



**Mountaineer Challenge Academy**

**MENTOR APPLICATION GUIDELINES SOUTH**

Congratulations! You can be a positive role model for a WV teen. If you are in a position to help a young person's future, please read the attached information and complete the enclosed Mentor Application. Return the forms as soon as possible.

A. Use this checklist to determine your eligibility to serve as a volunteer Mentor:

- 1. Must be the same gender as the Cadet (example: male Mentor for male Cadet)
- 2. Must be 25 years old or older
- 3. Not an immediate family member of the Cadet (Parent, Step-Parent, Sibling)
- 4. Do not reside in the same household as the Cadet
- 5. Reside near the Cadet for regular contact and visits

B. Use this checklist to understand the general expectations of a volunteer Mentor:

- 1. Builds an appropriate relationship with the Cadet
- 2. Provides a caring adult role model; not to replace the Parents
- 3. Leads by example with a positive attitude and strong work ethic
- 4. Explores opportunities to support successful completion of the Cadet's PRAP
- 5. Maintains contact with the Cadet and the Academy for 12 months after graduation
- 6. Provides monthly Mentor Reports to the Academy during the Post Residential Phase

C. Academy Staff will contact you to continue the Mentor Application Process, which includes:

- 1. Submit the Mentor Application Forms (attached)
- 2. Attend on-site training with your Cadet
- 3. Complete a personal interview with MCA Staff
- 4. Consent to a background check

D. **A Mentor is required for each Cadet.** Visit [www.wvchallenge.org](http://www.wvchallenge.org) and click on MENTORS to learn more about this unique part of the Program and download a Mentor Application, if needed.

E. Submit the Mentor Application Forms by mail or FAX 304-442-8849 .

Mountaineer Challenge Academy South  
PO Box 177  
Montgomery WV 25136

The information provided on the application and forms required by the Mountaineer Challenge Academy must be accurate and truthful. If pertinent information is withheld OR false information is provided regarding the Applicant, the Applicant would not longer be considered for a volunteer position OR could be terminated from the position upon discovery of such information. This program is voluntary and deals with discipline, honor and confidence. The Mentor Program is to support the gains made by Cadets.



## Mountaineer Challenge Academy

### A NOTE ABOUT MENTORING

Congratulations!

To have a teenager consider you as their Mentor is a great compliment. A Mentor is a role model, someone they trust, someone they admire, and someone they want involved in their life. Your time and attention are priceless.

The Mentoring component of the National Guard Youth Challenge Program makes a Challenge Education unique. Every Cadet is **required** to have at least one Mentor. Mentors promote self-esteem, support positive decisions and introduce new possibilities in accordance with the Programs Core Components and Post Residential Action Plan (PRAP).

Cadets will live at the Academy for just 22 short weeks. A quality Mentor will support them during that time and will help them adjust to a new life filled with new opportunities after graduation. Your Mentor Application needs to be submitted by Opening Day of their class. A **Mentor Application** is **required** for a complete Cadet Application.

When you agree to be a Mentor, you are making a commitment to a young person who has made the choice to change their life. You are an important part of this positive change! They need you to be consistent and supportive during the formal mentoring relationship: two months in the Residential Phase and twelve months in the Post Residential Phase, a total of fourteen months. Beginning in Week 14, your Cadet will be writing you letters. Communication is the best way to strengthen your relationship. As a Mentor, the Academy expects you to write OR email your Cadet weekly while they are enrolled at MCA.

During the Residential Phase, you will complete the required Mentor Training. Expectations will be reviewed and discussed:

1. Building and maintaining a relationship with the Cadet.
2. Communicating through letters and email during the Residential Phase.
3. Maintaining contact during Post Residential:  
four contacts OR four hours OR a combination of both each month.
4. Submitting Monthly Reports during Post Residential.

Part of the training includes a visit with your Cadet and time to review the PRAP. The Mentor and Cadet will review the PRAP on a monthly basis after graduation and revise it, if needed. When the PRAP changes, include the information in your monthly report to Program Staff.

The Post Residential Phase of Challenge is where and how the success of the Program is measured. As a Mentor, you are a vital link in both the Cadet's success and the Program's success. Thank you for considering this worthwhile service to the next generation. Someone believes in you and believes you will make an excellent Mentor. Don't let them down. I encourage you to maintain contact with our RPM Staff throughout your time as a Mentor. If you have any questions about Mentoring a Cadet at the Mountaineer Challenge Academy please contact the RPM Coordinator:

MCA North (Kingwood) – Mark Deep at 304-791-7905 or [mark.j.deep@wv.gov](mailto:mark.j.deep@wv.gov)

MCA South (Montgomery) – Gary Stewart at 304-981-0018 or [gary.w.stewart@wv.gov](mailto:gary.w.stewart@wv.gov)



**Mountaineer Challenge Academy**

**MENTOR APPLICATION (page 1 of 2)**

Interview Date:	Mentor Name: _____ <small>First Name                      Middle Name                      Maiden Name                      Last Name                      Jr/Sr</small>
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	Gender	Highest Education completed?
	Ethnicity	
	Marital Status	
	Date of Birth	
	Social Security #	

	Occupation	Employed Since
	Business Name	Supervisor Name
	Employment Status <input type="checkbox"/> Retired <input type="checkbox"/> Deployed <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Unemployed <input type="checkbox"/> Volunteer	Business Address
	Business Phone	

	Home Phone	Best Method to contact you?
	Cell Phone	Best time to contact you?
	Work Phone	Permission to call at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Email Address	
	Mailing Address	Physical Address
	County	

N2K	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
	State:                      License #
	Do you have auto insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
	How many times have you moved in the last 5 years?
	Have you ever been a victim of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain:
	Have you ever been convicted of a crime or pled "NO CONTEST"? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain:

T2DO	List of community affiliations (clubs, organizations, religion, National Guard, etc.)
	List interests, hobbies, activities you enjoy
	List past experiences with you



**Mountaineer Challenge Academy**

**MENTOR APPLICATION (page 2 of 2)**

Class # \_\_\_\_\_ Cadet's Name \_\_\_\_\_

If you know the Cadet:

In what capacity do you know the Cadet? \_\_\_\_\_

Approximately how far do you live from the Cadet? \_\_\_\_\_

Complete information: Full mailing address and phone numbers are required.

Have you previously served as an Academy Mentor?

Yes  No

List two personal references for yourself (cannot be related to you or the Cadet)

- A. Identify an employer, past or present.
- B. Identify a friend you have known for at least ten (10) years.
- C. If you have been in therapy or treatment, please identify them as a reference.

Name	Relationship to Cadet
Address	Home Phone
	Work Phone
	Cell Phone
	Email

Name	Relationship to Cadet
Address	Home Phone
	Work Phone
	Cell Phone
	Email

- \* All Mentors are required to attend a Mentor Training session. When this application is received, details will be sent to you.
- \* All persons working for the Academy, paid or volunteer, must consent to a Criminal Background Check. When this application is received, instructions will be sent to you.
- \* All Mentors are to spend a minimum of four (4) hours per month with their Cadet.
- \* All Monthly Reports are due to the RPM Assistant by the 15<sup>th</sup> of each calendar month.

Date \_\_\_\_\_ Signature \_\_\_\_\_



**Mountaineer Challenge Academy**

**MENTOR RELEASE OF LIABILITY AND  
AUTHORIZATION TO RELEASE INFORMATION**

I understand and agree that I will be the adult - the Mentor - spending time with my matched Cadet – the Mentee. I must exercise care in supervising my Mentee while we are together. I am responsible for choosing and conducting activities with my Cadet.

I am not an agent of the Mountaineer Challenge Academy. The Mountaineer Challenge Academy does not retain any power to control the Mentor-Mentee activities. I understand that all activities must be conducted in the State of West Virginia. I agree that the Government and Mountaineer Challenge Academy are not liable for causes of actions relating to the Mentoring Agreement including, but not limited to, personal injury caused by my negligence.

I release the Government and Mountaineer Challenge Academy from any and all liability or claims I might incur while participating in the activities of the Mentoring Agreement.

I understand and agree that I will follow the policies and procedures of the Government and Mountaineer Challenge Academy in order to maintain the safety and accountability of the teens.

I hereby authorize the Mountaineer Challenge Academy, along with the law enforcement departments, to conduct an appropriate background search to verify my ability to serve. This information is necessary to assist in determining my qualifications and suitability for the position I am seeking with the Mountaineer Challenge Academy.

I fully understand that the information collected may be of a sensitive, confidential, and privileged nature and will be handled as such. I hereby release the Government and Mountaineer Challenge Academy and its agents from the liability and damage that may result from the exchange of requested information.

I consent under applicable State and Federal Laws to the release of information concerning my participation in the Mountaineer Challenge Academy to include, but is not limited to, photographs, news releases and interviews with the Media.

I am willing to serve as Mentor for the Mountaineer Challenge Academy. I understand that my signature will serve as my authorization for Release of Information and Release of Liability.

**The information provided in this application is true and accurate to the best of my knowledge.**

Date

Signature



**Mountaineer Challenge Academy**

**POSITION DESCRIPTION - MENTOR**

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SUMMARY	A Mentor serves as a positive role model and trusted advocate for a Cadet during the 12 months following their successful completion of the Academy.
RELATIONSHIPS	<p>Trained by the Post-Residential Coordinator to successfully complete the Program’s mission and to maintain accountability.</p> <p>Work with the Cadet in the development and execution of their Post-Residential Action Plan (P-RAP).</p> <p>Communicate with the RPM Assistant on a regular monthly basis.</p>
RESPONSIBILITIES	<p>Complete the application process, attend training at the Academy, and submit screening materials for background checks promptly.</p> <p>Willing to serve as a role model in life skills, work ethic and attitude.</p> <p>Commit to the Mentor relationship for fourteen (14) months.</p> <p>Observe all Program policies and guidelines for Mentors.</p> <p>Plan, schedule, and share occasional fun and informal activities together.</p> <p>Help the Cadet identify and access community resources as needed.</p> <p>Maintain consistent contact with the Cadet by phone, mail or in person; minimum monthly contact of four (4) hours per month.</p> <p>Assist the Cadet with the development, revision, and implementation of their Post-Residential Action Plan (P-RAP).</p> <p>Report changes and revisions to P-RAP.</p> <p>Report to the RPM Staff promptly any problems or needs resulting in the relationship or in the Post-Residential Action Plan.</p> <p>Communicate at least monthly by phone, social media (Facebook/Mentor Place), mail or e-mail with RPM Staff.</p>

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Date

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Signature