



CAPITAL GUARDIAN YOUTH CHALLENGE ACADEMY

3201 Oak Hill Drive, Laurel, MD 20724

Mentor Contact and Reporting

Any contact with the Cadet is required to be documented and submitted to the Case Manager. Mentors should provide the Case Manger with their current mailing address, telephone numbers and e-mail address in order to receive current information from the Academy.

- ❖ Mentors are advised to communicate with the Cadet weekly during the Boarding and Post-Boarding Phases of the Academy to discuss the Cadet's goals and to suggest ways in achieving and/or maintaining them. Electronic Mail is normally the means of keeping in touch. A mimumin of four (4) hours of contact per month is required.
- ❖ The mailing address is: Cadet _____, Plt _____
Capital Guardian Youth Challenge Academy
3201 Oak Hill Drive Laurel, Maryland 20724

If you wish to email, please feel free to send a message to the assigned Case Manager (Contact Sheet attached) and put the Cadet's name in the Subject Line. The assigned Case Manger will make sure the email is delivered to the Cadet.

- ❖ Remember that Mentors are asked to submit Monthly Reports to the Case Manager via telephone, e-mail, letter, fax.
- ❖ Reports should include the Cadet's education, employment (post-residential) or military status. Reports should include any discussion that was offered to the cadet to encourage them or if the mentoring relationship is experiencing any stress.

Other information to include:

Contact with the Cadet is lost
The Cadet loses a job or drops out of school
The Cadet is charged with a crime
The Cadet announces plans to leave the community
Other events which the Mentor considers significant

- ❖ Reports are due starting Week 14 of the Boarding Phase and by the fifth (5th) days of each month during the Post Phase. We must receive this information in order to effectively help the Cadet to stay on a path of success. Mentor reports are monitored by the National Guard and is used in reports submitted to Congress. These reports good or bad are the basis for CGCYCA funding, We REALLY need them!!

Consider the best way to report to the Academy and be consistent, this way it will become a habit and eventually become automatic.



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BOARDING MONTHLY REPORT DATE: _____

If you have internet, you may email the report. You may also mail, or fax a copy to us.

Cadet's Name:

Phone:

Cadet's Mailing Address:

Mentor's Name:

Home:

Work:

Cell:

Mentor's Mailing Address:

Mentor's Email Address:

Mentee's Future Goals:

Mentee's Plans (PRAP):

Type of Contact from Mentor

Date of Contact	Phone	Face to Face	Letter/Email	Specify Other
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Remarks about contacts:

Youth's PRINTED Last Name: _____ Youth's PRINTED First Name: _____