



# Mentoring Special Request Form

**Instruction to Mentors:** Please use this form when you would like to do an activity with the youth that is outside the general program parameter. Please submit to City on a Hill before you schedule activity with youth and at least one week prior to the activity. All special requests will be considered by the mentor program leader. If the program leader has any questions, they will contact you.

Name of Mentored Youth: \_\_\_\_\_

Name of Mentor: \_\_\_\_\_

Mentor Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Activity Information (Form Mentor to Complete)

**Mentor Activity:** \_\_\_\_\_  
(Date) (Time) (Location)

**Type of Activity:** ( ) One-Time Mentor Activity ( ) On-Going Mentor Activity ( ) City on a Hill Group Activity

**Describe the Activity:** \_\_\_\_\_

**Pick-up:** Time : \_\_\_\_\_ Location: \_\_\_\_\_ By: \_\_\_\_\_

**Drop-off:** Time : \_\_\_\_\_ Location: \_\_\_\_\_ By: \_\_\_\_\_

### Other Youth (under 18) and Adults Attending:

Name: \_\_\_\_\_ Relationship to Mentor: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Mentor: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Mentor: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Mentor: \_\_\_\_\_

#### For COAH Use:

BC on File: ( ) Yes ( ) No

BC on File: ( ) Yes ( ) No

BC on File: ( ) Yes ( ) No

BC on File: ( ) Yes ( ) No

### Special Request from Mentor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mentor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### City on a Hill Approval Status:

Approved

Approved, but these additional guidelines must be met: \_\_\_\_\_

Not Approved

**City on a Hill Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

