

## **Canes Venture Network Rules and Etiquette**

### **Entrepreneurs**

Entrepreneurs are expected to commit to a sustained relationship with Coaches and the program. Entrepreneurs must meet with their Coaches a minimum of once per month throughout the academic year, and we strongly encourage meeting with greater frequency and throughout the summer if possible and if justified. Prior to entry, entrepreneurs must make available to Coaches an executive summary of their business idea, a financial model of future performance and cash flow projections, and be able to deliver an effective elevator pitch. Additionally, entrepreneurs must be clear about the type of mentoring and specific advice they are seeking.

Each month, entrepreneurs in the program are required to document all meetings that have taken place, and those that have not, by electronically filing a post-meeting form.

All entrepreneurs must comply with University Policies and directives, including the use of University resources and intellectual property guidelines, as outlined in the UM Student Handbook or the UM Faculty Manual. Entrepreneurs must acknowledge that participation in the Program is not an endorsement of the company or idea by the University and the entrepreneur cannot imply such in any communications, written or oral. Factual statements indicating participation in the Coaching Program are not prohibited, but the entrepreneurs may not use any UM, school, college, or program logos without express written permission.

The Program reserves the right to dissociate from any entrepreneur that is unwilling or unable to conform to the rules and spirit of the program, or who, in the course of their business, engages in illegal or deceptive business or financial practices.

#### **Etiquette for Entrepreneurs**

- 1) Be Prepared.
  - a) Send your coaches a formal Agenda of what you want to discuss a minimum of 7 days prior to meeting with them.
  - b) Always bring copies of any materials you might need and bring extra copies for your coaches so they can read them. If possible, send materials to your coaches well in advance of the meeting.
  - c) Respond to your Coach's requests for information or materials from you.
- 2) Be Communicative.
  - a) Create Agendas before meetings, and send them to your Coaches.
  - b) Create Meeting Summaries after meetings, and send them to your coaches.
  - c) Send coaches interesting information that might help them to help you.
  - d) Stay in regular contact to schedule meetings, share successes, get advice.
  - e) Submit Post-Meeting surveys to the program office.
- 3) Be Polite.

- a) Provided ample notice to Coaches of any conflicts that prevent a scheduled meeting.
  - b) Respond to your Coaches without undue delay.
  - c) Disagreements are acceptable. Arguments are not. Rudeness will not be tolerated.
  - d) Physical altercations are grounds for immediate termination from program and referral to the Dean of Students or to UM Alumni Relations.
- 4) Be Professional.
- a) Confirm all meetings 7 days in advance, and again the day before the meeting.
  - b) Show up on time. Coaches have no obligation to stay if you are late. If you think you might be late, send your Coach notice via text, email, or phone as soon as safely possible asking if they can wait, or if it is possible to reschedule.
  - c) Work hard on your business. If you are not professionally committed to your business, you cannot expect your Coach to be committed to helping you.
  - d) Do not solicit Coaches for investment or to buy your product/service. Coaches are there to provide unbiased advice, not to act as investors or customers.
  - e) Be honest. Do not lie or hide information that can bias a Coach's feedback to you.