



Mentor Training

Appalachian Challenge Academy (ACA)

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www.ChalleNGeACA.com

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What is ChalleNGe?

Who We Are:

The mission of the Appalachian ChalleNGe Academy is to train and mentor selected “at-risk” youth to become contributing members of society.

We use the Program Model 8 Core Components in a quasi-military environment during a 22-week residential and one-year follow up program to accomplish this goal.

“Quasi-Military” is a term used to describe a program that resembles military training such as paying attention to detail, respect, self-discipline, and chain of command and leadership.

Since the program’s creation in 1993, there have been **196,644** Youth ChalleNGe graduates from 40 programs nation-wide since 1993.

1991 – Initial plan developed by the Department of Defense for what would later become ChalleNGe

1993 - Pilot program was started in Louisiana

1999 – Kentucky’s first ChalleNGe program was opened in Fort Knox, Bluegrass Challenge Academy

2012 - Appalachian ChalleNGe Academy was opened in Harlan County.



3 ChalleNGe Phases

1. Pre-ChalleNGe Residential Phase
 - First 2 Weeks of Residential
 - “Acclimation” to new environment and processes
 - Knowledge intensive for military customs and courtesies
 - 90% of candidates successfully complete Pre-ChalleNGe

2. Academic Residential Phase
 - Remaining 20 Weeks of Residential
 - Focus on 8 Core Components
 - Credit Recovery
 - Dual Credit Availability
 - Cadet/Mentor Introductions
 - Post-Residential Action Plan (P-RAP)

3. Post-Residential Phase
 - **12 Months**
 - Mentoring begins when ChalleNGe graduates return to their communities.
 - Mentors will have already begun communication with cadet and will play a critical role in ensuring their continued success.
 - The mentoring process will begin with helping the cadet transition from the highly structured ChalleNGe environment, to their home environment and into a successful placement.

Cadet Placement

What is meant when you see the term “Successful Placement”? You will see this term on your mentor reports or hear ACA staff bring this up.

Successful Placements (*when full-time*):

- Enrollment in school
- Military enlistment
- Employment
- Volunteer work
- Primary care-giver

If any of the items above are considered part-time (less than 25 hours per week), there would need to be a combination to meet our full-time requirement.

The goal is to have the graduate in a successful placement immediately after graduation.



8 Core Components

The 8 Core Components of the Residential Phase are:

1. Employability Skills
2. Academic Excellence
3. Citizenship
4. Health and Hygiene
5. Leadership/ Followership
6. Life Coping Skills
7. Physical Training
8. Service to Community

Employability Skills: In this component, cadets will develop the necessary basic skills to obtain employment when you leave the Academy. Cadets will develop personal goals, complete a written resume, fill out employment applications, and learn how to conduct themselves properly when interviewing for a job. Cadets may have the opportunity to visit local higher education facilities and examine some of the jobs that employers offer.

Academic Excellence: Classroom studies at the Academy are designed to enhance each Cadet's education skill and instill a desire to continue self-improvement throughout life. The main subject areas taught are math, science, social studies, literature and the arts, writing skills, and reading improvement. Each Cadet must take the Test for Adult Basic Education (TABE) on entry into ChalleNGe and again near the end of the Residential Phase. Based upon the age of the Cadet, their earned credits, and the TABE scores, we divide the Cadets into either Credit Recovery or GED classes. The Cadets' transcript determines what core subjects have been completed and what needs to be earned to graduate or return to grade level at the Cadets' high school. In addition, Academy Staff will make arrangements for the Cadet to take the General Educational Diploma (GED) test when the Cadet has scored high enough on the Official Practice Test (OPT) administered by the Academy.

Citizenship: Cadets will develop a better understanding of what makes a community strong and supportive of its citizens as well as factors that cause division and controversy. Cultural awareness, violence prevention, promoting justice, and the Honor Code are discussed in this area.

Health and Hygiene: Cadets learn the positive correlation between good health and hygiene habits and life-long mental, physical, and emotional well-being. Classes in smoking cessation, nutrition and sexual responsibility are just a few of the topics covered in this area.

Leadership/Followership: Every good leader in any life pursuit is also a great follower. Each Cadet must learn to become a good follower (i.e., obeying commands, supporting fellow Cadets, etc.). When cadets demonstrate the skills of being a good follower, they will be provided the opportunity to demonstrate leadership skills. To acquire these important skills, cadets will participate in Drill and Ceremony, Drill Competitions, and other character developing activities.

Life Coping Skills: The Cadet will identify negative attitudes and values which they display. With the assistance of Academy Staff, they will explore ways to change negative behavior to positive thinking and respect for others and themselves. Included in this area are classes and workshops regarding substance abuse, anger management, stress management, gender stereotyping, team building skills, parenting, budgeting, and other related subjects.

Physical Training: All Cadets are required to participate in physical fitness training. Physical training not only improves overall physical health but also promotes mental and emotional well-being. Improvement in this area will be tracked over the 22-week residential phase of the program. Activities include, but are not limited to, flexibility and strength training, runs, endurance marches, and organized athletics.

Service to Community: In this component, cadets will develop an understanding of the benefits of volunteering time and services to assist others in need and to maintain a clean, safe environment in which all citizens can live. This component provides hands on experience in performing community service in and around the Harlan area.

A Guiding Light

Mentors play an important role in helping a cadet stay focused on their goals during the Post-Residential Phase.

The presence (or absence) of a consistent, caring adult in a young person's life often determines whether they thrive or drop out of school. It can impact whether they dream and believe in their unlimited potential or feel hopeless without a future. As a mentor, you will have many opportunities to close this gap and ensure someone has the support needed to be optimistic and excited about his or her own life.

Youth ChalleNGe Mentor Requirements

- Be at least **21** years old
- Be of the same gender (*exceptions may be permitted*)
- Not live in the same household with the cadet
- Should live in the same general area as the cadet
- Can **NOT** be a mother, father, sister, brother, or legal guardian
- May be an extended family member (grandparent, uncle/aunt, cousin)
- Has never been convicted as a sex offender or facing pending charges
- Does not have a felony record or pending charges
- Is not alcohol or drug dependent



Building Trust

The Mentor/Mentee relationship is one based on mutual trust and respect. However, trust and respect are earned through mutual effort. We want this experience to be a positive one for all involved. If at any time during your relationship, the Cadet confides information to you that indicates harm to them or to others, please report it to the DCBS child abuse hotline or your local law enforcement agency. We hope you never have to deal with abuse of any kind, but we must never ignore a cry for help.

*Kentucky law requires **mandatory** reporting of child abuse, neglect, and dependency and the abuse, neglect, or financial exploitation of adults who have a physical or mental disability and are unable to protect themselves; this might include an elderly person. Reports are typically made to the Cabinet for Health and Family Services. The Cabinet, in turn, will investigate the allegation and are required to notify the appropriate law enforcement agency. Disclosure of abuse/neglect may result in a criminal investigation, arrest, and prosecution of the abuser. The primary purpose of mandatory reporting laws is to get protective services to the person being abused.*

Any person who has reason to believe a child is dependent, neglected, or abused must report this to state or Local Law Enforcement, Local Prosecutor's Office, or Child Abuse Hotline.

Child Abuse Hotline 877-597-2331

That being said, there are some things you may hear that you should take care to keep confidential. Information obtained through access to cadet such as financial information, background checks, family/juvenile court records, and/or medical records should be kept confidential. This information should not be shared to a third party unless there is evidence of danger to the cadet, the cadet's family, or to another person.

Hands-Off Leadership Policy

The Kentucky Youth ChalleNGe Program utilizes a Hands-Off Leadership Policy.

Be mindful of your words and actions. **You should not touch a cadet or use abusive language to coerce behavior.**

ACA staff members and Mentors are prohibited from using unprofessional language, including profanity, vulgarity, or off-color jokes when interacting with, correcting or motivating cadets. This includes joking and horseplay that is easily carried too far. The litmus test is this - If you would not want the language being used to appear on public media and/or broadcast, it should not be used.

When there is a need for non-aggressive assistance, use the professional approach by first asking permission to help. An example of this would be to ask, "May I turn your collar down?"

Remember, today's society is sensitive to unwanted touching and/or suggestive language. What you may consider to be a warm and friendly pat on the back may come across as abusive to the receiver or possibly trigger emotional distress from previous experiences of abuse.

Be alert when dealing with members of the opposite gender. You do not want your language or actions to be questioned.

This policy does not conflict with, in fact it complements, Non-Violent Crisis Intervention training. Likewise, it does not in any way infer that you cannot defend yourself against an out-of-control cadet, nor meant to interfere with any instances where you may need to react physically and or/quickly to ensure the safety of your cadet or others.

First Meeting: Building Rapport

Getting Acquainted: Just start a conversation and LISTEN.

Find Commonalities: Find out what you have in common.

Look for Uniqueness: Share your specialized knowledge.

Explore Hobbies: What are your hobbies?

Make sure **BOTH** are clear about what your cadet hopes to gain from the process.

1. Where do you see yourself right now?
2. Where do you see yourself going?
3. What are your dreams and aspirations?
4. What do you consider to be your strengths and weaknesses?
5. What are your top 3 goals?

We encourage the use of **SMART Goals**. These are drafted during the Residential Phase of the program and may be provided to you.

Specific. What will the goal accomplish? How and why will it be accomplished?

Measurable. How will you measure whether or not the goal has been reached (list at least two indicators)?

Achievable. Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Results-Focused. What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?

Time-Bound. What is the established completion date and does that completion date create a practical sense of urgency?

10 Tips for Mentoring Success

1. **Build relationships grounded in trust.** Many teens without mature role models are suspicious of adults. Do not try to become your mentee's best friend or substitute parent. Mentors are positive role models who invite open communication and mutual respect.
2. **Create realistic goals and expectations.** Do not expect your mentee to confide in you right away. Ask questions; get to know your mentee. As your relationship grows, your mentee will feel more comfortable sharing his or her life with you.
3. **Have fun together.** Find out what kind of activities your mentee enjoys. Go bowling or watch a good movie. Shoot some hoops. Play miniature golf. Walk through a mall or grab a snack at a food bar. You need not spend a lot of money to build a strong mentor/mentee relationship; what's most valuable is your investment of time.
4. **Discuss decisions about activities with your mentee.** Some teens may be shy to suggest ideas because they don't want to appear rude or needy. Others are content to let you make the decisions, especially in the beginning stages of your relationship. When you ask your mentee for input, this shows you value his or her ideas.
5. **Allow your mentee to reveal personal information when they are ready.** Give your mentee permission to reveal how much (or how little) information they wish to share with you. Remind them that they can share with you without fear of judgement.
6. **Listen.** When you ask questions and listen, you give mentees permission to share their stories and personal experiences without criticism
7. **If a mentee asks for advice, focus on solutions.** Allow your mentee time to release uncomfortable emotions if they need to vent, but encourage him or her to consider their options. When they focus less on what they can't control and shift their attention to those areas within their control: including their own thoughts, feelings, decisions, and actions, they reclaim their personal power. Don't get stuck in the problem; consider solutions.
8. **Be positive.** Briefly share your own experiences to demonstrate empathy, but your time together is not about you – it's about your mentee. Do not bog down your time or monopolize conversations with stories about your struggles when you were growing up. If your mentee feels "stuck," remind him or her they can change their perspective by changing their thoughts.
9. **Your primary relationship is with your mentee, not their parents or family members.** Do not try to act as an intermediary between your mentee and family. Resist efforts as a mentor to be drawn into parental or familial issues. Discuss matters of concern with your program director.
10. **It is your responsibility to set a good example as a mentor.** Your mentee will lose trust in you if you can't be depended upon to honor your commitments. Decide upon consistent times to talk or meet with your mentee. Show up on time. Your lack of commitment can be devastating for the young person you offered to support. If you are unsure about the time or emotional commitment you must share with a child or teen, do not volunteer to be a mentor until you are confident you can fulfill the responsibilities.

Monthly Mentor Reports

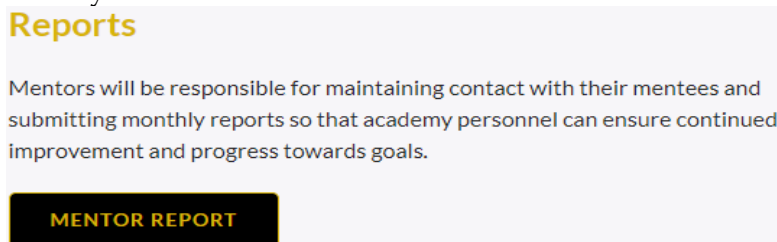
Mentor Reports are due by the 10th of each month.

You have several options for how to complete and return your monthly reports:

1. Online Form Submission (*instructions to follow*)
2. Complete a digital copy
 - Email to:
ACAMentors@ChalleNGeACA.com
3. Complete paper copy
 - Return via Mail:
ACA Mentor Report - Class ##
P.O. Box 539
Grays Knob, KY 40829
 - Return scanned copy to email listed above

Online Mentor Report Submission

1. Go to: www.challengeaca.com/mentor
2. Scroll down till you see:

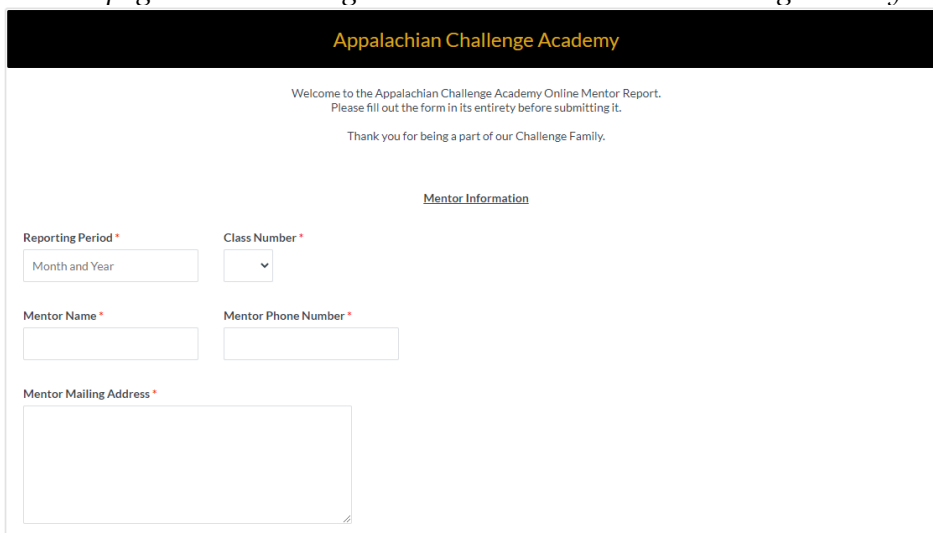


Reports

Mentors will be responsible for maintaining contact with their mentees and submitting monthly reports so that academy personnel can ensure continued improvement and progress towards goals.

MENTOR REPORT

3. Click on 'Mentor Report'
 - *The page will not change. You will need to scroll down again till you see:*



Appalachian Challenge Academy

Welcome to the Appalachian Challenge Academy Online Mentor Report.
Please fill out the form in its entirety before submitting it.
Thank you for being a part of our Challenge Family.

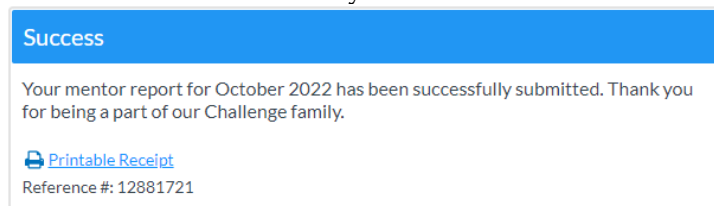
Mentor Information

Reporting Period * Class Number *

Mentor Name * Mentor Phone Number *

Mentor Mailing Address *

4. Enter the requested information and click on the blue 'Next' button.
 - *This step will occur several times as it is asking you information about your cadet.*
5. Once you are at 100% complete, you may provide a digital signature and click on the blue 'Submit' button.
6. You will receive a confirmation for your submittal.



Success

Your mentor report for October 2022 has been successfully submitted. Thank you for being a part of our Challenge family.

[Printable Receipt](#)

Reference #: 12881721

Mentor Report: Completed Example

APPALACHIAN CHALLENGE ACADEMY MONTHLY MENTOR REPORT	
Report Period: <u>6/24/2018 - 7/23/2018</u> #1	Class #: <u>12</u>
Mentor's Name: <u>John Doe</u>	Phone #: <u>(333) 333-3333</u>
Mentor's Mailing Address: <u>21 Good St, Goodlet, KY 44444</u>	
Cadet's Name: <u>James Texas</u>	Phone #: <u>(333) 333-2222</u>
Cadet's Mailing Address: <u>46 Oak St, Goodlet, KY 44444</u>	
Employment Placement:	
Occupation: <u>Cashier</u>	Employer: <u>McDonalds</u>
Supervisor: <u>Ronald McDonald</u>	Supervisor's Ph #: <u>(333) 333-1111</u>
Self Employed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Hours per Week: <u>2.5</u> Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/>
Date of Hire: <u>06/25/2018</u>	Wage: <u>\$ 8.00</u> Date of Termination: _____
Reason for termination and/or other employment notes: _____	
Education Placement:	
Type of School: Adult Education <input type="checkbox"/> High School <input checked="" type="checkbox"/> Job Corps <input type="checkbox"/> Vocational School <input type="checkbox"/>	Community College <input type="checkbox"/> Four Year College <input type="checkbox"/>
Name of School: <u>Goodlet High School</u>	
Date Enrolled: <u>07/23/2018</u>	Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Number of College Hours: _____
Adult Education (hours per week): _____ Date Exited: _____	
Reason for termination and/or other education notes: _____	
Military Placement:	
Status: Active <input checked="" type="checkbox"/> National Guard Army <input type="checkbox"/> Air <input type="checkbox"/> Reserve <input type="checkbox"/>	
Branch: Army <input type="checkbox"/> Marines <input checked="" type="checkbox"/> Navy <input type="checkbox"/> Coast Guard <input type="checkbox"/> Air Force <input type="checkbox"/>	
Enlistment Date: <u>07/16/2018</u>	Report Date: <u>08/06/2018</u> Discharge Date: _____
Reason for discharge and/or military notes: _____	
Miscellaneous Placement:	
Care Giver: <input checked="" type="checkbox"/> Hours per Week: <u>25</u> Where: <u>Goodlet Nursing Home</u>	
Disabled/Hospitalized: <input type="checkbox"/> Date of disablement/hospitalization: _____	
Date of recovery: _____ Date Deceased: _____	
Homemaker: <input type="checkbox"/>	
Volunteer: <input checked="" type="checkbox"/> Hours per Week: <u>25</u> Where: <u>Salvation Army</u>	
Incarcerated: <input type="checkbox"/> Date of Incarceration: _____ Date of Release: _____	
Start Date Care Giver: <u>06/25/2018</u>	Start Date Volunteer: <u>6/25/2018</u>
Reason for Incarceration: _____	
Notes: _____	
Contact Information:	
Phone: <input type="checkbox"/> Personal: <input checked="" type="checkbox"/> Email: <input type="checkbox"/> Letter: <input type="checkbox"/> Other: <input type="checkbox"/> Date: <u>06/23/2018</u>	
Notes: <u>Attended graduation</u>	
Phone: <input checked="" type="checkbox"/> Personal: <input type="checkbox"/> Email: <input type="checkbox"/> Letter: <input type="checkbox"/> Other: <input type="checkbox"/> Date: <u>06/28/2018</u>	
Notes: <u>Talked about working in school and classes he would be taking</u>	
Phone: <input checked="" type="checkbox"/> Personal: <input type="checkbox"/> Email: <input type="checkbox"/> Letter: <input type="checkbox"/> Other: <input type="checkbox"/> Date: <u>07/09/2018</u>	
Notes: <u>Talked about a part time job</u>	
Phone: <input checked="" type="checkbox"/> Personal: <input type="checkbox"/> Email: <input type="checkbox"/> Letter: <input type="checkbox"/> Other: <input type="checkbox"/> Date: <u>07/21/2018</u>	
Notes: <u>Talked together at McDonalds. Talked about his classes at school</u>	
Post-Residential Action Plan (P-RAP):	
If there is a change to your Cadet's P-RAP, please provide the specific changes, cadet's expected outcome, why your cadet made the change, and "Your" position and rationale regarding the change.	
Remarks: _____	

Mentor Signature: <u>John Doe</u>	Date: <u>07/21/2018</u>

Every report will not need each placement section to be completed. Simply include any instances that pertain to YOUR cadet. This is just shown to demonstrate what that section would look like if completed.

Also, the layout of this form differs from the layout of our online submission form. The information is the same, but only differs in appearance.

Mentor Training Knowledge Check

1. Go to: www.challengeaca.com/mentor
2. Scroll down till you see:

Training

Mentors are required to complete a familiarization training in order to guarantee they enter the program with all the tools necessary to foster success in their mentee.

MENTOR TRAINING

3. Click on 'Mentor Training'
 - *The page will not change. You will need to scroll down again till you see:*

Appalachian Challenge Academy

Mentor Training Knowledge Check

Congratulations on completing the Appalachian Challenge Academy Mentor Training. In order to ensure proper retention of knowledge and to maintain the quality of our mentor program, you are required to take a short test. Please continue below and answer all questions in their entirety. Once complete, please submit the test and grading will occur immediately.

Thank you for being an integral part of our mission and stepping up to ensure the success of our cadets.

Last Name * First Name *

Email Address

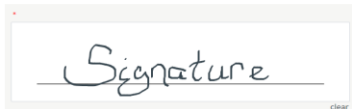
Are you mentoring a specific cadet or volunteering for our mentor pool to be paired with any cadet?*

- Specific Cadet
 Mentor Pool

4. Enter the requested information and click on the blue 'Next' button.
 - *This step will occur several times as it is asking you information about your cadet.*
 - *You will need to answer all questions correctly before you can proceed.*
 - *All answers are all included in this outline.*
5. Once you are at 100% correct, you will provide a digital signature and click on the blue 'Next' button.

Congratulations!

You have successfully completed and passed the mentor training check on learning. We are excited to have you as a mentor for the Appalachian Challenge Academy. You will receive a copy of your course completion upon submission of this form. Please provide your signature below to formally sign the Cadet & Mentor Agreement as explained in the training.



- *You will be 80% complete at this point. Simply click the blue 'Submit' button.*
6. You will receive a confirmation for your submittal.

Success

Your test has been successfully submitted. You will be receiving contact from our staff to discuss any outstanding items that may need to be addressed.

All mentors must be matched with their cadets in order to proceed. You will receive direction regarding scheduling for this solemn event.

Again, thank you for being part of our Challenge family.

[Printable Receipt](#)

Reference #: 12883897

Think you might know someone who could benefit from our program?

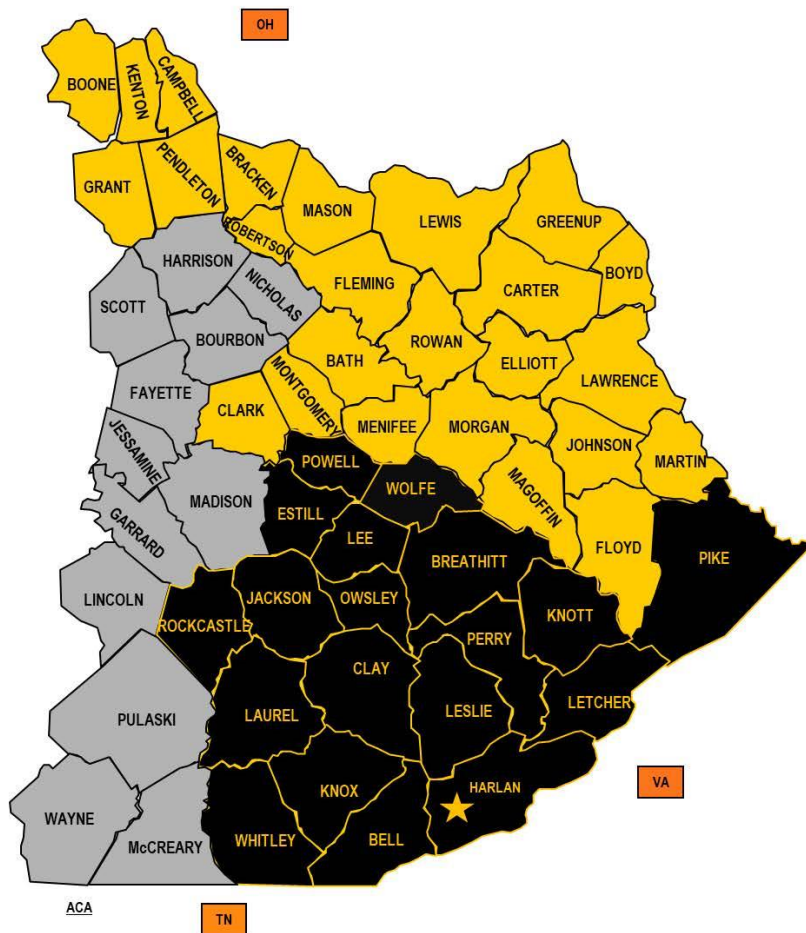
APPALACHIAN CHALLENGE ACADEMY
465 Grays Drive
Gray's Knob, KY 40829
Admin Office: 606-574-0303
Toll Free: 855-596-4927
admissions@challengeaca.com
www.2aBetterMe.com



RUSTY BAILEY
Cell: 606-344-2900
rusty.bailey@challengeaca.com

ERIC GRAY
Cell: 606-371-3436
eric.gray@challengeaca.com

DEXTER DAY
Cell: 606-273-8044
Office: 502-607-5988
dexter.day@challengeaca.com



Communicating With Your Cadet During Residential Phase

We always encourage support from home, and that includes you as well!

You may email your cadet at acacadet@gmail.com. Emails are printed and distributed Monday through Friday.

To ensure the email gets to your cadet, add their Last Name, First Name - Platoon # in the subject line.

If you would prefer to send postal mail, our address is:

Last Name, First Name - Platoon #

P.O. Box 539

Grays Knob, KY 40829

Do not worry if you do not have the Platoon # yet. When you write/email, you can ask them to include this in their reply.

Cadets are not able to reply online to your emails. They are only able to send out postal mail in response. If you would like to receive mail from your cadet, you will need to include your preferred mailing address in your email or on your envelope.

We are often asked about sending care packages to cadets. We do have a restricted list on what may be sent. If you would like to send something to your cadet, you can request a copy of our current packing list.