



## MENTORSHIP POLICIES

Hello, and welcome to my Self-Development Mentorship Programs III and IV! I am happy you have chosen to work with me.

I have a few policies I would like to invite us to share in our work together:

- **Your Role:** This is a mentorship/coaching experience. It is mainly geared towards motivation, goal-achievement, education, professional development, & spiritual growth, but there may also be a bit of health and wellness coaching that happens as part of the experience. **This is, however, NOT medical treatment.** If you end up wanting to join my practice for psychotherapy and medical work, that may be possible, depending on the state where you reside, but it is a different process (with different entry forms, costs, and procedures), so we will need to discuss.
- **Time & Place:** Sessions generally last 60 minutes, depending on our unique plans, goals, and agreements. Currently, my practice is mobile, meaning I do most of my sessions virtually (using video conference and phone). Occasionally, in-person sessions may be possible depending on circumstance.
- **Missed Sessions:** Please provide a minimum of 24 hours and ideally 48 hours notice for appointments you wish to cancel/reschedule. Rescheduling is pretty labor-intensive, so please try to keep the original appointments you make, if possible. If you are unable to provide 24 hours notice I will need to bill you for the missed session. Extenuating circumstances/emergencies/illness will be considered, of course. I do try to send reminder emails the day or morning prior to appointments, but please do what your can to make notes/set reminders/etc. for appointments, as the ultimate responsibility for remembering rests with you.
- **Confidentiality:** Similar to medical work, our sessions are confidential with the exception being if I think you are at imminent risk to harm yourself or another person. In this case I am obligated to report this information. I do keep brief computerized notes for each session. These are private and visible only to me. **They, however, are not as well-protected by law as medical records, since patient-doctor confidentiality does not apply in non-medical relationships.** I will do my best to inform you if an outside agency requests anything from your records (unless legally prohibited, I will inform you).
- **Payment:** Cash, Paypal, direct Wells Fargo bank transfer, Venmo, and credit card are accepted. Venmo and Paypal use my email: [mysticmandala@gmail.com](mailto:mysticmandala@gmail.com)
- **Phone Calls/Email:** If you need to reach me urgently between sessions:

**MY PHONE NUMBER IS 808-635-9485.**

- For non-urgent messages, including rescheduling appointments more than 48 hours out, please use my email address: [mysticmandala@gmail.com](mailto:mysticmandala@gmail.com). If you email and do not hear from me within about 12-24 hours, please resend. Sometimes a work-related email is missed in my inbox.

By signing below you are acknowledging your receipt and understanding of these policies. You are also consenting to mentoring/coaching with me as a teacher/coach. Please know that your well-being, spiritual growth, and professional success are now priorities in my life, and I will consistently endeavor to offer information, exercises, and suggestions that I think are in your specific, best interest. You, of course, always have the right to choose to accept or reject any information, exercise, or idea I suggest. You may also leave coaching/mentorship at any time. This is a collaborative process, and I trust and value your wisdom, choices, intuition, and input every step of the way.

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Signature

Date