



The Voice Life Coaching/Mentor/Mentee Agreement

The following represents the Contract between **The Voice Inc.**, and _____, known as the "Client". The Services contracted shall be that of life coaching, as set out below. Please read it carefully and raise any questions or concerns that you have with me before agreeing to the contract. This agreement will begin upon acceptance by Client and shall remain valid for the duration of the Client-Coach relationship.

This agreement, between coach _____ and the above-named client, will begin on _____ and will continue for a minimum of _____. The fee for the initial meeting is \$_____ and the fee for the initial _____ is \$_____ per month, payable in advance each month.

Description of Coaching: Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize their personal and professional potential. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategic plan for achieving those goals. The success of the coaching engagement depends upon the Client's commitment and openness to the process. If the Client believes that coaching is not working as desired, the Client agrees to communicate this to the Coach.

Disclaimer: Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. Client also understands that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals. It is the Client's exclusive responsibility to seek independent professional guidance as needed. If the Client is currently under the care of a mental health professional, we recommend that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach. In no event shall **The Voice Inc.** or its staff be liable to the client for any special, punitive, incidental, indirect, or consequential damages of any kind in connection with this agreement.

The services provided by the coach to the client are in-person coaching or tele-coaching, as jointly agreed with the client. Coaching, which is not advice, therapy, or counseling, may

address specific personal projects, business successes, academic goals or general conditions in the client's life or profession.

The coach promises the client that all information provided to the coach will be kept strictly confidential. Throughout the working relationship, the coach will engage in direct and personal conversations. The client can count on the coach, to be honest, and straightforward in asking questions and making requests. The client understands that the power of the coaching relationship can be granted only by the client, and the client agrees to do just that: have the coaching relationship be powerful, lifegiving and result oriented. Our signatures on this agreement indicate a full understanding of the agreement with the information outlined above.

My Coaching Commitment

1. I will honor the time that we are together and maintain your confidentiality.
2. I will not judge you. I will respect your perceptions of the world. I will be honest with you.
3. It is not my job to change you, but I will hold you accountable.
4. It is my privilege to bring into your awareness, clarity of choices, and if you choose, to take action on them.
5. This is my commitment to you, to be impeccable with my word and keep professional boundaries.
6. I will always hold you in positive focus. I have the best of your interest at my heart. We will concentrate on what is working in your life and how to create more that will work for you.
7. I believe you have all the answers within. My goal is to bring out the very best in you.

Client or Mentee's Commitment

1. I will respect and appreciate my life coach
2. I will honor the time that we are together by being on time.
3. I will do my homework and be accountable by making a daily or weekly commitment to my life.
4. I will take responsibility and accountability for all of my actions.
5. I will present an open heart by sharing a full disclosure of the subject matter without any reservation.
6. I will refrain from deceit, lying, ulterior motives or any personal hidden agenda which can be counterproductive to this process of life coaching.
7. I will trust the process and be willing to step out of my comfort zone.

Through the process of this life coaching sessions, I wish to work on the following areas:

- a. _____
- b. _____
- c. _____

Fees

Coaching fees must be paid in advance of sessions. Payment for the Coaching Sessions is to be made online through PayPal or credit card. If Client fails to pay any amount due within 24 hours before the scheduled session, the session may be canceled at the Coach's discretion.

Upon completion of the initial _____, coaching will convert to a month-to-month basis. The client and coach agree to provide each other with fourteen-day notice in the event either wishes to cancel further services. The monthly fee is calculated based on an average of four weeks per month.

Coaching Sessions

At the scheduled appointment time, the Client agrees to call the Coach at an agreed upon number, social media or arrived at the agreed place. The Coach and client commit to start and finish each session on time. If the client is more than 10 minutes late for a coaching session, the Coach will assume the session is canceled, and the client will forfeit the session fee.

Cancellations

I ask that you give 24 hours notice if you need to cancel or change the time of appointment. I will make every effort as well, to re-schedule sessions which are cancelled promptly. If a client does not cancel promptly on a regular basis, I will need to end our coaching relationship. Cancellation (less than 24 hours before) and no-show appointments are billed to the client for the full amount.

Termination of Services

Either Party may terminate this Agreement immediately upon notice. Notwithstanding the preceding, the Client shall not be relieved of any obligations to pay fees due to ***The Voice Inc.*** because of the termination of this Agreement.

Entire Agreement

This Contract constitutes the entire agreement between the Client and the Life Coach and the Life Coach shall not be held responsible and shall remain blameless for any adverse or other consequences, including but not limited to financial, personal, employment or other losses, arising out of decisions or actions the Client may make as a result of the Services provided by the Life Coach.

Client _____ Date _____

Signature of Parent of a Child under 18 is required for life coach session to be administered

Parent's Signature _____ Date _____

Print name _____

Coach _____ Date _____