



Mentorship Requirements and Guidelines 2022-2023

Scholarship Awards Year

1. The Board of Trustees shall establish a slate of potential mentors for approval at the March 2022 Board meeting, with a desired five potential mentors identified for each scholarship track.
2. Each Scholar shall select a mentor from a published Mentor Roster on the ELF scholarship web page. This selection is made on the scholarship application.
3. Mentorship period begins one month before the beginning of the scholarship winner's stated scholarship period, and lasts through completion of the scholarship experience and knowledge documentation for future scholarship classes.
4. Scholarship Mentors agree to biweekly contact at a minimum, by telephone or email, with the Scholar, with a face to face or video call meeting on a monthly basis, during the mentorship period.
5. Scholarship Mentor is to be a resource and guide to the Scholar, and also serve as a vehicle for accountability to the Board of Trustees that scholarship funds are being used for expressed purposes, and that progress is being made to achieving stated goals for the scholarship that has been awarded.
6. Scholarship Mentor shall report to their Scholarship Committee chairperson on a monthly basis, with details regarding the scholarship recipient's progress toward scholarship goals. Scholarship Mentor agrees to report positive progress and also, if any, problems related to Scholar's progress toward stated goals, and if this is the case, proposed solutions to return the scholarship recipient to a path to success.

7. The Scholarship Committee chairperson shall use the Scholarship Mentor's monthly report to report on Scholar's progress to both the Scholarship Committee and the Board of Trustees.
8. Within thirty days of the completion of the scholarship, Mentor agrees to meet with the Edna Lewis Scholar for a final meeting, and to complete a review and document knowledge acquired for future use and guidance toward to Edna Lewis Foundation scholarship program.
9. If a selected mentor is unable to agree to mentor a scholarship recipient due to conflicts of dates or changing circumstances, they must let the Scholarship Committee Chair know as soon as possible and the scholarship recipient will be given an opportunity to select another mentor from the published slate.

Mentorship Program timeline:

- April 1 – 15: Slate of potential mentors is selected and published on the scholarship web page.
- April 15 – May 31: Scholarship applicants submit applications including desired mentor selection on application.
- June 15-30: Scholarship recipients and mentors are selected. Mentors are notified by scholarship committee chairs, to include information on the Scholar's scholarship program beginning and end dates. Scholarship recipients are notified by Chairwoman Mashama Bailey.
- After July 1: Mentorship begins one month before the stated scholarship period of the awardee. This date is flexible based on the needs of the scholarship recipient.

Primary goals of mentorship:

- Timely career advice and guidance
- Timely advice and guidance on successful progress and completion of scholarship
- Introduce Scholar to a wider industry network when possible and applicable
- Refer scholar to appropriate reading materials for knowledge
- Accountability to the ELF Board of Trustees in regards to scholarship progress

All Scholarship Mentors serve at the pleasure of the Board of Trustees, and may be removed at any time for insufficient results or wrongdoing as evaluated by the Scholarship Committee or Board of Trustees. Removal of a Scholarship Trustee requires a majority vote of the Board of Trustees. When a Scholarship Mentor is removed, the Scholarship Committee is charged with selecting a new Scholarship Mentor and submitting the Nomination to the Board of Trustees at the earliest possible time. The Scholarship Committee chairperson shall serve as interim Scholarship Mentor, or assign another Scholarship Committee member the role until a replacement is approved by the Board of Trustees.

Upon successful completion of Scholar Mentorship, the Mentor will be awarded a \$250 honorarium in appreciation of services provided.