

**Texas ChalleNGe Academy**  
**Mentor Application Form**

**SPECIAL INSTRUCTIONS FOR FINDING YOUR MENTOR APPLICANT(S)!**

Dear Texas ChalleNGe **Applicant and Parent(s)**,

As you know, the Texas ChalleNGe Academy is a 17 1/2-month program. The time spent living at the program site is called the residential phase. The 12 months after you return home is referred to as the post-residential phase. During both of these phases the cadet is required to be in contact with their Mentor 4 times monthly, beginning as soon as the two are officially matched. All Corps Members must have a mentor. No exceptions will be made. Your Mentor applicant(s):

1. Must be the same gender as the youth
2. Should be at least 21 years old
3. Must **NOT** be a member of the immediate family (parents, significant others of parents, siblings, etc.) nor a current or past resident of the same address
4. Should live within a reasonable distance of where the youth will live during the **Post-Residential phase**. Reasonable distance is defined as the distance acceptable to both the mentor and the youth
5. **Must consent to a criminal history background check. This check must be free of any sex crimes. It must also be free of felonies, alcohol or substance abuse within the last seven years**
6. Must have a desire to volunteer some of their time for the youth and the program.

Prior to acceptance you must recruit ONE DEPENDABLE ADULT - called a PRIMARY MENTOR - that meets the criteria listed above, and that can attend the three-hour Mentor Training. It is your responsibility to help your Mentor Applicant make it to training in time for the class you are applying to attend. Visit our website and print a Training Invitation. **IF your Primary Mentor Applicant attends training before the class begins, an ALTERNATE MENTOR is not required. You are only required to recruit an ALTERNATE MENTOR if you Primary Mentor Applicant cannot obligate to train on or before the first day of the class.** Each mentor application pack is included. If the instructions in this letter are not followed, your application will be considered incomplete. The youth does not need to know the adult but should play a significant part in asking for their help. We suggest the following as good sources for mentor recruits:

1. Ask retired adults from your community.
2. Ask at local Churches for interested members.
3. Ask at local Civic Organizations (Lion's, Kiwanis, Rotary, Elk's, VFW, etc.).
4. Ask work associates, friends, or neighbors of immediate or extended family members.
5. Ask your community protectors such as firemen and police officers.
6. Ask National Guard members from your community.

We do not recommend asking adults whose primary responsibilities involve mentoring such as schoolteachers, counselors, coaches, ROTC leaders, as well as pastors. Experience has shown most do not have time or energy for additional mentoring duties. If you have any questions regarding any of the mentor forms, or the mentoring program, feel free to contact me.

Sincerely,  
The Mentoring Crew  
1-432-836-1508  
Anthony.king@isisd.net

**Texas ChalleNGe Academy  
Mentor Application Form**

**Mentoring Agreement**

***This document must be signed in the presence of a legal guardian of the youth, the youth applicant, and the primary mentor applicant.***

The ChalleNGe Mentor and Youth Applicants agree to:

- Keep in touch through letter writing when the class begins and during the steps before being officially matched by the ChalleNGe program. {These steps include mentor training, youth training, complete paperwork from both, adult background check, mentor screening, notification of approval, and a face-to-face meeting between both.} We will not spend time alone unless the legal guardian approves or until officially matched by ChalleNGe.
- During the Residential Phase, have at least **one** off-site visit before the thirteenth week to officially begin our match (may be during the home liberty around the 7<sup>th</sup> week).
- Commit to maintaining weekly contact through letter writing, phone, email, or any other form of communication permitted by the program until finished with the 17 1/2 month program.
- Spend time together in person at least twice a month during the Post Residential Phase when and if the student returns to the hometown community (this can count as a weekly contact).
- Work together in any revision of the cadet's Post Residential Action Plan (P-RAP).
- Notify each other in advance if it is impossible to keep an appointment.
- Do our best to get to know, trust, respect, and communicate with each other.
- Allow the ChalleNGe staff to mediate if the match has to end early for any reason.
- Update the ChalleNGe staff monthly and at the end of our 14-month agreement, decide our future plans and celebrate our time together.

We understand these terms of the Mentoring Agreement and will abide by them if officially matched by the ChalleNGe program.

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ChalleNGe Mentor Applicant Signature and Date

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ChalleNGe Youth Applicant Signature and Date

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ChalleNGe Mentor Applicant PRINTED

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ChalleNGe Youth Applicant PRINTED

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Youth Applicant's Legal Guardian Signature and Date

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Youth Applicant's Legal Guardian PRINTED

**Texas ChalleNGe Academy**  
**Mentor Application Form**

**PRIMARY MENTOR APPLICATION PACKET**

Dear PRIMARY MENTOR APPLICANT: Thank you for your interest in becoming a mentor for one of our Corps Members. You are about to take the first step in what has become known as “The Quiet Revolution.” Mentoring strengthens our youth and transforms relations across generations and class lines. In short, as a mentor, you would not only touch the life of your Corps Member, you would have the potential to touch and change the life of our nation!

**Am I Eligible?**

To become a Texas ChalleNGe Mentor, you:

1. Must be the same gender as the youth
2. Should be at least 21 years old
3. Must NOT be a member of the immediate family (including parents, significant others of parents, siblings, etc), nor a current or past resident of the same address
4. Should live within a reasonable distance of where the youth will live during the **post-residential phase**. Reasonable distance is defined as the distance acceptable to both the mentor and the youth
5. **Must consent to a criminal history background check. This check must be free of any sex crimes. It must also be free of felonies, alcohol or substance abuse within the last seven years**
6. Must have a desire to volunteer some of their time for the youth and the program.

**What Would Be Expected of Me?**

1. Complete this application and return it to the youth/family that gave it to you OR return it directly to Texas ChalleNGe Academy and complete the screening process.
2. Attend Mentor Training in conjunction with orientation prior to the class cycle.
3. Write the youth (an email address is available) and receive their mail during the residential phase.
4. Visit with the youth during their liberties from the residential phase.
5. Visit with the youth four times monthly after completion of the residential phase (when they return to your community) for 12 months
6. Communicate the student’s progress as well as mentoring issues with a Case Manager once a month.

The difference you could make as a Mentor is tremendous. Studies show mentoring has a positive impact on issues like:

- |                              |                                |
|------------------------------|--------------------------------|
| ✓ Youth-parent relationships | ✓ Job retention                |
| ✓ Dropout prevention         | ✓ Financial management         |
| ✓ Substance abuse            | ✓ Educational and career goals |
| ✓ Teen pregnancy             | ✓ College preparation.         |

With just a couple hours of one-to-one contact a month, you can help a young person blaze a trail through a maze of challenges. Share a hobby, skill, talent, or interest. Make a new friend. Make a difference!

Feel free to contact me with any questions or concerns regarding any of the forms, or the mentoring program. We look forward to talking to you soon!

The Mentoring Office  
1-432-836-1508  
Anthony.king@isisd.net

**Texas ChalleNGe Academy  
Mentor Application Form**

**PRIMARY MENTOR APPLICATION**

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

1. What youth are you applying to mentor? (Please only apply for **ONE** youth!) \_\_\_\_\_

2. Full Name (Mr., Ms, Mrs., Dr, Rank) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Ethnicity \_\_\_\_\_ SSN \_\_\_\_\_

3. Number \_\_\_\_\_ Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

4. EMAIL Address \_\_\_\_\_ Fax Number \_\_\_\_\_ Work Phone No. \_\_\_\_\_ Pager No. or Cell Phone \_\_\_\_\_

5. Present Employer \_\_\_\_\_ Business Phone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ How Long Employed? \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Briefly describe your duties \_\_\_\_\_

6. Education:

High School \_\_\_\_\_ Graduate Y/N \_\_\_\_\_ GED Y/N \_\_\_\_\_ Year \_\_\_\_\_

College/Univ. or Tech. \_\_\_\_\_ Years Attended \_\_\_\_\_ Degree \_\_\_\_\_

7. **Please attach a photocopy of your Driver's License and Driver's Liability Insurance Card.**

8. Please describe your driving record and offenses. \_\_\_\_\_

9. I will promptly report to Texas ChalleNGe Academy any changes in my insurance coverage or driver's license status.

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

10. Have you ever been involved in, investigated for, arrested and/or convicted of a crime?

YES  NO When? \_\_\_\_\_

Explain \_\_\_\_\_

12. If you cannot be matched with the young person you named above, would you be interested in mentoring another youth in your area now or in the future?  YES  NO

11. Please identify the best weekday, time, and telephone number or email to contact you if we have any questions about your application. \_\_\_\_\_

***This information is true and accurate to the best of my knowledge.***

Signed \_\_\_\_\_ Date \_\_\_\_\_

**IF NOT SIGNED, WILL NOT BE ACCEPTED**

**Page 3**

**Texas ChalleNGe Academy  
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**Mentor Training Commitment**

*The Basic Mentor Training is provided for Mentor nominees in conjunction with orientation in Sheffield at the beginning of each January and July class. Advanced Mentor Training is conducted in the months of April, May and June (visit <http://www.ngycp.org/state/tx> and download a Training Invitation from the "Events" section for solid and tentative dates of training). Training dates will be posted in mid March. It is **imperative** that you attend a Basic Training with your prospective cadet during orientation. Contact our Mentoring office at 432-836-1508 or [anthony.king@isisd.net](mailto:anthony.king@isisd.net) with any questions. Now that you are aware of this information, please initial each line below acknowledging your training requirement.*

**\_\_\_\_\_ I am applying to become this young person's Mentor to provide an additional listening ear, caring heart, and positive adult role model. I will do my best to set a good example and follow through with my commitment regardless of the youth's progress.**

**\_\_\_\_\_ I am committing to this young person and will attend the three-hour Mentor Training. I understand that as a Mentor applying in conjunction with a youth, I must reserve a training date with the Mentoring office by phone or email (provided above) before the first day of the class. I realize that I can increase their chances of acceptance by training before the first day of the class.**

**\_\_\_\_\_ I understand that my training requirement will prepare me for the ChalleNGe mentoring relationship and that in attending I am already planting a seed of help in the life of this youth.**

**\_\_\_\_\_ I accept the possibility that the youth may not act as responsible as I would like in the beginning of our relationship, that my efforts may not be repaid by his or her gratitude during this time, and that if the youth quits at any time I am welcome but not obligated to continue in the mentoring program.**

**\_\_\_\_\_ I have reviewed the training dates on the Texas ChalleNGe website, downloaded the Training Invitation, and am attaching my RSVP with this application OR I would like to reserve for: Date \_\_\_\_\_**

**Texas ChalleNGe Academy  
Mentor Application Form**

**Mentor Authorization to Release Information**

I, \_\_\_\_\_, hereby authorize Texas ChalleNGe Academy, along with the law enforcement departments, to conduct whatever background search that may be deemed appropriate.

This information is necessary to assist in determining my qualifications and suitability for the position I am seeking with Texas ChalleNGe Academy.

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 Texas ChalleNGe Academy and its agents from the liability and damage that may result from the exchange of requested information between law enforcement departments and Texas ChalleNGe Academy.

Full Name \_\_\_\_\_ Gender \_\_\_\_\_

Any other name used \_\_\_\_\_

Date of birth \_\_\_\_\_ Ethnicity \_\_\_\_\_

Place of birth \_\_\_\_\_

Social Security number \_\_\_\_\_ Driver's License (State) \_\_\_\_\_ (number) \_\_\_\_\_

Length of time lived in this state \_\_\_\_\_

State where you used to live \_\_\_\_\_

Signature \_\_\_\_\_

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

**IF NOT SIGNED, WILL NOT BE ACCEPTED**

<p><b>To Be Completed by Law Enforcement Agency</b></p> <p>This individual is: _____ clear _____ not clear</p>
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**Texas ChalleNGe Academy  
Mentor Application Form**

**MENTOR LIABILITY RELEASE**

I understand and agree that I will be the one actually spending time with my matched cadet, and that I must exercise care in supervising my cadet while we are together. I also understand and agree that I am not a Texas ChalleNGe Academy agent, and that I am responsible for choosing and conducting all activities with my cadet, and that Texas ChalleNGe Academy does not retain any power to control how these activities are conducted except to require these activities to be conducted in the State of Texas.

I therefore agree that Texas ChalleNGe Academy will not be liable for, and I agree to hold Texas ChalleNGe Academy harmless from any and all liability, causes of action and losses imposed on it in any way relating to or arising out of this mentoring agreement, including, but not limited to, liability for personal injuries, whether the liability, cause of action, or loss is caused by my negligence, or Texas ChalleNGe Academy's negligence, or otherwise.

I further release Texas ChalleNGe Academy from any and all liability, claims, demands or actions or causes of action whatsoever arising out of any damage, loss or injury I might incur while participating in any of the activities contemplated by this mentoring agreement, whether such damage, loss or injury is caused by the negligence of Texas ChalleNGe Academy, its officers, agents, servants, employees or otherwise.

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

**IF NOT SIGNED, WILL NOT BE ACCEPTED**

**Texas ChalleNGe Academy  
Mentor Application Form**

**PRIMARY MENTOR APPLICATION TURN-IN DIRECTIONS:**

Please finish pages 1 - 6 of these application pieces. If you're not sure you received a complete application or to double check, use the checklist below:

- \_\_\_ Page 1 - Mentoring Agreement signed by the youth and mentor applicants and witnessed by a legal guardian.
- \_\_\_ Page 3 - The initial "fill in the blanks" application page.
- \_\_\_ Page 4 - The Mentoring Training Commitment page.
- \_\_\_ Page 5 - Release of Information (make sure you had a witness sign it). A background check is required by ChalleNGe guidelines and is an added protection for you and the student.
- \_\_\_ Page 6 - Liability Release (so no one sues us if they spill hot coffee while mentoring their youth).

Additionally, please have two references (Page 8 - a past or present employer, and Page 9 - a friend of about 10 years) each complete a reference response form.

**UPON THE COMPLETION OF YOUR MENTOR APPLICATION YOU MAY MAIL IT TO THE ADDRESS BELOW OR FAX IT IF PRESSED FOR TIME. IF YOU FAX IT, BE SURE TO MAIL THE ORIGINAL PAPERWORK. IT IS ALWAYS WISE TO KEEP A COPY OF DOCUMENTS SENT IN CASE THEY ARE LOST IN THE MAIL OR THE FAX MACHINE RUNS OUT OF PAPER.**

**TEXAS CHALLENGE ACADEMY  
C/O THE MENTORING CREW  
PO Box 510  
SHEFFIELD, TX 79781  
FAX (432)836-4649**

**REFERENCE RESPONSE FORMS (THE LAST TWO PAGES) CAN BE SENT EITHER BY YOUR REFERENCES OR ALONG WITH THE APPLICATION. IF MAILED BY YOUR REFERENCES, PLEASE MAKE SURE THEY HAVE THIS ADDRESS AND FAX INFORMATION AND THAT THE NAME OF BOTH YOU AND YOUR YOUTH IS NOTED LEGIBLY ON THOSE PAGES.**

**Texas ChalleNGe Academy  
Mentor Application Form**

**Mentor Reference Response**

*Your immediate response is greatly appreciated!*

**Please have a PRESENT OR PAST EMPLOYER complete and return to us or with your application**

Dear (PRESENT OR PAST EMPLOYER NAME PRINTED) \_\_\_\_\_,

Mentor Applicant Name: \_\_\_\_\_ has applied for volunteer work with the Texas ChalleNGe Academy, which focuses on the needs of at-risk youth.

He or she is being considered for a match with an at-risk youth in a one-to-one relationship. Please help us learn whether this person is suited for this type of volunteer work. 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 applicant? \_\_\_\_\_ In what way? \_\_\_\_\_

Does the applicant have a good home relationship? \_\_\_\_\_

Does he or she work well with others? \_\_\_\_\_

Does he or she have a tendency to over commit him/herself? Get too involved? \_\_\_\_\_

How would you rate him or her so 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	_____	_____	_____	_____	_____

Other Comments: \_\_\_\_\_

If you were in our position, would you, without hesitation, consider this person as a volunteer with an at-risk youth?  YES  NO (Explain) \_\_\_\_\_

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

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

( ) Please call me, I would like to give some detailed information.

(Use the back of this form if more room is needed.)

**Texas ChalleNGe Academy  
Mentor Application Form**

**Mentor Reference Response**

*Your immediate response is greatly appreciated!*

**Please have an ASSOCIATE OR FRIEND you've known for at least 10 years complete and return to us or with your application**

Dear (ASSOCIATE OR FRIEND NAME PRINTED) \_\_\_\_\_,

Mentor Applicant Name: \_\_\_\_\_ has applied for volunteer work with the Texas ChalleNGe Academy, which focuses on the needs of at-risk youth.

He or she is being considered for a match with an at-risk youth in a one-to-one relationship. Please help us learn whether this person is suited for this type of volunteer work. 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 applicant? \_\_\_\_\_ In what way? \_\_\_\_\_

Does the applicant have a good home relationship? \_\_\_\_\_

Does he or she work well with others? \_\_\_\_\_

Does he or she have a tendency to over commit him/herself? Get too involved? \_\_\_\_\_

How would you rate him or her so 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	_____	_____	_____	_____	_____

Other Comments: \_\_\_\_\_

If you were in our position, would you, without hesitation, consider this person as a volunteer with an at-risk youth?  YES  NO (Explain) \_\_\_\_\_

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

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

( ) Please call me, I would like to give some detailed information.

(Use the back of this form if more room is needed.)

**Texas ChalleNGe Academy  
Mentor Application Form**

**Position Description—Mentor**

**Position Summary**    The Mentor serves as a role model, friend and advocate to a cadet for at least 14 months.

**Working Relationships**

- Reports to Case Manager (CM) or Recruiting, Placement and Mentoring Coordinator (RPM)

- Mentors one cadet

**Duties and Responsibilities**

- Returns completed screening materials promptly.
- Attends a three-hour Mentor Training in time for the youth's class. Mentor Training involves learning about your commitment to the youth and to Texas ChalleNGe Academy)
- Assists the cadet with Post-Residential Action Plan (PRAP) revisions and discusses his or her progress on that Plan.
- Commits to spending at least 14 months in persistent contact with the cadet.
- Makes consistent contact with the cadet by phone, mail, or in person. Four contacts per month are required. At least two of these must be face to face during the Post-residential Phase if the youth returns to your community.
- Shares occasional, informal and fun activities with his or her cadet. The Mentor and cadet will jointly select and schedule the activities.
- Communicates at least monthly by phone, mail, or email with the Case Manager or Recruiting, Placement and Mentoring Coordinator. Promptly informs the CM or RPM of problems or needs in the cadet's life or in their relationship.
- Observes all Program policies and guidelines for Mentors. Discusses violations of policies by cadet with the Case Manager or Recruiting, Placement and Mentoring Coordinator.
- Refers the cadet to community resources as needed and helps the cadet find and research those resources.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Texas ChalleNGe Academy Mentor Application Form

### ALTERNATE MENTOR APPLICATION PACKET

Dear **ALTERNATE MENTOR APPLICANT**: You are being asked to serve as a mentor for this youth **ONLY** if their **PRIMARY MENTOR APPLICANT** cannot meet our requirements. If you wish to be considered for more than a "Backup" for this or any youth from your area, please contact us for a **PRIMARY** application. As an **ALTERNATE**, you are required to complete the Mentor Training and screening by the 7<sup>th</sup> week of the class if the **PRIMARY** applicant is disqualified. Mentoring strengthens our youth and transforms relations across generations and class lines. In short, as a mentor, you would not only touch the life of your Corps Member, you would have the potential to touch and change the life of our nation!

#### **Am I Eligible?**

To become a Texas ChalleNGe Mentor, you:

1. Must be the same gender as the youth
2. Should be at least 21 years old
3. Must **NOT** be a member of the immediate family (including parents, significant others of parents, siblings, etc), nor a current or past resident of the same address
4. Should live within a reasonable distance of where the youth will live during the **Post-Residential phase**. Reasonable distance is defined as the distance acceptable to both the mentor and the youth
5. **Must consent to a criminal history background check. This check must be free of any sex crimes. It must also be free of felonies, alcohol or substance abuse within the last seven years**
6. Must have a desire to volunteer some of their time for the youth and the program.

#### **What Would Be Expected of Me?**

1. Complete this application and return it to the youth/family that gave it to you OR return it directly to Texas ChalleNGe Academy and complete the screening process.
2. Attend Mentor Training by the 7<sup>th</sup> week of the class if the **PRIMARY MENTOR** is disqualified.
3. Write the youth (an email address is available) and receive their mail during the residential phase.
4. Visit with the youth during their liberties from the residential phase.
5. Visit with the youth four times monthly after completion of the residential phase (when they return to your community) for 12 months
6. Report the student's progress as well as mentoring issues with a Case Manager monthly.

You can make a tremendous difference as a Mentor. Studies show mentoring has a positive impact on:

- |                              |                                |
|------------------------------|--------------------------------|
| ✓ Youth-parent relationships | ✓ Job retention                |
| ✓ Dropout prevention         | ✓ Financial management         |
| ✓ Substance abuse            | ✓ Educational and career goals |
| ✓ Teen pregnancy             | ✓ College preparation.         |

With just a couple hours of one-to-one contact a month, you can help a young person blaze a trail through a maze of challenges. Share a hobby, skill, talent, or interest. Make a new friend. Make a difference!

Feel free to contact me with any questions or concerns regarding any of the forms, or the mentoring program. We look forward to talking to you soon!

The Mentoring Office  
1-432-836-1508  
[anthony.king@isisd.net](mailto:anthony.king@isisd.net)

**Texas ChalleNGe Academy  
Mentor Application Form**

**ALTERNATE MENTOR APPLICATION**

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

1. What youth are you applying to mentor? (Please only apply for **ONE** youth!) \_\_\_\_\_

2. Full Name (Mr., Ms, Mrs., Dr, Rank) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Ethnicity \_\_\_\_\_ SSN \_\_\_\_\_

3. Number \_\_\_\_\_ Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

4. EMAIL Address \_\_\_\_\_ Fax Number \_\_\_\_\_ Work Phone No. \_\_\_\_\_ Pager No. or Cell Phone \_\_\_\_\_

5. Present Employer \_\_\_\_\_ Business Phone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ How Long Employed? \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Briefly describe your duties \_\_\_\_\_

6. Education:

High School \_\_\_\_\_ Graduate Y/N \_\_\_\_\_ GED Y / N \_\_\_\_\_ Year \_\_\_\_\_

College/Univ. or Tech. \_\_\_\_\_ Years Attended \_\_\_\_\_ Degree \_\_\_\_\_

7. **Please attach a photocopy of your Driver's License and Driver's Liability Insurance Card.**

8. Please describe your driving record and offenses. \_\_\_\_\_

9. I will promptly report to Texas ChalleNGe Academy any changes in my insurance coverage or driver's license status.

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

11. Have you ever been involved in, investigated for, arrested and/or convicted of a crime?

YES  NO When? \_\_\_\_\_

Explain \_\_\_\_\_

12. If you cannot be matched with the young person you named above, would you be interested in mentoring another youth in your area now or in the future?  YES  NO

11. Please identify the best weekday, time, and telephone number or email to contact you if we have any questions about your application. \_\_\_\_\_

*This information is true and accurate to the best of my knowledge.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**IF NOT SIGNED, WILL NOT BE ACCEPTED**

**Page 2**

**Texas ChalleNGe Academy  
Mentor Application Form**

**Mentor Authorization to Release Information**

I, \_\_\_\_\_, hereby authorize Texas ChalleNGe Academy, along with the law enforcement departments, to conduct whatever background search that may be deemed appropriate.

This information is necessary to assist in determining my qualifications and suitability for the position I am seeking with Texas ChalleNGe Academy.

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 Texas ChalleNGe Academy and its agents from the liability and damage that may result from the exchange of requested information between law enforcement departments and Texas ChalleNGe Academy.

Full Name \_\_\_\_\_ Gender \_\_\_\_\_

Any other name used \_\_\_\_\_

Date of birth \_\_\_\_\_ Ethnicity \_\_\_\_\_

Place of birth \_\_\_\_\_

Social Security number \_\_\_\_\_ Driver's License (State) \_\_\_\_\_ (number) \_\_\_\_\_

Length of time lived in this state \_\_\_\_\_

State where you used to live \_\_\_\_\_

Signature \_\_\_\_\_

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

**IF NOT SIGNED, WILL NOT BE ACCEPTED**

<p><b>To Be Completed by Law Enforcement Agency</b></p> <p>This individual is: _____ clear _____ not clear</p>
--

**Texas ChalleNGe Academy  
Mentor Application Form**

**MENTOR LIABILITY RELEASE**

I understand and agree that I will be the one actually spending time with my matched cadet, and that I must exercise care in supervising my cadet while we are together. I also understand and agree that I am not a Texas ChalleNGe Academy agent, and that I am responsible for choosing and conducting all activities with my cadet, and that Texas ChalleNGe Academy does not retain any power to control how these activities are conducted except to require these activities to be conducted in the State of Texas.

I therefore agree that Texas ChalleNGe Academy will not be liable for, and I agree to hold Texas ChalleNGe Academy harmless from any and all liability, causes of action and losses imposed on it in any way relating to or arising out of this mentoring agreement, including, but not limited to, liability for personal injuries, whether the liability, cause of action, or loss is caused by my negligence, or Texas ChalleNGe Academy's negligence, or otherwise.

I further release Texas ChalleNGe Academy from any and all liability, claims, demands or actions or causes of action whatsoever arising out of any damage, loss or injury I might incur while participating in any of the activities contemplated by this mentoring agreement, whether such damage, loss or injury is caused by the negligence of Texas ChalleNGe Academy, its officers, agents, servants, employees or otherwise.

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

**IF NOT SIGNED, WILL NOT BE ACCEPTED**

**Texas ChalleNGe Academy  
Mentor Application Form**

**Mentor Reference Response**

*Your immediate response is greatly appreciated!*

**Please have a PRESENT OR PAST EMPLOYER complete and return to us or with your application**

Dear (PRESENT OR PAST EMPLOYER NAME PRINTED) \_\_\_\_\_,

Mentor Applicant Name: \_\_\_\_\_ has applied for volunteer work with the Texas ChalleNGe Academy, which focuses on the needs of at-risk youth.

He or she is being considered for a match with an at-risk youth in a one-to-one relationship. Please help us learn whether this person is suited for this type of volunteer work. 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 applicant? \_\_\_\_\_ In what way? \_\_\_\_\_

Does the applicant have a good home relationship? \_\_\_\_\_

Does he or she work well with others? \_\_\_\_\_

Does he or she have a tendency to over commit him/herself? Get too involved? \_\_\_\_\_

How would you rate him or her so 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	_____	_____	_____	_____	_____

Other Comments: \_\_\_\_\_

If you were in our position, would you, without hesitation, consider this person as a volunteer with an at-risk youth?  YES  NO (Explain) \_\_\_\_\_

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

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

( ) Please call me, I would like to give some detailed information.

(Use the back of this form if more room is needed.)

**Texas ChalleNGe Academy  
Mentor Application Form**

**Mentor Reference Response**

*Your immediate response is greatly appreciated!*

**Please have an ASSOCIATE OR FRIEND you've known for at least 10 years complete and return to us or with your application**

Dear (ASSOCIATE OR FRIEND NAME PRINTED) \_\_\_\_\_,

Mentor Applicant Name: \_\_\_\_\_ has applied for volunteer work with the Texas ChalleNGe Academy, which focuses on the needs of at-risk youth.

He or she is being considered for a match with an at-risk youth in a one-to-one relationship. Please help us learn whether this person is suited for this type of volunteer work. 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 applicant? \_\_\_\_\_ In what way? \_\_\_\_\_

Does the applicant have a good home relationship? \_\_\_\_\_

Does he or she work well with others? \_\_\_\_\_

Does he or she have a tendency to over commit him/herself? Get too involved? \_\_\_\_\_

How would you rate him or her so 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	_____	_____	_____	_____	_____

Other Comments: \_\_\_\_\_

If you were in our position, would you, without hesitation, consider this person as a volunteer with an at-risk youth?  YES  NO (Explain) \_\_\_\_\_

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

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

( ) Please call me, I would like to give some detailed information.

(Use the back of this form if more room is needed.)

**Texas ChalleNGe Academy  
Mentor Application Form**

**ALTERNATE MENTOR APPLICATION TURN-IN DIRECTIONS:**

Please finish pages 2 - 4 of these application pieces. If you're not sure you received a complete application or to double check, use the checklist below:

- \_\_\_ Page 2 - The initial "fill in the blanks" application page.
- \_\_\_ Page 3 - Release of Information (make sure you had a witness sign it). A background check is required by ChalleNGe guidelines and is an added protection for you and the student.
- \_\_\_ Page 4 - Liability Release (so no one sues us if they spill hot coffee while mentoring their youth).

Additionally, please have two references (Page 5 - a past or present employer, and Page 6 - a friend of about 10 years) each complete a reference response form.

**UPON THE COMPLETION OF YOUR MENTOR APPLICATION YOU MAY MAIL IT TO THE ADDRESS BELOW OR FAX IT IF PRESSED FOR TIME. IF YOU FAX IT, BE SURE TO MAIL THE ORIGINAL PAPERWORK. IT IS ALWAYS WISE TO KEEP A COPY OF DOCUMENTS SENT IN CASE THEY ARE LOST IN THE MAIL OR THE FAX MACHINE RUNS OUT OF PAPER.**

**TEXAS CHALLENGE ACADEMY  
C/O THE MENTORING CREW  
PO BOX 510  
SHEFFIELD, TEXAS 79781  
FAX (432)-836-4649**

**REFERENCE RESPONSE FORMS (THE LAST TWO PAGES) CAN BE SENT EITHER BY YOUR REFERENCES OR ALONG WITH THE APPLICATION. IF MAILED BY YOUR REFERENCES, PLEASE MAKE SURE THEY HAVE THIS ADDRESS AND FAX INFORMATION AND THAT THE NAME OF BOTH YOU AND YOUR YOUTH IS NOTED LEGIBLY ON THOSE PAGES.**

**Texas ChalleNGe Academy  
Mentor Application Form**

**Position Description—Mentor**

**Position Summary**    The Mentor serves as a role model, friend and advocate to a cadet for at least 14 months.

**Working Relationships**

- Reports to Case Manager (CM) or Recruiting, Placement and Mentoring Coordinator (RPM)

- Mentors one cadet

**Duties and Responsibilities**

- Returns completed screening materials promptly.

- Attends a three-hour Mentor Training in time for the youth's class. Mentor Training involves learning about your commitment to the youth and to Texas ChalleNGe Academy.

- Assists the cadet with Post-Residential Action Plan (PRAP) revisions and discusses his or her progress on that Plan.

- Commits to spending at least 14 months in persistent contact with the cadet.

- Makes consistent contact with the cadet by phone, mail, or in person. Four contacts per month are required. At least two of these must be face to face during the Post-residential Phase if the youth returns to your community.

- Shares occasional, informal and fun activities with his or her cadet. The Mentor and cadet will jointly select and schedule the activities.

- Communicates at least monthly by phone, mail, or email with the Case Manager or Recruiting, Placement and Mentoring Coordinator. Promptly informs the CM or RPM of problems or needs in the cadet's life or in their relationship.

- Observes all Program policies and guidelines for Mentors. Discusses violations of policies by cadet with the Case Manager or Recruiting, Placement and Mentoring Coordinator.

- Refers the cadet to community resources as needed and helps the cadet find and research those resources.

Date \_\_\_\_\_

Signature \_\_\_\_\_