



Mountaineer Challenge Academy

MENTOR MONTHLY REPORT GUIDE

- 1. Completed reports are due no later than the 15<sup>th</sup> of each month for the previous calendar month.
- 2. Monthly Reports cover activities and actions for a 30-day period.
- 3. When completing the Mentor Monthly Report, please print the information and remember:
  - a. Mark all responses that describe your Cadet's activities for the month.
  - b. Provide supporting details in the space provided.
  - c. Include address or telephone changes.

4. To submit the Mentor Monthly Report:

a. Traditional mail:

Mountaineer Challenge Academy North  
 ATTN: Post Residential Department  
 PO Box 586  
 Kingwood WV 26537

Mountaineer Challenge Academy South  
 ATTN: Post Residential Department  
 PO Box 177  
 Montgomery WV 25136

b. Email: Assigned RPM Assistant

c. Online: [www.wvchallenge.org](http://www.wvchallenge.org)  
 Select "Mentors" link  
 Select "Mentor Report Online"

d. FAX: North: 304-329-2429  
 South: 304-442-8849

**Late reports or unable to submit report online please call!**

5. Thank you for your time, effort, and volunteer spirit.

Additional space for Mentor Monthly Report Notes:

---



---



---



---



---



---



---



---

