

Charity Mentors Berkshire - Mentors acting as referees for mentees and/or their charities

Mentors should not give references. If, after a period of at least three months has elapsed since a project has completed, an individual mentor would like to give a reference in a personal capacity, then our suggestion would be that that a further visit or telephone call is made and the mentor and mentee is clear that the reference is not given on behalf of Charity Mentors Berkshire but in a purely personal capacity*.

*[*Suggested wording: 'I encountered this organisation during a mentoring relationship with x, as part of a Charity Mentor Berkshire' project. The mentoring took place between [date] and [date], the project being completed and closed on [date]. As a result of being asked to supply this reference I made further contact with the organisation on [date]. This reference is given in a purely personal capacity and, although based partly on knowledge gained during the Charity Mentors Berkshire project, is not given on behalf of Charity Mentors Berkshire nor does it in any way necessarily reflect the view of that organisation.']*

Review Date: 1 April 2022