

# Mentor Application



A National Guard Program

## Wyoming Cowboy Challenge Academy

*Courage To Change*

PO Box 697

Guernsey, Wyoming 82214

Fax: (307) 836-7525

Mentoring Staff: 307-836-7517 office, 307-331-3904 cell;

307-836-7518 office, 307-331-2564 cell;

307-836-7503 office, 307-534-5572 cell

Website: [www.wycowboychallenge.org](http://www.wycowboychallenge.org)

### Mentor Qualifications

- ✓ Cannot be a member of immediate family
  - ✓ Be same gender as cadet
- ✓ Attend one training day at WCCA with cadet
  - ✓ Not live in same household as cadet
- ✓ Reside within a reasonable distance of cadet
  - ✓ Be 21 years of age or older
- ✓ Be a United States citizen or Legal Resident

### MENTOR APPLICATION INSTRUCTIONS

#### To become a Mentor you must:

- Fill out official Mentor Application packet, including finger prints for background check or proof of previous background check for employment, military, security clearance or concealed carry permit
- Not be a member of immediate family (**NOT** parent, step-parent, boyfriend/girlfriend of parent, sibling)
- Not live in the same household as the Cadet
- Be same gender as the Cadet
- Be 21 years of age or older
- Reside within a reasonable distance of the Cadet
- Be a resident and citizen of the United States, or legal resident
- Have no felony convictions or be a registered sex offender

### **A Mentor must be willing to:**

- Agree to a State and Federal background check
- Attend one Mentor Training Day at Wyoming Cowboy Challenge Academy (see below for more details)
- Have weekly contact with Cadet beginning in Week 14, for approximately 8 weeks, until cadet graduates.
- Make weekly contacts by phone, mail, social media or in person with your Cadet after he/she returns home and starts the final 12 months of his/her class, call the .
- Mail, FAX or e-mail a monthly report to Wyoming Cowboy Challenge Academy on the progress of your Cadet for one year following Graduation from Residential portion.

### **The Mentor Acceptance Process:**

Once the Admissions/Placement/Mentoring Department receives your application, there are a few steps to acceptance, as follows:

1. Review of completed application forms, references and finger prints.
2. Fingerprints are sent to State of Wyoming Department of Criminal Investigation (DCI.) Background check report received from DCI.
3. Conduct interview of Prospective Mentor once the cadet is on Academy grounds. (This is where you choose the date you would like to attend our training day.)
4. Send in reference checks.
5. Acceptance/Denial letters are sent out.
6. Calls are made to remind you of the day you chose to attend training day.
7. Two weeks prior to the day of training information on attendance will be mailed out.

### **Mentor Training Day:**

Mentor Training Day will be offered on five dates during the first 10 weeks of your Cadet's Residential Phase in order to accommodate your schedule. **You are only required to attend one of these events.**

During the training you will get the opportunity to network with other Mentors and meet the Staff who will be supporting you and your Cadet. There will be lunch available during the training.

### **Mentor/Cadet Relationships:**

As a Wyoming Cowboy Challenge Academy Mentor, you will be expected to maintain contact during the Residential Phase and all 12 months of the Post-Residential Phase, once you are matched with your Cadet. During the Residential or Challenge Phase, communication is primarily letters and telephone calls. You are expected to write your Cadet at least one letter per week and he/she is expected to do the same. Once Mentors are matched, you are encouraged to visit your Cadet at WCCA but it is NOT required. The only trip you are required to make to WCCA is for Mentor Training.

Once the Cadet graduates and enters the Post-Residential Phase, the Mentor maintains contact with their Cadet at least 4 times per month. At least 2 of these contacts must be face-to-face. At the end of each month a report must be submitted to the Mentoring Staff indicating what took place at those meetings as well as any problems, changes or progress made by the Cadet. Mentors must also notify the Mentoring Staff if there are any changes in address, phone number, or significant problems with their Cadet.

Before mailing PLEASE check to make sure you have the following:

- \_\_\_\_\_ Mentor Application
- \_\_\_\_\_ Mentor Liability Release
- \_\_\_\_\_ Mentor Authorization and Consent for Release of Information (signed and notarized)
- \_\_\_\_\_ Legible Copy of Driver's License (please mail copy)
- \_\_\_\_\_ Legible Copy of Vehicle Insurance Card (please mail copy)

### **Wyoming Cowboy Challenge Academy**

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<http://www.wycowboychallenge.org>

## Mentor Application Form

**Name of Cadet to Mentor:** \_\_\_\_\_  
**Mentor's Last Name:** \_\_\_\_\_ JR SR III **Maiden Name:** \_\_\_\_\_  
**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_  
**Work Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Home Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
**E-mail:** \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
**Cell Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**County:** \_\_\_\_\_

**Gender (Circle One):**    Male        Female  
**Ethnicity (Circle One):**    American Indian/Alaskan    Asian/Pacific Islander    Other  
    Black not of Hispanic Origin    Hispanic    Multiracial    White not of Hispanic Origin  
**Marital Status:**    Married    Divorced    Single    Widowed  
**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_  
**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Years lived in Wyoming:** \_\_\_\_\_  
**Driver's License Number:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_  
**Spouse's Name:** \_\_\_\_\_ **Number of Children:** \_\_\_\_\_

## Mentor Employment Information

**Occupation:** \_\_\_\_\_  
**Organization/Company:** \_\_\_\_\_  
**Phone Number:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **ext.** \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
**Employment Status (Circle One):**    Full-Time        Part-Time  
    Volunteer        Retired        Unemployed

**How long have you been employed there?** \_\_\_\_\_  
**If at current employer less than 5 years, please list previous employment information here:**

Position	Employer	How long employed	Reason for leaving

**Miscellaneous**

Do you have your own reliable transportation? Yes  No

If no, do you have access to transportation? Yes  No

Automobile Insurance Company: \_\_\_\_\_

Have you ever been involved in, investigated for, arrested and/or convicted of a crime? No  Yes  If yes, please explain:

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► WILL BE USE FOR STATISTICAL PURPOSES ONLY ◀

**Mentor Disclaimer and Signature**

I DO NOT PRESENTLY HAVE ANY CASES PENDING AGAINST ME IN THE LEGAL SYSTEM. I AM IN GOOD HEALTH. I AM NOT, NOR WILL I BE, DRUG OR ALCOHOL DEPENDENT DURING MY MENTORSHIP. THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I WILL REPORT ANY AND ALL CHANGES TO MY APPLICATION INFORMATION TO THE COWBOY CHALLENGE PROGRAM.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## **References**

Please list one (1) professional reference and two (2) personal references that known you at least 5 –10 years.

**(References may not be a relative.)**

### **Professional Reference** (employer, supervisor, etc.)

**Name** \_\_\_\_\_ **Years known?** \_\_\_\_\_  
**Address (mailing)** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Best Phone** \_\_\_\_\_

### **Personal References**

**Name** \_\_\_\_\_ **Years known?** \_\_\_\_\_  
**Address (mailing)** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Best Phone** \_\_\_\_\_

**Name** \_\_\_\_\_ **Years known?** \_\_\_\_\_  
**Address (mailing)** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Best Phone** \_\_\_\_\_



## **Mentor Information**

### **Collection and use of information by the National Guard Bureau**

**For purposes of filing as a mentor, disclosure of your personal information for the Wyoming National Guard Youth ChalleNGe Program is mandatory and must be entered on the application you submit. The information you submit will be used to process your application and for statistical purposes as set forth by the National Guard Bureau. Your information is, and will be, kept confidential and will be used to carry out a background check as is required for the mentoring aspect of the Wyoming National Guard Youth ChalleNGe Program. Furthermore, mandatory submission of information, such as date of birth, driver's license and its expiration date, sex, height, weight, and race greatly assists the background check process. This narrows what could be a list of persons with the same name, character features, etc. and allows the Wyoming National Guard Youth ChalleNGe Program to focus its selection process on the prospective mentor.**

### **NOTE**

**DUE TO THE SENSITIVE INFORMATION THAT MAY BE CONTAINED/PROVIDED IN THIS APPLICATION, IT IS HIGHLY RECOMMENDED THAT YOU, THE MENTOR, SUBMIT THIS COMPLETED MENTOR APPLICATION VIA OFFICIAL MAIL (MANILA ENVELOPE) DIRECTLY TO THE YOUTH CHALLENGE PROGRAM.**

## **WCCA MENTOR INFORMATION**

### **What is a mentor?**

A mentor is an adult who, along with parents/guardians, provides young people with support, counsel, friendship, reinforcement and constructive example. Mentors are good listeners, people who care, people who want to help young people bring out strengths they already possess.

### **What does this have to do with the ChalleNGe Academy?**

The ChalleNGe Academy is a 17½-month Academy for youth ages 16 through 18 who are at-risk of not graduating from high school. The first 22 weeks of the Academy is spent at Camp Guernsey in a quasi-military environment. Cadets are provided the "opportunity to develop the strength of character and the life skills necessary to become successful, responsible citizens". This is accomplished through various activities including classroom instruction preparing for GED testing, character development instruction, service to community and leadership opportunities.

In the second phase, graduates of the Academy, with the help of their mentors, continue to sustain and build on the progress made during the residential portion. The mentor assists cadet's transition from the structured environment of the ChalleNGe Academy into self-management after they graduate.

### **Who can be a mentor?**

A WCCA mentor does not have to be someone the applicant personally knows. Mentors must:

- not be an immediate family member (ex:parent, step-parent, boyfriend/girlfriend of parent, sibling)
- be at least 21 years of age
- be the same gender as the applicant/candidate/cadet
- live in close proximity to applicant's home base
- not be living in the same household
- be a resident and citizen of the United States, or legal resident

### **How much time is involved in being a mentor?**

There is a significant time involvement in being a mentor. Mentors are expected to attend a training day in Guernsey and visit with their Cadet (usually on a Saturday) that day, as well as a weekly phone call, beginning Week 13 while the Cadet is in residence at Camp Guernsey. Mentors are encouraged to visit their cadet, when able, in Guernsey before his/her cadet graduates. During the post-residential phase of the Academy, the mentor must have weekly contact (phone, email, face-to-face) with his/her Cadet. During the Post-Residential Phase, mentors are required to submit a monthly report to the ChalleNGe Academy providing information on the current status of their cadet, as well as reviewing the Post-Residential Action Plan that a cadet develops residentially (a copy of which is provided to mentors.) Mentors and Cadets are required to do one "service to community" project each quarter of the post-residential phase.

**Please use this as a guide to identify who can be a mentor and what they do**



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# Wyoming Cowboy Challenge Academy

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## WYOMING COWBOY CHALLENGE ACADEMY

### MENTOR POSITION DESCRIPTION

**Position Summary**            The mentor serves as a role model, friend and advocate to the cadet.

**Working Relationships**            Reports to the APM Department staff as directed. Mentors one cadet.

**Duties and Responsibilities:**

- Returns completed application materials promptly.
- Consistently contacts cadet while he/she is participating in the ChalleNGe Academy.
- Observes all Academy policies and guidelines for mentors.
- Attends one on-site mentor training to learn to effectively relate to cadet/youth.
- Participates in visits, on-site, off-site, and service to community visits, and participates in relevant activities.
- Agrees to being contacted on a monthly basis by the ChalleNGe Academy's assigned Case Manager for the purpose of discussing the cadet's progress.
- Discusses violations of policies by the cadet with the Case Manager and Mentor Coordinator.
- Communicates monthly by mail, e-mail, or telephone with the Mentor Coordinator. Promptly informs the Case Manager and Mentor Coordinator of problems or needs in the cadet's life or their relationship.
- Makes consistent contact with the cadet by telephone, mail, e-mail, or in person.
- Weekly contacts with the cadet are required from Week 13, Residential Phase and 12 month Post-Residential Phase.
- Submit a monthly report to the ChalleNGe Academy by the 5<sup>th</sup> of every month (for previous month) during 12 months Post-Residential Phase.
- At least 2 contacts per month must be face-to-face during the Post-Residential Phase.
- Monitor the cadet's Post-Residential Action Plan, discuss his/her progress in executing plan, assisting with any changes to original plan. Report plan changes to WCCA APM Assistant.
- Refers and helps cadet to utilize community resources as needed.
- Plans and completes a service to the community project, after graduation, with the cadet once per quarter during the Post-Residential Phase of the program.
- Shares informal activities with his/her cadet.
- The mentor and cadet will jointly select and schedule all activities and appointments.
- Completes exit interview with WCCA staff via phone/mail/e-mail at end of cadet's 17-month program.

Prospective Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Authorization for Release of Personal Information**

In order to process this application, the applicant must sign below. A check of references and the applicant's criminal history will be made by the Wyoming Cowboy Challenge Academy, Law Enforcement Agencies and the Wyoming National Guard to verify the responses on this application. The information listed on this document is used for a background investigation. The Wyoming Cowboy Challenge Academy does not discriminate on the basis of race, color, creed, sex or age.

I understand that all forms and information obtained from me and about me will be held in confidence by the Academy. My application is accessible only to me and all other information becomes the property of the Academy. The Academy will not release, unless required by law, information from the volunteer file to outside sources without my written approval other than verification that I am a volunteer. I understand that certain information such as Name, Address and Employment may be released to the Mentee's parents or affiliated Agency. In addition, the Agency's Nonresident Office and the National Guard Cowboy Challenge Academy, which will uphold the volunteer's confidentiality, periodically audit volunteer files for the purpose of Academy evaluation.

I hereby grant the Wyoming Cowboy Challenge Academy along with Law Enforcement Agencies and the Wyoming National Guard permission to conduct whatever background search may be deemed appropriate to check my references and civil or criminal records to verify any statement made on the Mentor Application form. The intent of this authorization is to give my consent for full and complete disclosure of information to any person or agency to include: educational institutions; records maintained by the National Personnel Records Center and the US Veteran's Administration; County, State or Federal Law Enforcement Agencies; employment and pre-employment records, including background reports, efficiency ratings and complaints or grievances filed by me or against me; psychiatric or psychological and social history/assessment records, wherever they may be maintained, including the Wyoming Department of Family Services; and records pertaining to previous volunteer experience. I understand that this information is necessary to assist in determining my qualifications and suitability for a mentor position that I am seeking with the WCCA.

I fully understand that the information collected may be of a sensitive, confidential and privileged nature, and may reflect upon my suitability. I hereby release the Wyoming Cowboy Challenge Academy, its agents, law enforcement agencies, any other

agencies and any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing or exchanging such information.

I further authorize the Wyoming Cowboy Challenge Academy to release information, as deemed necessary, for the purpose of developing longitudinal and statistical studies and reports.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original in writing of my signature.

My signature below certifies that I have read, and understood the content of the "Authorization for Release of Personal Information".

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Mentor Signature – include maiden name)

State of \_\_\_\_\_  
County of \_\_\_\_\_, TO WIT: I, \_\_\_\_\_,  
A Notary Public in and for the above County and State, certify that  
\_\_\_\_\_, whose signature appears on  
the above document, personally appeared before me in my said County and State and  
did then and there sign the above document.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Notary Stamp Here



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# Wyoming Cowboy Challenge Academy

*Courage To Change*

## WYOMING COWBOY CHALLENGE ACADEMY

### CONFIDENTIALITY FORM

Confidentiality is the preservation of privileged information concerning the cadet, which is disclosed in a professional mentor relationship. Part of what you learn is necessary to provide services to the cadet; other information is shared within the development of a helping trusting relationship. Therefore, most information gained on a cadet and family is classified as confidential.

Before you begin your assignment as a mentor, you should be aware of the laws and penalties for breaching confidentiality. Giving information to unauthorized personnel could be interpreted as not within the scope of your duties. In this case, ChalleNGe Academy could refuse to support you in the event of legal action. Violation of the Wyoming Statutes regarding confidentiality of records is punishable upon conviction by imprisonment for not more than sixty (60) days, fines of up to \$1,000, or both.

My signature below certifies that I have read and understand the material above. I understand my duties as a mentor to abide by the laws and policies regarding the preservation of confidential information.

Prospective Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Mentor Waiver and Release

I understand and agree that I will be the one actually spending time with the cadet I am matched with, and that I must exercise care in supervising this mentee while we are together. I also understand and agree that I am not an agent for the State of Wyoming, the Wyoming Military Department, or the Wyoming Cowboy Challenge Academy (collectively referred to as "ChalleNGe"), and that I am responsible for choosing and conducting all activities with this mentee. ChalleNGe does not retain any power to control how these activities are conducted except to require these activities to be conducted in the State of Wyoming.

In consideration of the ChalleNGe offering me this mentoring opportunity, I, on behalf of myself, my personal representatives, and my heirs, agree to hold harmless, defend, and indemnify ChalleNGe (and its officers, agents, servants, and employees) from any and all claims, suits, demands, liability, causes of action, and losses which may relate to or arise out of me being a mentor and the activities performed as a mentor, including, any or all claims arising from my negligence or the negligence of ChalleNGe, its officers, agents, servants, or employees.

In addition, I, on behalf of myself, my personal representatives, and my heirs, release ChalleNGe from any and all liability, suits, claims, losses, demands, or causes of action arising out of any damage, loss, or injury I might incur while participating in any mentoring activities, regardless of whether such damage, loss, or injury is caused by the negligence of ChalleNGe, its officers, agents, servants, or employees.

Mentor's Printed Name \_\_\_\_\_

Mentor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use**

- Sent to mentor with acceptance letter  
 Signed at pre-match session

Attach to signed Mentor-Mentee Contract



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# Wyoming Cowboy Challenge Academy

*Courage To Change*

## Personal Reference Form #1

(Please give this form to someone who would be willing to provide a reference for you, as to your suitability as a mentor.)

Date: \_\_\_\_\_

(Please fill this section in before you distribute the form)

Name of Cadet \_\_\_\_\_  
(First) (Last)

Name of Mentor \_\_\_\_\_  
(First) (Last)

The person that handed this page to you has applied for volunteer work with the Wyoming Cowboy Challenge Academy as a prospective mentor who wishes to mentor an at-risk youth. We would be grateful if you would answer the questions on this form as fully and carefully as you can. Information received will be kept in confidence.

How long have you known the prospective mentor applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months

What is your relationship with the prospective mentor applicant? (friend, co-worker, etc.) \_\_\_\_\_

Does the prospective mentor applicant have a good home relationship?  Yes  No

Does the prospective mentor applicant work well with others?  Yes  No

Does the prospective mentor applicant have a tendency to over-commit (get too involved)?  Yes  No

How would you rate the prospective mentor applicant as far as the following are concerned:

	Excellent	Good	Average	Poor	Unknown
Personal Habits					
Character					
Morals					
Compassion for those in need					
Completes commitments					
Emotional Stability					
Receives constructive criticism					
Health					

Reference Printed Name \_\_\_\_\_

Reference Signature \_\_\_\_\_

Date \_\_\_\_\_



A National Guard Program

# Wyoming Cowboy Challenge Academy

*Courage To Change*

## Personal Reference Form #2

(Please give this form to someone who would be willing to provide a reference for you, as to your suitability as a mentor.)

Date: \_\_\_\_\_

(Please fill this section in before you distribute the form)

Name of Cadet \_\_\_\_\_  
(First) (Last)

Name of Mentor \_\_\_\_\_  
(First) (Last)

The person that handed this page to you has applied for volunteer work with the Wyoming Cowboy Challenge Academy as a prospective mentor who wishes to mentor an at-risk youth. We would be grateful if you would answer the questions on this form as fully and carefully as you can. Information received will be kept in confidence.

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Character					
Morals					
Compassion for those in need					
Completes commitments					
Emotional Stability					
Receives constructive criticism					
Health					

Reference Printed Name \_\_\_\_\_

Reference Signature \_\_\_\_\_

Date \_\_\_\_\_