

## **BLUEGRASS CHALLENGE ACADEMY MENTOR APPLICATION**

Every cadet at Bluegrass Challenge Academy **MUST** have a mentor. Choosing a mentor is a very important decision. Please put some thought into the process, the mentor should be someone that **YOU**, the applicant, select. Your parents or guardians may make suggestions, but the decision should be yours.

The following qualities may be used when choosing a mentor: A good listener, a person who enjoys being with teenagers; someone who is a good role model; a mature adult who really **cares about your success**.

- The mentor normally should be someone of the same sex.
- The mentor should not be a relative living in same household.
- The mentor must be **twenty-one** (21) or older.
- The mentor must not be drug or alcohol dependent.
- The mentor should not be someone with a felony arrest record.
- The mentor should be in good health.

NOTE: A criminal records check will be requested by the academy.

Some good choices might be a coach, teacher, principal, counselor, neighbor, minister, good friend, etc. However, the mentor **must**, as a minimum, meet the above criteria.

Please have your prospective mentor complete the information that follows. The prospective mentor must also complete the attached **Release of Information Form**.

To protect the mentor's **privacy of information**, your mentors' application may be sealed in a separate envelope.

These forms must be returned **with** your completed Student application.

Please include a copy of your drivers license (front and back) with this application.

### **MENTOR APPLICATION CHECKLIST**

- Page 2-Mentor Application
- Page 3-Mentor authorization to Release Information
- Page 4-Mentor Position Description
- Page 5-Mentor Liability Release

**\*\*Do Not send a check or money order it is not required for Youth Challenge Volunteers\*\***

**By typing my name in the boxes below I am offering my digital signature in lieu of my handwritten signature. I understand that my digital signature carries the same legal bindings as my handwritten signature. Initials \_\_\_\_\_**

**BLUEGRASS CHALLENGE ACADEMY  
MENTOR APPLICATION**

Cadet Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Mentor's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(If you receive your mail at a PO Box, put your street address here.)

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Driver's License # \_\_\_\_\_

E-Mail: \_\_\_\_\_ SS # \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

(Social is required to complete a criminal background check)

Gender: Male Female Marital Status: \_\_\_\_\_ Aliases/Nick Names \_\_\_\_\_

Relationship to Candidate \_\_\_\_\_ Length of time lived in Kentucky \_\_\_\_\_

Ethnicity: (must check one) American Indian Alaskan Native Asian or Pacific Islander Black

Hispanic Multi-racial White .

Name of Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Example: 8:00a.m.- 4:30p.m. or swing shift, etc

Please list Two (2) references:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Date Verified \_\_\_\_\_ Staff Initials \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Date Verified \_\_\_\_\_ Staff Initials \_\_\_\_\_

**I DO NOT PRESENTLY HAVE ANY CASES PENDING AGAINST ME IN THE LEGAL SYSTEM; I AM IN GOOD HEALTH AND I AM NOT NOW NOR WILL I BE DRUG OR ALCOHOL DEPENDENT DURING MY MENTORSHIP.**

\_\_\_\_\_  
SIGNATURE OF MENTOR APPLICANT

DATE \_\_\_\_/\_\_\_\_/20\_\_\_\_

**BLUEGRASS CHALLENGE ACADEMY  
MENTOR AUTHORIZATION TO RELEASE INFORMATION**

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

The information and background search is necessary to assist in determining my qualifications and suitability for the Volunteer Mentor Position I am seeking with the Bluegrass Challenge Academy.

I fully understand that the information collected may be of a sensitive, confidential, and privileged nature, and may reflect upon my suitability for this position. I hereby release the Bluegrass Challenge Academy and its agents from liability and damage that may result from the exchange of requested information between law enforcement departments and the Bluegrass Challenge Academy.

**PRIVACY ACT**

Personal Information is required and protected under the Privacy Act of 1974. Kentucky Youth ChalleNGe operates as an entity of state government, organized under state law. Data for program operations is required and protected under Public Law 102-484, Section 1091 e (2). Disclosure is voluntary, however; persons failing to provide the information requested on this document will not be considered for participation in the program. Information provided on this application and generated during residential and post residential performance will only be used by the program to meet federal and state requirements and will not be released to any party outside the Youth ChalleNGe organization, our inspectors/evaluators, or based upon requirements dictated by competent legal authority.

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SIGNATURE OF MENTOR APPLICANT

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
DATE

## MENTOR POSITION DESCRIPTION

- **Position Summary:**

The mentor serves as a role model, friend, and advocate to a cadet for at least 14 months.

- **Working Relationship:**

Reports to Regional Mentor Coordinator.

Mentors only one cadet (unless approved by the Regional Mentor Coordinator)

- **Duties:**

Commits to spending at least 14 months in consistent contact with a cadet.

- **Responsibilities:**

Returns all requested forms promptly.

Attends a 3-4 hour Mentor Training class at the Academy site to learn how to relate effectively to cadet.

Assists the cadet with the Post Residential Action Plan (PRAP) development and discusses his or her progress of the Plan

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 within geographic proximity.

Completes a monthly mentor report on cadet's placement activities and sends to Regional Mentor Coordinator.

Observes all program policies and guidelines for mentors. Discusses violations of policies by cadets with the Regional Mentor Coordinator.

Refers the cadet to community resources as needed and helps the cadet obtain those resources.

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

The mentor promptly informs the Regional Mentor Coordinator of problems or needs in the cadet's life or in their relationship.

**I have read the Position Description for a Mentor and agree to adhere to the requirements to the best of my ability as attested by my signature below.**

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(Print Name)

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(Signature)

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(Date)

**BLUEGRASS CHALLENGE ACADEMY  
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 Challenge Program agent, and that I am responsible for choosing and conducting all activities with my cadet and the Challenge Program does not retain any power to control how these activities are conducted except to require these activities to be conducted in the State of Kentucky.

I therefore agree that the Challenge Program will not be liable for, and I agree to hold the Challenge Program 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, the Challenge Program's negligence or otherwise.

I further release the Challenge Program 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 the Challenge Program, its officers, agents, servants, employees or otherwise.

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Mentor Print Name & Signature

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Date

**CENTRAL REGISTRY CHECK**

**FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE/NEGLECT (CA/N) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM (www.lrc.ky.gov). PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:**

- Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310)
- Residential Child-Caring Facility Employee or Volunteer (Required by 922 KAR 1:300)  
(Institution/Group Home/Emergency)
- Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member  
(Required by KRS 160.380)
- Private, Parochial, or Church School Employee or Student Teacher  
(Permitted by KRS 160.151)
- Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)
- Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)
- Supports for Community Living (SCL) Employee (Required by 907 KAR 12:010)
- Michelle P. Waiver (Required by 907 KAR 1:835)
- Home and Community Based (HCB) Waiver (Required by 907 KAR 1:160 and 7:010)
- Acquired Brain Injury Waiver Services (Required by 907 KAR 3:090)
- Children's Advocacy Center (Required by 922 KAR 1:580)
- Court Appointed Special Advocate (CASA) (Required by KRS 620.515)
- Personal Care Attendant (Required by 910 KAR 1:090)

**Other** (If none of the above categories is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver's license, social security card, or birth certificate):

NAME: \_\_\_\_\_  
(first) (middle) (maiden/nickname/other) (last)

Sex: \_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security/Individual Taxpayer Identification #: \_\_\_\_\_

Date of Initial Hire: \_\_\_\_\_

Present Address: \_\_\_\_\_  
City State Zip Code

Previous Address: \_\_\_\_\_  
City State Zip Code

Previous Address: \_\_\_\_\_  
City State Zip Code

Previous Address: \_\_\_\_\_  
City State Zip Code

Previous Address: \_\_\_\_\_  
City State Zip Code

Please list your addresses for the last five years. Use another sheet of paper, if necessary.



**CENTRAL REGISTRY CHECK**

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and to submit the results of the check to me and, on my behalf, to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

Signature of the Individual Submitting to the Child Abuse or Neglect Check

Date

The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization for Disclosure of Protected Information, authorizing the Cabinet for Health and Family Services to disclose additional information regarding a finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records.

In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency:

NAME OF EMPLOYER/AGENCY: Bluegrass Challenge Academy  
ADDRESS: 114 Conroy Ave Bldg 5549 CITY: Fort Knox  
STATE: Ky ZIP: 40121 PHONE: 1-877-599-6884  
E-MAIL ADDRESS: kimberley.l.cay3.nfg@mail.mil

**RESULTS OF CHILD ABUSE OR NEGLECT CHECK [FOR OFFICIAL USE ONLY]**

- No reportable incident found in accordance with 922 KAR 1:470
- Substantiated child abuse found on the registry Date of substantiated finding: \_\_\_\_\_
- Substantiated child neglect found on the registry Date of substantiated finding: \_\_\_\_\_

The substantiated abuse or neglect finding relates to sexual abuse, sexual exploitation, a child fatality, near fatality, or involuntary termination of parental rights  Yes  No

A matter subject to administrative review found in accordance with 922 KAR 1:470

CHECK CONDUCTED ON \_\_\_\_\_ BY \_\_\_\_\_