



Mentor Guidelines for Off Campus Visits:

- o Off campus visits require 24 hour notice. Let your mentee's Cottage supervisor or HSP know through phone call or text message.
- o We must know the time you will pick up, when you will return, and where the visit will take place. Any changes must be communicated to the Cottage.
- o When picking up your mentee, you must come to the Cottage and sign-in on the visitation log. Follow this same procedure when returning your mentee.
- o Standing visitation appointments (approved by Cottage supervisor and HSP) are welcomed and do not require a 24 hour notice, for example (dinner off campus every Thursday at 5:00pm). Any changes must be communicated to the Cottage.

Mentor Guidelines for On Campus Visits:

- o Mentors can visit with their mentee in the visitation room or in the common room. Mentors are not permitted to enter the Cottage bedrooms.
- o Let a staff member know you have arrived.
- o Please sign visitation log upon arriving and departing the Cottage.