



Relationship

We have voluntarily entered into a coaching partnership. As a GEM I will openly discuss my career goals and experiences for the sole purpose of shared learning and career enhancement. As a CROWNS Coach, I agree to respect my GEM with regards to their independent goals.

Confidentiality

We understand that confidentiality is critical to developing a trusting coaching relationship. Consequently, we agree to maintain the confidentiality of the person and business experiences that we share with each other. Furthermore, we understand that we will both uphold the same standard of confidentiality.

Time Commitment

We commit to working together **on a regular basis making a minimum of two touchpoints per month** throughout this school year. These touchpoints can be by phone, email, virtual or face-to-face, with that including participating in scheduled DITR CROWNS activities.

Duration

We understand our Coaching Match is expected to last through the 2017-2018 school year and will be evaluated throughout. We understand that we are encouraged to bring any needs or concerns to the attention of the CROWNS Coaching Coordinator. We will be given an opportunity to conclude or continue the relationship at the end of 2018 program year. We agree to attempt to work through any communication challenges or relationship conflicts that may arise during the relationship. However we understand that we can terminate this relationship at any time by contacting the CROWNS Coaching Coordinator. We may or may not be matched with a different person.

Meeting Times

We are committed to making this Coaching Project a priority. We will predetermine our meeting preferences and frequency. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting we will agree to setup a date for the next meeting.

We have determined the best days and times to meet are as follows:

- Monday afternoon/evenings – time(s) _____
- Tuesday afternoon/evenings – time(s) _____
- Wednesday afternoon/evenings – time(s) _____
- Thursday afternoon/evenings – time(s) _____
- Friday afternoon afternoon/evenings – time(s) _____
- Saturday– time(s) _____
- Sunday – time(s) _____

Communication Methods & Frequency

We recognize this Coaching Program is relationship based and in order for it to be successful we will have to schedule time to connect. As a result we have determined we will connect (frequency) _____ and have identified the following methods of communication work best for us.

- Face to face
- Telephone
- Email & Remind 101
- Virtual (Zoom, Facetime, Skype)
- At regular scheduled DITR meetings/workshop
- Other: _____

Focus

We will work together to develop a personal success plan including 3 primary measurable goals that we will focus on during the 2017-2018 school year.

As a GEM, I agree

- To work with my CROWNS Coach, my family and the CROWNS Team to achieve my goals.
- To be honest and share feedback during this process
- To follow through during this process
- Seek resources and opportunities for myself
- To advocate for myself and communicate my needs along the journey

As a CROWNS Coach, I agree

- To work with my GEM, her family and the CROWNS Team to help her achieve her goals.
- To be honest and share positive, constructive feedback during this process
- To seek resources and opportunities for my GEM
- To provide guidance, support and accountability to my GEM
- To advocate on behalf of my GEM

As a Parent/Guardian, I agree

- To work with my daughter, her CROWNS Coach and the CROWNS Team to help her achieve her goals.
- To share honest, positive, constructive feedback during my daughter's process
- To seek resources and opportunities for my daughter
- To provide guidance, support and accountability to my daughter
- To advocate on behalf of my daughter

Coach Name (please print): _____

Coach's signature: _____ **Date:** _____

GEM's Name (please print): _____

GEMS's signature: _____ **Date:** _____

Parent/Guardian's Name (please print): _____

Parent/Guardian's signature: _____ **Date:** _____