may appear in EEZ photos, videos, or promotional materials unless they opt out in writing. Mentors represent the EEZ program, its mission, and its partners positively in all public interactions, events, and social platforms.

9. Mentor Directory & Alumni Club Inclusion

By participating as an EEZ mentor, I grant permission for my name, business name, and professional title to be included in the Emerging Entrepreneur Zone Mentor Directory and the EEZ Alumni Club listings. This directory is used to connect mentors, alumni, and students for future collaborations, educational opportunities, and networking. I understand that contact information such as email or phone number will only be shared with program participants and administrators as appropriate, and not made public without my consent.

10. Agreement and Acknowledgment

By signing below, I confirm that I have read and understand the Emerging Entrepreneur Zone Mentor Procedures and agree to follow all policies, safety rules, and communication standards. I understand that non-compliance may result in removal from the program.

Mentor Name: _____

Business/Organization: _____

Signature: _____ **Date:**

EEZ Representative: _____ **Signature:**

The Emerging Entrepreneur Zone reserves the right to revise procedures or remove mentors at any time to maintain a safe and positive learning environment. This signed document will remain on file for the duration of the mentor's involvement with EEZ.