



PLEASE PROVIDE THIS APPLICATION TO YOUR POTENTIAL MENTOR

Dear Mentor Applicant,

Thank you for your interest in becoming a Mentor for a Cadet in the Alaska Military Youth Academy. Spending time with a young adult, as he/she makes important life decisions is one of the most important things you can do to help. Information about our program is available at www.akmya.org.

To be accepted to the Academy, each Cadet is **REQUIRED** to have a Mentor. Mentors must be 21 or older, same gender as Cadet, not an immediate family member (not mom, dad or step-parent), and not living in the same home as the Cadet.

Please give this application to your Cadet to take with them to their interview -OR- you may fax or mail the **fully completed** Mentor Application with the **two references for you**, to our office as soon as possible, hopefully within one week of receiving this letter and no later than the start of the cycle.

You will be required to complete a Mentor Training class, either in person, via internet or distance learning packet. You will be notified of the dates of these in-person trainings for those mentors that are in reasonable driving distance of Fairbanks and Anchorage. **Our primary form of contact with mentors will be via e-mail communication.** You are highly encouraged to learn more about our mentor program; please visit <http://www2.ngycp.org/national/resources-for-mentors/>.

Mentor/Post Res Coordinator	Phone	e-mail	Fax: 907-384-6023
Camai Cassey	907-384-6068	camai.cassey@alaska.gov	
Hans Klodt	907-384-6101	hans.klodt@alaska.gov	

If you have any questions, please contact one of the AMYA Coordinators at the number(s) above.

- Mentor Application
- Release of Information
- Mentor Job Description (*Signed*)
- Mentor Questionnaire
- State of Alaska Confidentiality of Information Acknowledgement
- Mentor Reference (*completed*)
- Mentor Reference (*completed*)

Thank you for volunteering to mentor a youth!

**** Please give the 2 enclosed reference forms about you, at the end of your application, to a neighbor, coworker, or a friend to fill out. Then please return them with your application to your Cadet or to an AMYA Coordinator by mail to AMYA-Mentor PO Box 5727 JBER, AK 99505 or fax to 907-384-6023****

MENTOR APPLICATION/Release of Information for Background Check

Please Print NEATLY the following information

(Full Legal Name) Last Name		First Name	Full Middle Name	Date of Birth	Last 4 of SSN	Gender
Drivers License # (required)	DL State of Issue	Maiden Name or Other Name Used:		Marital Status	Spouse's Name	
Current Mailing Address (Street/Apt#/PO Box)			City	State	Zip Code	
Current Residential Address			City	State	Zip Code	
If not at current address for the past 5 years, please list Former Address			City	State	Zip Code	
Ethnicity (for statistical purposes only) please circle Asian/Pacific Islander White Hispanic Black Alaska Native/Native American Other: Specify _____						
E-mail Address (required)		Home Phone Number		Cell Number	Fax Number	
Name of Cadet/Youth you will be Mentoring (please leave blank if you are volunteering to Mentor youth as needed)						
Current Employer's Name		Occupation		Length of Employment	Work Phone Number	
Military Service (circle those that apply) Active Reserve Retired Past Service Other: specify _____		Branch (circle those that apply) Army Coast Guard Air Force Marines ARNG Navy ANG		Rank	Do you currently have access or valid ID for access to JBER? YES NO Do you have your own transportation? YES NO Do you have car insurance? YES NO Insurance Co: _____	
While participating in the Alaska Military Youth Academy activities, pictures may be taken. I grant permission to use my name and picture for the purpose of promoting, recruiting, training or news stories of the Alaska Military Youth Academy. ___Yes ___No						

Explain any current offenses on your driving record: _____

Have you ever been convicted of a Criminal Offense (found guilty or plea agreement to any misdemeanor or felony offense)? ___No ___Yes → please give full details to include date(s) and location(s) (use another sheet if needed)

I understand that information gained through Cadet Records and discussions with Cadets and staff is confidential and is not to be discussed or released at any time.

I further certify that all statements herein are complete and correct. I agree that Alaska Military Youth Academy may complete a background check on me. This includes a request to DMV for a list of all violations. I authorize the Police Department and Court House to furnish any information they have on record. I release the Alaska Military Youth Academy from any liability upon furnishing such information.

Mentor Applicant Printed Name

Mentor Applicant Signature

Date

MENTOR JOB DESCRIPTION

The Mentor serves as a role model and adult friend to a Cadet during the Residential and Post Residential Phases.

Working Relationship:

- Reports to the Alaska Military Youth Academy (AMYA) Coordinator

Responsibilities:

- Commit to spending 12 months in aftercare (post-residential phase- the 12 months following the cadet's graduation from the residential portion of the program). Weekly contact with Cadet, by letter, phone call, or in person. Minimum of 4 hours contact per month or 4 contacts per month (preferably 2 of which are face to face). Total commitment is 18 months from the start of the program.
- Return completed materials promptly.
- Complete required training(s).
- Commit to make weekly contact with Cadet, by mail, or in person during the 5 month residential phase. Minimum of 4 hours contact per month, or 4 contacts per month (preferably 2 of which are face to face).
- Discuss and assist Cadet with setting short, med and long-term goals leading to the Cadet's Post-Residential Action Plan (P-RAP).
- Observe program policies and guidelines for mentors. Discuss violations with AMYA Coordinator.
- Refer Cadet to community resources if and when needed.
- Participate in mentor visitations and relevant activities. (Please note that if you are not in reasonable driving distance to JBER (Joint Base Elmendorf-Richardson), you will not be required to travel for these events.)
- Share in informal and fun activities with Cadet.
- Communicate at least monthly with AMYA Coordinator. (this includes monthly reports in the 12 month post-residential phase)
- Promptly inform AMYA Coordinator of any needs or problems that may arise in Cadet's life.

Mentors outside reasonable driving distance to Anchorage are not required to travel to JBER, however should be writing their cadet or e-mailing them at cadetmail@alaska.gov while they are in the residential portion of the program.

Mentor Applicant Printed Name

Mentor Applicant Signature

Date

MENTOR QUESTIONNAIRE

Mentor Name (print) _____

Your Cadets Name _____

This is a short questionnaire that is part of the process for screening the mentors.

In order to know you a little bit better, we have a few questions that we would like to ask you. We appreciate everyone's individualities and strengths. There isn't any right or wrong answers; we just want you to be honest and straightforward.

1. What is your relationship with the Cadet? _____

2. Who referred you to be a mentor for the Alaska Military Youth Academy? _____

As you are aware, this is a tobacco, alcohol and drug free program. Some of our cadets have had problems in the past with these substances.

3. Do you have a personal history of drug or alcohol abuse? Have you experienced problems with drugs or alcohol, for example with a family member? If so, how have you dealt with it?

4. _____

5. What is your opinion regarding underage drinking and drug use? _____

6. Will you insist that the Cadet refrain from smoking, using tobacco, drugs or alcohol? _____

7. Will you insist that the Cadet remain with you at all times while on pass? _____

8. What are your hobbies or interests? _____

9. What languages do you speak? _____

10. Do you attend church? ___ No ___ Yes → What church do you attend _____

AMYA is located on JBER (Joint Base Elmendorf Richardson), a secure military installation. You must have a Military ID, DOD ID, DBIDS, or other military issued ID card to access the installation. If you do not have access, please provide the following information;

Driver's License State/Number: _____ Last 4 of Social Security Number: _____

Mentor Applicant Printed Name

Mentor Applicant Signature

Date



STATE OF ALASKA

Confidentiality of Information Acknowledgment

In performing their duties, many employees/contractors have access to confidential personal or financial information concerning state employees or entities that do business with the state. It is important that persons with access to confidential information understand their duty to maintain the confidentiality of that information.

- I, [REDACTED], am an employee, contractor, **volunteer** of the Department of Military and Veteran’s Affairs/Alaska Military Youth Academy. I understand that, in performing my duties I may have access to confidential information about state employees or entities that do business with the state. I agree that I will not discuss, disclose, or cause disclosure of any such confidential information to anyone who does not have a business need and a legal right to know the information.
- I will handle and store confidential information in accordance with state and department policy.
- I acknowledge that I could suffer disciplinary action, including discharge from state employment, and, in certain circumstances, face criminal penalties for revealing confidential information to someone who does not have both a business need and a legal right to know the information, or for misusing confidential information. If I do not know whether a person requesting confidential information is entitled to receive the information, I will consult my supervisor.

Examples of confidential information covered by this acknowledgement:

- $\frac{3}{4}$ Personnel information covered by AS 39.25.080 (see page 2), as well as information such as social security numbers, birth dates, home addresses/phone numbers, leave balances, personnel actions, investigations, grievances, applications, appeals, or any other personnel matter, and other state business that is confidential under statute.
- $\frac{3}{4}$ All information that is confidential by law, including but not limited to tax matters and beneficiary programs.
- $\frac{3}{4}$ Information that by its nature must be secured to prevent harm to the state or its business partners, including but not limited to credit card information and vendor tax information.

Certification Statement: *By signing below I acknowledge that I have read and understand the information included in this acknowledgement.*

Printed Name

Signature

Date

Alaska Statute 39.25.080

Sec. 39.25.080. Personnel records confidential; exceptions.

(a) State personnel records, including employment applications and examination and other assessment materials, are confidential and are not open to public inspection except as provided in this section.

(b) The following information is available for public inspection, subject to reasonable regulations on the time and manner of inspection:

(1) The names and position titles of all state employees;

(2) The position held by a state employee; (3) Prior positions held by a state employee;

(4) Whether a state employee is in the classified, partially exempt, or exempt service; (5) The dates of appointment and separation of a state employee;

(6) The compensation authorized for a state employee; and

(7) Whether a state employee has been dismissed or disciplined for a violation of AS 39.25.160 (1) (interference or failure to cooperate with the Legislative Budget and Audit Committee).

(c) A state employee has the right to examine the employee's own personnel files and may authorize others to examine those files.

(d) An applicant for state employment who appeals an examination score may review written examination questions relating to the examination unless the questions are to be used in future examinations.

(e) In addition to any access to state personnel records authorized under (b) of this section, state personnel records shall promptly be made available to the child support services agency created in AS 25.27.010 or the child support

enforcement agency of another state. If the record is prepared or maintained in an electronic data base, it may be supplied by providing the requesting agency with access to the data base or a copy of the information in the data base and a statement certifying its contents. The agency receiving information under this subsection may use the information only for child support purposes authorized under law.

Alaska Statute 39.25.900

Sec. 39.25.900. Penalties.

(a) A person who willfully violates a provision of this chapter or of the personnel rules adopted under this chapter is guilty of a misdemeanor.

(b) A state employee who is convicted of a misdemeanor under this chapter or the personnel rules adopted under this chapter immediately forfeits the employee's office or position.

The Alaska Whistleblower Act

The Alaska Whistleblowers Act (AS 39.90.100 — 39.90.150) prohibits public employers from discharging, threatening, or otherwise discriminating against employees for reporting matters of public concern to a public body.

The whistleblower protection extends to those who have made — or are about to make — reports on matters of public concern, as well as those who participate in court actions, investigations, hearings, or inquiries on matters of public concern.

A "matter of public concern" means a violation of state, federal, or municipal law, regulation, or ordinance; a danger to public health or safety; gross mismanagement, substantial waste of funds, or clear abuse of authority; a matter that the office of the ombudsman has accepted for investigation; or interference or failure to cooperate with the Legislative Budget and Audit Committee.

A "public body" means an officer or agency of the federal government, the state, a political subdivision of the state, a public or quasi-public corporation or authority established by state law, or the University of Alaska. Consequently, whistleblower protection could apply to a state employee's report to his or her own employer.

Whistleblower protection applies only when the reporting person reasonably believes that the information reported is or is about to become a matter of public concern and the person reports the matter in good faith. The protection does not apply if the matter of public concern is the result of the reporting person's own conduct, unless the reporting person's employer required that conduct.

Mentors-please insert your name and provide this to someone who can be a reference for you.



Mentor Applicant's Name

Mentor Reference Form

The person named above has applied to be a volunteer mentor with the Alaska Military Youth Academy. He/she is being considered for a match in a one-to-one relationship with one of our Cadets. The information received is kept in confidence. For more information about our program please go to www.akmya.org or contact 907-384-6068 or 384-6101.

How long have you known the applicant? _____ In what capacity? _____

Does the applicant work well with others? _____

Does the applicant have a good home relationship? _____

Does he/she have a tendency to over-commit or get too involved? _____

Please rate the volunteer on the questions below:	Excellent	Average	Poor
Compassion for those in need?			
Concern for young people?			
Maturity and stability?			
Ability to respect others with differing views and values from one's own?			
Skillfulness to express an opinion in the face of opposition?			
Responsibility to use confidential information appropriately?			
Ability to remain objective in crisis and conflict situation?			
Ability to problem solve and reach decisions independently?			
Openness to learning?			
Verbal communication skills?			
Written communication skills?			
Proficiency to carry out assignments in due time?			

Do you have any concerns about the suitability of the applicant's ability to work with our Cadets?

Reference Printed Name _____ Date _____

Reference Signature _____ Phone _____

Reference Email Address: _____

Would you like to volunteer to be a mentor for the Alaska Military Youth Academy?

No Yes Need more information

Reference: Please return to AMYA-Mentor PO Box 5727 JBER, AK 99505 –or- fax to 907-384-6023 -or- email to camai.cassey@alaska.gov or hans.klodt@alaska.gov

Mentors-please insert your name and provide this to someone who can be a reference for you.



Mentor Applicant's Name

Mentor Reference Form

The person named above has applied to be a volunteer mentor with the Alaska Military Youth Academy. He/she is being considered for a match in a one-to-one relationship with one of our Cadets. The information received is kept in confidence. For more information about our program please go to www.akmya.org or contact 907-384-6068 or 384-6101.

How long have you known the applicant? _____ In what capacity? _____

Does the applicant work well with others? _____

Does the applicant have a good home relationship? _____

Does he/she have a tendency to over-commit or get too involved? _____

Please rate the volunteer on the questions below:	Excellent	Average	Poor
Compassion for those in need?			
Concern for young people?			
Maturity and stability?			
Ability to respect others with differing views and values from one's own?			
Skillfulness to express an opinion in the face of opposition?			
Responsibility to use confidential information appropriately?			
Ability to remain objective in crisis and conflict situation?			
Ability to problem solve and reach decisions independently?			
Openness to learning?			
Verbal communication skills?			
Written communication skills?			
Proficiency to carry out assignments in due time?			

Do you have any concerns about the suitability of the applicant's ability to work with our Cadets?

Reference Printed Name _____ Date _____

Reference Signature _____ Phone _____

Reference Email Address: _____

Would you like to volunteer to be a mentor for the Alaska Military Youth Academy?

No Yes Need more information

Reference: Please return to AMYA-Mentor PO Box 5727 JBER, AK 99505 –or- fax to 907-384-6023 -or- email to camai.cassey@alaska.gov or hans.klodt@alaska.gov