**THE ALS MENTORING PROGRAM PURPOSE AND GOALS**

**Tell me and I forget, teach me and I may remember, involve me and I learn.”**

**― Benjamin Franklin**

While Law school provides lawyers with the fundamental skills necessary for practicing law, it does not give them a real-world picture of what life as a practicing attorney is really like. For new lawyers, the stark contrast between law school and actual practice can be overwhelming. That is why a mentor is so important. Mentors provide young attorneys the advice and guidance they need not only to survive but also to thrive in their legal careers. The seasoned attorneys of the Section who had a mentor when they first started out recognize the value of such a relationship, and the importance of giving back to the profession by becoming mentors to the next generation of attorneys.

The purpose of the ALS Mentoring Program is to elevate the competence, professionalism, and success of young administrative lawyers through positive mentoring relationships with more seasoned members of the Administrative Law Section. The goals of the ALS Mentoring Program are:

* to assist young attorneys with goal setting and career planning;
* to offer young attorneys networking opportunities;
* to help young attorneys develop their practical skills;
* to promote collegial relationships among administrative lawyers; and
* to encourage young attorneys to become more involved in the Section so that the Section can have sustained growth in its membership.

**GUIDELINES FOR THE ALS MENTORING PROGRAM**

1. General Program Guidelines.
   1. Mentors should be current members of the Administrative Law Section with at least 10 years’ experience. They should also be in good standing with the Florida Bar and have no disciplinary history for the preceding 10 years.
   2. Mentors should also have a history of practicing with dedication to the principles of professionalism, i.e. character, competence, civility, and commitment.
   3. Mentees should be young lawyers who have successfully completed the Section’s Trial Academy.
   4. Mentors will be paired with Mentees based on the Registration forms they filled out prior to the Trial Academy. The Section member(s) who administer the program will make every effort to pair Mentors with Mentees who have similar interests and practice areas, if possible.
   5. Mentor/Mentee pairings will be announced during the reception following the conclusion of the Section’s Trial Academy.
   6. Mentors and Mentees should develop a Mentoring Plan at the outset of their relationship that they both agree to abide by.
   7. Mentors and mentees should provide feedback to the Section on the strengths and weaknesses of the ALS Mentoring Program and offer suggestions on how to improve the program.
2. Responsibilities of Mentors.
   1. Mentors should be willing to commit to a 1-year mentoring relationship with their Mentees unless circumstances beyond the control of either party prevent fulfillment of the time commitment.
   2. Mentors should contact their Mentees as soon as practicable after being assigned and set up a face-to-face meeting with them.
   3. Prior to the initial meeting, Mentors should learn about their Mentee’s background.
   4. As part of the initial meeting, Mentors should be prepared to tell their Mentee a brief version of the Mentor’s career story, including lessons learned from any mentors they had, or, if they did not have a mentor, how that impacted their career.
   5. Mentors should establish a regular meeting schedule (at least once a month) with their Mentee at the initial meeting, and provide their contact information to the Mentee, along with the best times and methods for communication.
   6. Within a reasonable time after the initial meeting, Mentors should introduce their Mentee to other lawyers and staff members at the Mentor’s office or, in the case of intra-office mentoring, determine whether such introductions have already taken place.
   7. Mentors should invite their Mentee to the Section’s Executive Council meetings and discuss ways in which their Mentee can become involved in the activities of the Section, including writing an article for the Section’s newsletter or the Florida Bar Journal.
   8. Mentors should ensure that their Mentee is familiar with Florida’s APA and Uniform Rules of Administrative Procedure, as well as the Bar’s rules on ethics and professionalism.
   9. Mentors should be candid with their Mentee about any problems that arise in the mentoring relationship or if the desired result of the mentoring relationship is not being obtained.
   10. Mentors should not accept employment as co-counsel with Mentees.
   11. Mentors should avoid even the appearance of the existence of any attorney/client relationship with each other’s clients.
   12. Mentors should remind Mentees not to disclose the identities of their clients unless they have prior consent.
3. Responsibilities of Mentees.
   1. Mentees should be willing to commit to a 1-year mentoring relationship with their Mentor unless circumstances beyond the control of either party prevent fulfillment of the time commitment.
   2. Mentees should learn what they can about their Mentor prior to the initial meeting.
   3. Mentees should be willing to listen to their Mentor with an open mind and ask the Mentor questions.
   4. Mentees are expected to treat their Mentors with professionalism and respect.
   5. Mentees should tell their Mentor what their career goals are, and what areas of practice they are interested in.
   6. Mentees should be willing to be flexible with their time to work around their Mentor’s work schedule, as well as make efficient use of the mentoring meetings.
   7. Mentees should be willing to attend the Section’s Executive Council meetings or other Section events when invited by their Mentor, unless there are scheduling conflicts that cannot be resolved in favor of such attendance.
   8. Mentees should not accept employment as co-counsel with Mentors.
   9. Mentees should avoid even the appearance of the existence of any attorney/client relationship with each other’s clients.
   10. Mentees should never disclose the identities of their clients without prior consent.
   11. Mentees should never expect their Mentors to perform legal research on their behalf or assume professional responsibility for any advice they give to Mentees as part of the mentoring relationship.

**MENTOR REGISTRATION FORM**

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

Current Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone Number: Office:\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florida Bar Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year admitted to The Florida Bar: \_\_\_\_\_\_\_\_\_\_\_\_\_

In what areas of administrative law do you practice?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are you Board-certified? \_\_\_\_\_Yes \_\_\_\_\_\_No

Please list the local, state, and national bar associations, and other Legal Organization that you are a member of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In what settings have you practiced law? (Please check all that apply.)

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| --- | --- |
|  |  |
| Private Small Firm (1-5 Lawyers) \_\_\_\_\_ | |
| Private Medium Firm (6-20 Lawyers) \_\_\_\_\_\_\_ | |
| Private Large Firm (over 20 Lawyers) \_\_\_\_\_\_ | |
| Corporate In-House \_\_\_\_\_ | |
| Public Interest Law Group\_\_\_\_\_\_ | |
| Legal Services Corporation \_\_\_\_\_\_ | |
| Government (Circle one: local, state, federal) \_\_\_\_\_\_\_\_\_ | |

Why do you want to be a mentor?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What interests or hobbies do you have outside the practice of law?\_\_\_\_\_\_\_\_\_\_\_\_\_

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I certify that the above information is true and accurate. I understand that the information in this application will be shared with any lawyers chosen to be assigned to me as a mentee. I also understand that I must keep all confidential information received from my mentee(s) confidential, that I am not to get free legal assistance from my mentee, that I am not to provide free legal advice to my mentee, that I am not to refer cases to my mentee for a referral fee, and that I am not to accept referrals from my mentee.

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

**MENTEE REGISTRATION FORM**

Name and Florida Bar Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of admission to The Florida Bar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of attorneys in Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone Number Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:( )\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

What areas of administrative law are you interested in?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What interests or hobbies do you have outside the practice of law?\_\_\_\_\_\_\_\_\_\_\_\_\_

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*NOTE: To the extent possible, you will be matched with a Mentor who practices in your area(s) of interests and enjoys similar interests and hobbies outside the practice of law.*

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