



## **Allan P. Kirby Center for Free Enterprise and Entrepreneurship**

### **Wilkes University**

#### **Mentoring Goals and Objectives**

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**The primary goal of the Allan P. Kirby Center for Free Enterprise and Entrepreneurship (APKCFEE) is to increase entrepreneurial success through direct interaction between the mentee and mentor. Mentees include Wilkes University students, faculty, staff, Wilkes Enterprise Center (incubator) tenants, alumni, and may include select private sector companies.**

#### **APKCEE Objectives:**

- To promote the values of free enterprise and entrepreneurship
- To serve as a role model by sharing one's own personal experience and strategies for overall success
- To establish a supportive relationship between the mentee and mentor
- To assist mentees in business matters relating to their specific entrepreneurial activities
- To assist mentees in formation of business related networks, especially those within the region
- To improve communication between mentees, especially students, and other relevant individuals and resources
- To assist mentees in developing a sense of "belonging" within the university and community environments.

**Mentors:** Mentor activity is provided as a pro-bono service to the APKFCEE

Note: Mentors are not required to provide pro-bono services to Non-Wilkes related For-Profit private sector companies

- To assist in the identification and recruitment of qualified mentors when required to provide specialized support to mentees.
- To maintain a journal of activities relating to the mentee; making periodic reports to the Assistant Director of the Center

- To attend periodic meetings of the Center's Executive Mentors as convened by the Director of the Center
- To interact with the Executive Director, Assistant Director, Executive-in-Residence, Kirby Scholars, and Staff.
- To maintain discretion and confidentiality relating to mentee or APKCFEE activities, to include signed agreement to the APKCFEE's confidentiality agreement.
- To enter into the Business Executive Mentor Program Mentoring Agreement between Mentee and Mentor
- To disclose active or potential conflict of interest
- To participate in APKCFEE functions

**Mentees:**

- To enter into the Business Executive Mentor Program Mentoring Agreement between Mentee and Mentor
- To develop and submit the APKCFEE Venture Profile
- To establish a regular meeting schedule and communication protocols with the Mentor(s) and APKFCEE Staff as appropriate
- To establish specific goals that will be the focus of the mentoring activities
- To provide timely reporting and feedback to the mentor and APKCFEE
- To provide information relevant to the business venture to the APKCFEE Staff and Kirby Scholars as requested
- To provide non-confidential content for APKCFEE and University news releases when requested
- To participate in APKCFEE functions

Note: **Private Sector Client:** If the Mentee is not a Wilkes University student, faculty, staff, Wilkes Enterprise Center (incubator) tenant, alumnus (or member of the immediate family), then it is required that the Mentee enter into the APKCFEE Consulting Agreement.

