**Long Creek Youth Development Center Community Mentoring Program Handbook and Training Guide**

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The greatest good you can do for another is not just to share your riches but to reveal to him his own.

 ~ Benjamin Disraeli

**Long Creek Youth Development Center Community Mentoring Program Introduction Letter**

Greetings,

We are excited and grateful to have you on our Long Creek Youth Development Center Community Mentoring Program team. We know from research and experience that healthy relationships are instrumental for youth involved with the criminal justice system to make positive and prosocial changes in their lives. This program will allow for former Long Creek residents and the volunteers they have worked with while inside the facility to continue their relationships after the youth have reentered the community.

Regardless of your volunteer role while inside the Long Creek facility, your role once the resident leaves is that of a mentor. A mentor is a trusted adult who can provide support and guidance to a young person. A mentor is an advisor, coach, cheerleader, resource provider, and truth teller. There is a great amount of responsibility that comes with being a mentor. Fortunately, there is also an amazing payout. You will be making a significant difference in a young person’s life.

Included in this handbook are materials that we hope will serve as a reference for all volunteers in the Long Creek Youth Development Center Community Mentoring Project. If you have any questions, please call the Volunteer Office at (207) 822-2605.

Respectfully,

Stephanie Netto

**Although the guidelines and expectations of this program are designed for youth in the community who are still connected with the Department of Corrections (after care), we strongly encourage all volunteers to adhere to this program with youth who are discharged, as well. The program was designed with consideration of best practice and the safety of all involved. Mandated Reporting rules do not apply if the youth is 18 or older.**

***The Mission of the Volunteer Office at the Long Creek Youth Development Center is to develop and strengthen community relationships, allowing us to provide enrichment programs and support to the residents served by Long Creek, as well as youth in the community who are under the supervision of the Department of Corrections, thereby enabling the youth to become responsible and contributing members of their communities.***

**Long Creek Youth Development Center Community Mentoring Program Guidelines**

By choosing to participate in the Long Creek Youth Development Center Community Mentoring Program, we agree to the following Guidelines:

**MENTOR:**

• Follow all rules and guidelines as outlined by the Chief of Volunteer Services, mentor training, program policies, and this contract

• Be flexible and provide the necessary support and advice to help my mentee succeed

• Meet with mentee on a schedule determined by mentor and mentee

• Be on time for scheduled meetings or call mentee beforehand if I am unable to meet

• Not push any “personal agenda” (i.e., faith, politics) with my mentee

• Communicate before and after visits with the Chief of Volunteer Services

• Inform the Chief of Volunteer Services of any difficulties or concerns with the relationship

• Maintain confidentiality, except in mandated reporting situations

• Never be in the presence of my mentee when I have or am consuming alcohol, tobacco, or controlled substances

• Notify the Chief of Volunteer Services if I have any changes in address or phone number

• Understand that I am a mandated reporter and will need to follow the same basic reporting rules as inside LCYDC. **Please refer to Mandated Reporting Section of this Handbook**

 • Volunteers may be involved with residents inside LCYDC and outside LCYDC simultaneously ONLY with the approval of the Chief of Volunteer Services and the Superintendent

**MENTEE:**

• Follow all rules and guidelines as outlined by the Chief of Volunteer Services and this contract

• Meet with mentor on a schedule determined by mentor and mentee

• Be on time for scheduled meetings or call mentor beforehand if I am unable to meet

• Inform the Chief of Volunteer Services of any difficulties or concerns with the relationship

• Notify the Chief of Volunteer Services if I have any changes in address or phone number

• Communicate before and after visits with the Chief of Volunteer Services

• Understand that my mentor is a mandated reporter and will need to follow the same basic reporting rules as inside LCYDC. My mentor must report to Long Creek Youth Development Center, or the appropriate authorities, any danger to myself or others

**PARENT/GUARDIAN:**

• Allow my child to participate in the Long Creek Youth Development Center Community Mentoring Program and to be matched with a mentor

• encourage my child to follow all program rules and guidelines

• Support my child in this match by allowing him to meet with his mentor

• Support my child being on time for scheduled meetings or have him/her call the mentor beforehand if unable to make a meeting

• Acknowledge that my child may be transported by his/her mentor and that such transportation is voluntary and at his/her own risk

• I release Long Creek Youth Development Center of all liability of injury, death, or other damages to me, my child, family, estate, heirs, or assigns that may result from his/her participation in the program, including but not limited to transportation, and hold harmless any Long Creek Youth Development Center mentor, program staff, or other representatives, both collectively and individually, of any injury, physical or emotional, other than where gross negligence has been determined.

• Regularly and openly communicate with the Chief of Volunteer Services as needed

• Inform the Chief of Volunteer Services of any difficulties or concerns with the relationship

• Notify the Chief of Volunteer Services if I have any changes in address or phone number

• Understand that the mentor is a mandated reporter and will need to follow the same basic reporting rules as inside LCYDC. The mentor must report to Long Creek Youth Development Center, or the appropriate authorities, any danger to mentee or others

**FOR LONG CREEK YOUTH DEVELOPMENT CENTER CHIEF OF VOLUNTEER SERVICES:**

 • Provide monthly supervision in person or by phone at least once per month

• Support the mentor and mentee via phone, email, or in person

• Offer resources for (gift cards, suggestions of activities) and opportunities to (events organized by Chief of Volunteer Services) visit

• Offer trainings for mentors and mentees

**Important Contacts**

**Long Creek Youth Development Center 822-2600**

**(24-Hour availability)**

**Superintendent’s Office:**

Caroline Raymond – Superintendent **822-2617**

**Deputy Superintendents:**

Brian Libby- Operations **822-2614**

Pamela Richards - Treatment Services **822-2690**

 David Lovejoy – Support Services **822-2606**

**Chief of Volunteer Services:**

Stephanie Netto(stephanie.netto@maine.gov) **822-2605**

**Facility Operations Supervisor (JFOS): 822-2632**

**Important Resources**

**9-1-1**

Calling 9-1-1 from any telephone will link the caller to an emergency dispatch office which can send emergency responders to the caller's location in an emergency.

**Maine Statewide Crisis: 1-888-568-1112**

If you are concerned about yourself or about somebody else, call the crisis hotline. This will connect you to your closest crisis center.

**Child Abuse:** **1-800-452-1999**

 The State of Maine’s child abuse hotline is staffed 24 hours a day.

**Sexual Assault Support: 1-800-871-7741**

A 24-hour statewide sexual assault crisis and support line providing confidential services free of charge.

**Domestic Violence: 1-866-834-4357**

Statewide domestic violence helpline for information, crisis counseling, emotional support, and advocacy.

**Poison Control Center: 1-800-222-1222** The Northern New England Poison Center is the regional poison center for Maine, New Hampshire, and Vermont. It is available 24 hours a day to provide immediate treatment advice for poisonings and answer questions about poisons and prevention.

**Alcoholics Anonymous: 1-800-737-6237**

 During Business hours, your call will be taken by a member of AA who can answer any questions or provide support. At night, there is an answering service that can provide you with meeting information as well as put you in contact with an AA member.

**Maine 2-1-1: 2-1-1**

 An resource hub where you call one number and get connected with a full range of health and human services in the community.

**Mandated Reporting**

All volunteers who are working both inside and outside of the Long Creek Youth Development Center Facility are considered mandated reporters. Mentors need to recognize the trust balance with mentees but also the need to keep the mentees safe. Mentors need to *immediately* report to the appropriate entity any conversations that are concerning or if the mentee is:

• threatening to hurt him/herself or someone else – Phone the Maine Statewide Crisis Hotline at 1-888-568-1112 or call 911

• disclosing abuse (physical, sexual, verbal, neglect) – Phone DHHS at 1-800-452-1999

• using drugs or alcohol– Phone Juvenile Community Corrections Officer (JCCO)

• disclosing sexual misconduct (PREA – See PREA Section) - Phone Juvenile Community Corrections Officer (JCCO)

• talking about leaving placement - Phone Juvenile Community Corrections Officer (JCCO)

• engaging in any illegal activities - Phone Juvenile Community Corrections Officer (JCCO)

**PREA (Prison Rape Elimination Act)**

The Department has zero tolerance toward all forms of sexual misconduct or sexual harassment. If you become aware of sexual activity or sexual harassment that occurred ***while your mentee was at Long Creek*** (involving staff, volunteers, or other residents), ***or while at another correctional facility***, you must report this.

There is no need to report if your mentee engages in sexual activities while in the community on aftercare. It is not a PREA violation for your mentee to have consensual sex within the legal age spans, provided it’s not with a DOC employee, contract staff, or volunteer.

**Suicide/Homicide Precautions**

The youth we work with, whether inside or outside of Long Creek Youth Development Center are high risk in terms of suicidality. Your responsibility is to report all suicidal or homicidal behaviors and comments from your mentee.  Your job is **not** to assess whether the mentee is truly suicidal or homicidal, that is the job of mental health professionals.

 ***If a mentee mentions feeling suicidal or homicidal or the mentor feels that the mentee is at risk for suicide, self-harm, or harm to another person, the mentee must immediately phone the Maine Statewide Crisis Hotline or 911.***

Identifiers for suicide or self-harm/harm to others:

* Any verbal ideation: “I want to kill myself”, “I wish I wasn’t here”, “I want to die”, “I just can’t take it anymore”, “I am going to beat so-and-so up”
* Any verbal plans to kill or hurt oneself:  for example, stockpiling medication, using clothing or sheets to hang oneself, or plans to cut oneself with glass or a sharp object
* Any new cuts on arms, neck legs, etc.…
* Any verbal plans to hurt someone else
* Any dramatic shift in mood where a resident is completely helpless and hopeless
* Giving away possessions
* Any threats to hurt or kill another person

All threats should be taken seriously regardless of the context that it was spoken.

 **Important to know: Your job is not to fix a situation. It’s also not to keep confidences that may potentially hurt the mentee or someone else.  If you hear or believe that a mentee is a danger to him/herself, or another person, you must report that information immediately to the appropriate entity.**

**Confidentiality**

All volunteers both inside and outside of Long Creek Youth Development Center must understand that information they obtain about mentees is confidential. This includes not only what is read and heard, but also what is observed. If a mentor obtains information (not already outlined in the Mandated Reporting Section of this handbook) that he or she feels should be shared or reported, the mentor will communicate the information to the Chief of Volunteer Services, who will then determine whether any further steps need to be taken.

The Friends of Long Creek

The Friends of Long Creek is a non-profit 501 (c)3 that offers support to Long Creek residents. The Friends provide funding for enrichment activities, sports teams, the Creek to College Program, and resources to youth transitioning back into the community. The mission of the Friends of Long Creek is to…

***Support programs directed towards returning youth in the Maine Criminal Justice System to their communities as productive citizens.***

If you would like more information about the Friends of Long Creek, or if you would like to become a member, please visit [www.friendsoflongcreek.org](http://www.friendsoflongcreek.org) .

**Long Creek Youth Development Center Community Mentoring Program Meeting DOs and DON’Ts**

DO:

* ONLY what you feel safe and comfortable doing
* meet in a public place and be aware of exits
* communicate with the Chief of Volunteer Services when you schedule a visit
* continue to acknowledge the risks of physical contact (unintended message to mentee, possible trigger for past trauma/abuse)
* terminate your visit if your mentee has been using illegal substances, or if you are feeling unsafe **\*Report Mandated Reporting situations as directed** – Please refer to the “Mandated Reporting” section of Handbook
* complete a Report Log after each visit
* report back to the Chief of Volunteer Services via phone and/or email after a visit occurs

DON’T

* forget about the importance of boundaries - Please refer to “Boundaries” section of the Handbook
* transport your mentee in your car UNLESS you have been approved to do so by the Chief of Volunteer Services – parental/guardian permission, proof of insurance, clean driving record are required
* give or loan money, gift cards, expensive gift items – let Chief of Volunteer Services know about any unmet needs that the mentee has
* put your mentee in a position of temptation (i.e., leaving your wallet unattended next to him or her when you know that they are struggling financially, or leaving your medication unattended where your mentee can access it – in your car or unattended purse)

**Long Creek Youth Development Center Community Mentoring Program Boundaries**

A boundary is a limit between you and another person. The purpose of setting healthy boundaries is to protect yourself as well as your mentee.

Many of the young people participating in this program do not possess or exhibit good boundaries. Sometimes it’s because they haven’t been around adults who have modeled positive personal boundaries. Sometimes boundary lines have been blurred due to abuse and/or neglect. Sometimes the youth are trying to manipulate a situation. As a mentor, part of your role is to create and enforce positive boundaries, while also modeling this process to your mentee.

If you mentored your mentee while he/she was incarcerated at Long Creek Youth Development Center, establishing and enforcing appropriate boundaries might have been easy for you. You had the structure of the facility, programming, and staff which created an environment conducive to healthy boundaries. Now that you are mentoring in the community, you must ALWAYS keep in mind the importance of clear, healthy, and safe boundaries. The need for boundaries typically centers around 4 topics:

* **Money** – Do not give or lend your mentee money, gift cards, or expensive items. Be very clear with your mentee what your ability and willingness are around spending your money during your visits. You are there to be a personal support, not a financial one.
* **Information** – Do not share your home address with your mentee or invite them to your house. Do not participate in social media with your mentee. Both provide the opportunity for your mentee to gather information about you that they maybe shouldn’t have, or that might pose a safety concern (knowing that you are away and your house is unattended = target for a break in). As much as we would like to think that a mentee would never take advantage of you in such a way, it is possible. Do not overshare about your life problems. These should not be something your mentee struggles with. Share past situations in which you made mistakes, but in a constructive, teaching way.
* **Physical** – As was the expectation if you mentored inside Long Creek Youth Development Center, please keep all physical contact to a hand shake, fist bump, or high five. There are 2 main reasons for this. First, as already mentioned, many of the mentees have poor personal boundaries. Based on their experiences, they are not always aware of others’ intent around physical contact. You do not want to send the wrong message to your mentee. You might want to give a hug to your mentee to show support, but your mentee might misread the hug as an invitation to become intimate. Additionally, you do not want to leave yourself vulnerable to a potential allegation by your mentee stating you were inappropriate with him or her. Second, due to the past trauma some of our mentees have experienced, there is the possibility that a touch might be a trigger for that past trauma.
* **Time**- When do you wish to be available to your mentee. Do you want once per week visits only? Are texts/emails/phone calls ok? All the time, or only in an emergency? Day and night? Come up with a comfortable plan and discuss it with your mentee so you are both clear on the expectations.

Over involvement – Remember that you want to be a support and not a hero. Don’t try and solve all his or her problems. Instead, give your mentee the tools to solve the problem him/herself. Do a Pros/Cons exercise with your mentee, or remind them of important things such as the fact that they can only control themselves and not the world around them – so focus attention on what he or she CAN do. Don’t try and be a parent to your mentee, and don’t allow them to become dependent on you for meeting his or her basic needs. Instead, connect your mentee to resources in the community.

Self-determination – You care about your mentee and want him or her to live the best life possible. You might feel you know what is truly best for your mentee. Ultimately, though, your mentee’s choices and desired outcomes aren’t up to anyone but your mentee.  He or she will make decisions that you do not agree with. As concerning and painful as this may be for you, your mentee has the right to make his or her choices.

What to do in a situation that challenges your boundaries? Carefully consider all options and their consequences from a short term and a long-term perspective. Communicate with honesty, and allow yourself time to problem solve. Feel comfortable reaching out to the Chief of Volunteer Services for assistance.

**Long Creek Youth Development Center Community Mentoring Program Visitation Suggestions**

* Take your mentee along on errands. Do a few of their errands along the way.
* Take them along on workouts or walks.
* Go to one of their events such as a concert, athletic event, or a performance they’re giving.
* Introduce them to at least two people who could be helpful to them.
* Go out to lunch throughout your mentoring relationships. Talk about your mentees’ families and friends, your family, events in your lives, movies, music, etc.
* Play board games, cards, darts, or pool with your mentees.
* Visit a music store together. Find out what your mentees listen to, and show them some of your favorites. Tell them you’ll listen to one of theirs if they’ll listen to one of yours
* Do some of your mentoring on the phone. These “meetings” will be shorter than face-to-face times.
* Phone at a time when you know your mentees aren’t home. Leave encouraging messages on their answering machines. Hopefully, other people besides your mentees will hear them.
* On occasion, speak with your mentee’s parents to relay positive experiences you have had with your mentee.
* Ask to read a report or story they’ve recently written or a drawing they’ve done. Make positive comments, mention at least one thing you learned from it, and ask questions related to the material.
* Ask about a book they’re reading. “Is this book for school or pleasure reading?”. . . “Why did you choose it?” . . . “Would you recommend it?” . . . “What’s your favorite book?”
* Tell them about something you’re reading, what you like about it, and what you don’t.
* Find out when their birthdays are, and send birthday cards. Enclose a homemade coupon for a lunch get-together.
* Ask your mentees to make all the plans for your next get-together.
* Look at a world map together and discuss future places they might go. Help them see the world is full of opportunities. Tell them about the places you’ve been or hope you’ll still see.
* E-mail your mentees, ask questions they can respond to, and share news about yourself. If they don’t have computers, help them find places where they can have e-mail privileges.
* Ask them to show you something interesting on their computers. Express interest in their favorite game, their bookmarks on the Web, a document or graphic they created.
* Encourage your mentees to try something new—food, a sport, or hobby. Jointly plan a “reward” if they pull it off.
* Ask them to teach you something. If it’s difficult for you, admit it.
* Link up with another mentor-mentee pair for lunch. During this gettogether, share at least two things about your mentees that you admire or are proud of.
* Encourage them to get college and career guidance from the counselors at school. Check with them about their meetings. Suggest things they can ask for, such as taking an interest inventory.
* Go to a college fair/job fair together. Talk about their options and what they’re thinking about. Discuss what to consider in choosing the right place, e.g., location, degrees offered, financial opportunities, living wage
* Visit a college campus together. Take the official tour if available, try to sit in on a large lecture, visit the bookstore, eat in the cafeteria.
* If you went to college, tell what influenced your choice.
* Help them fill out job or college applications.
* Talk about money and budgeting. Show how you meet your financial obligations. Be open and available to talk through the choices you make with your money.
* Demonstrate how you balance your checkbook.
* Go shopping at a thrift store. Buy something for your mentees and yourself.
* Do volunteer work together. Sign up for National “Make a Difference Day,” which happens in the fall. Work with your mentees at a Habitat for Humanity project or an after-school tutoring program. Make it a one-time experience or a monthly part of your relationships.
* Praise them in front of others, but don’t overdo it.
* Tell your mentees about your post-junior high and post-high school decisions, what you learned, what you wish would’ve been different, or what you’d do again.
* Help your mentees set up a financial goal, and coach them toward achieving it.
* Map out a one-day bike ride, borrow or rent bikes, and plan out stops and sights.
* Grab two fishing poles, and wet your lines in a pond or river.
* Wash and wax your vehicle, theirs, or somebody else’s.
* Scout out an indoor rock-climbing facility, and plan a date for this activity.
* On rare occasions, if asked, be available as an advocate for your mentee with people and situations that are very difficult for him/her.
* Check with your mentees from time to time on the quality of your mentoring relationships. Ask if you’re interacting often enough, their views of the help you’re providing, and how things could be improved.
* Fly a kite.
* If your mentees play a musical instrument, ask them to prepare a piece for you and make a “big deal” when they perform it for you.
* Build a model—airplane, car, 3-D puzzle, boat—together.
* Play a round of miniature golf.
* Help mentees with their homework.
* Refuse all calls and other interruptions (except emergencies) during your mentoring get-togethers. Point out that the time you spend with them is too important to be interrupted.
* Talk to your mentees about their friendships, what they look for and want in a good friend.
* Mail them a cartoon, article, or news clipping related to something or someone they’ve mentioned.
* Ask your mentees about their pets, past and present. Tell them about the pets you’ve had.
* Visit a museum or art gallery together.
* Send notes or cards offering written encouragement to your mentees.
* Tell your mentees what influenced your career choice, what education or training you had to acquire, and how you got your current job.
* Plan a meeting to brainstorm your mentees’ career possibilities. Take notes for them as you talk about what they’re good at, what they like to do, what education and/or experiences are required for the type of career they’re interested in. Let them know it’s normal to change their minds on what they want to do, but that it’s good to start early in thinking about what they want to do with their lives and how they might achieve their goals.
* If your mentee expresses interest in a particular career, try to set up an opportunity for them to meet someone already in that type of work.
* Have a picnic.
* Take a class or a workshop with your mentees.
* Bring a classified section of the paper to your next meeting, and talk about how to use it. Discuss qualities looked for by employers.

**Long Creek Youth Development Center Community Mentoring Program Report Log**

Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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