



## **2010 ILASFAA Mentoring Program**

ILASFAA is initiating a new mentoring program! The ILASFAA membership contains both seasoned financial aid professionals and those new (and newer) to the profession. We want to encourage collaborative, mentoring relationships between the newer and more experienced members.

### **Program Description**

ILASFAA's Mentoring Program is a one year program. The mentoring experience will begin and end at each annual conference. (We, of course, encourage participants to remain in touch even after the one year formal program ends.)

During the year of mentoring, we will provide topics for discussion each month. Your discussions can take place in person, online and/or over the phone—whatever works best for you.

In this first year, the program will be limited to 10-15 mentor/protégé pairs. Because of this limitation, some applicants may be put on a waiting list in this first year.

### **Mentor Roles and Responsibilities**

- Help the protégé network with individuals within ILASFAA;
- Serve as a role model on how to conduct oneself in the professional world;
- Serve as an advisor by listening, guiding, and providing non-evaluative feedback;
- Provide encouragement and guidance, as well as support on a personal level;
- Be sensitive to the protégé's workload and supervisor instructions; and
- Never take on the role of supervisor, refer all questions regarding processing, policies, and procedures to the protégé's supervisor.

### **Protégé Roles and Responsibilities**

- Use your mentor as a resource to get more involved with ILASFAA;
- Discuss financial aid history, trends, and pending legislation;
- Be honest and up front with the mentor;
- Ask questions so that a clear understanding is reached;
- Recognize that this program is only a supplement to your own hard work and abilities; and
- Never direct questions regarding processing, policies, and procedures to your mentor, refer these to your supervisor.

### **Application Process**

Those who are interested in being either a mentor or protégé should complete the following application.

1. **Complete the application.**
2. **Scan and email to [afijal@uchicago.edu](mailto:afijal@uchicago.edu) or fax to (773) 702-7073, attn: Amanda.**

**2010 ILASFAA Mentoring Program Application**

I would like to be a:  Mentor (suggested 3+ years of experience)

Protégé (less than 5 years of experience)

Name \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_

Years in Financial Aid:

**Describe your present position:**

\_\_\_ Director \_\_\_\_\_ Assistant Director

\_\_\_ Associate Director \_\_\_\_\_ Counselor

\_\_\_ Other, specify:

**Confidentiality Statement**

By signing this application, I understand that any information exchanged in conversations and other interactions in the mentor/protégé relationship is confidential. All participants in the ILASFAA Mentoring Program are expected to respect the confidentiality between the mentor and protégé. Breaches in this confidentiality may result in the termination of the Mentoring relationship and participation in the Mentoring Program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Authorization to Participate**

Please have the director in your financial aid office sign below to acknowledge that he/she understands your desire to learn more/teach about ILASFAA as part of the ILASFAA Mentoring Program. (If you are the director, you may sign your own authorization.)

Name of Director in Your Office \_\_\_\_\_

Director's Signature \_\_\_\_\_

Date \_\_\_\_\_



Why would you like to participate in this mentoring program?

What educational degrees do you have, and from where?

Give a brief overview of your career in financial aid (list any previous positions and the institution where you worked).

Why do you believe you will be a good mentor or protégé?