SHINE FROM

Within®

1:1 MENTORING BIZ BUNDLE

ON-BOARDING BOOKING FORM

BOOKING FORM

Before you start, you'll need to have the parent/guardian fill in a booking form and make payment. There are many ways to take the booking and take payment, but below is everything we recommend including in your booking form.

You'll also find a Google Forms template to make your own here (it will ask you to copy it so that you'll have your own version to edit). Add your own colours and change the form to suit you.

When people start filling it in, you can set the form to email you every time it's filled in, and you'll be able to read the responses in the 'responses' tab on the form or can click on the little green 'sheets' icon to open up a spreadsheet with all of the responses.

- Parent/Guardian First and Last name
- Student First and Last name
- Student preferred name or nickname
- Student pronouns
- Any medical information we should know (E.g. for any movement and any other health related issues that we would need to share with paramedics in case of an accident). - more important if you're meeting in person with your client.
- Emergency contact number
- Second emergency contact number
- Student residential address
- Guardian email address (for admin-related correspondence)
- Student email address (for correspondence between sessions)
- Commitment
- Cancellations and Rescheduling
- Waiver
- How did you hear about us?

Please find example language for some of these sections below (also on the Google Form linked above). We are NOT lawyers and so suggest that once you have your documents organised, that you then book in with a local lawyer to check over everything and adjust things to specifically support you and your business.

Commitment:
Once we begin our mentoring series I consider myself to be fully committed to your young person's success. I know you will both be committed too.

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This commitment includes you going through the entire series from start to finish, including the financial commitment that accompanies that. This is extremely important as part of the series, as it is a form of ‘showing up’ for yourself and committing to lasting change.

If, after our first full session together, you feel that the series is no longer right for your child, I will gladly refund you the next session in the month you are yet to have, (if there is one outstanding), and release you from your commitment. Once we have moved into session two however – we are in all the way.

No part of your mentoring series is refundable past session one.

Cancellations and Rescheduling:

Your session time is reserved especially for you with preparation done by me ahead of time. I value our time together and know you will too by respecting and keeping your appointment.

I understand that sometimes things do arise and you may need to reschedule or cancel your session. I do not charge cancellation fees for this, but do encourage you, wherever possible, to please give me as much notice as you can to change our usual time.

I'll do the same if I ever need to reschedule a session with you.

Waiver:

As the parent/guardian, I acknowledge that [insert business name] may share a range of information, facts, research and opinions with my child that is not intended to be taken as personal medical advice. I acknowledge that this is a space predominantly for my child to share what's happening in their life, set goals for themselves and take action towards them. I acknowledge that, unless my child shares something about their immediate danger where [insert business name] would be under obligation to share the details withe me, they will not share the private conversations of these sessions with me.

I hereby release, discharge and/or otherwise
indemnify and hold harmless [insert business name] from all liability for any loss, damage, cost or expense suffered by my child as a
consequence of their participation in this mentoring series, including in the unlikely event of death or personal injury.

How did you hear about us?

- Our website
- A friend
- Facebook
- Instagram
- Newspaper article

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- Local business
- An events website
- Other (please specify)

If a friend told you about us, please let us know their name so we can thank them :)

TAKING PAYMENT

Finally, you'll need a way for them to pay you. You could set up a PayPal account, Stripe account or any other online payment system where you can set up a one off fee for product. We've found Stripe easy to do this. In this case, part of the above information, like parent's name and address will be included on the payment form so you could have one enrolment form and one payment link. A simple way to do it initally though is to include the below on your booking form or let them know that once you've received the booking form, you'll email them bank details for payment:.

Please transfer $xxx into the below bank account to secure your child's spot in a mentoring series:

Account name:
BSB:
Account number:

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