

## MENTOR PAPERWORK DUE DATES

This document lists all paperwork that is either signed or submitted by Mentors during the WSP program year. Forms that are signed by Mentors but submitted by Members are color coded blue.

Unless otherwise noted, WSP paperwork should be filled out digitally. Once the form is complete, it may be submitted in either of the following methods:

1. Print the form, have both parties sign it, scan it, and email it to [wsp.info@ccc.ca.gov](mailto:wsp.info@ccc.ca.gov)
2. Have each party sign the document electronically by typing their name in the following format: **/s/My Name**, in their signature spot, then email it to [wsp.info@ccc.ca.gov](mailto:wsp.info@ccc.ca.gov)

Please note: if paperwork is being submitted by the Mentor, it must be sent from the Mentor's email address. If the form requires the Member's signature, they must be CC'ed on the email to verify the signatures. If these instructions are not followed, WSP will request that this form be resubmitted.

**WSP Region I Office:** 1455 C. Sandy Prairie Court, Fortuna, CA 95540

Name of Document	Due Date	Submission Method	Submission Location	Notes
<b>DUE MONTHLY</b>				
<b>Member Timesheet</b>	Monthly on the 10th	<b>Mail hardcopy signed original</b>	WSP Region I Office	Signed in <b>BLUE</b> ink by Mentor and Member, submitted by Member
<b>Time-Off Request</b>	One week before desired time-off	Email	Program Coordinator	Must be submitted anytime Member is requesting any planned time off. Refer to the time off policy.  Signed by Mentor and <b>submitted by Member</b>
<b>Weekly Safety Meeting Log</b>	Monthly on the 10th	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	Signed by Mentor and Member, submitted by Mentor
<b>DUE IN OCTOBER</b>				
<b>Site Orientation Checklist</b>	October 31st	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	Submitted by Mentor
<b>Member/Mentor Agreement</b>	October 31st	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	Signed by Mentor and Member, submitted by Mentor
<b>Member Performance Review I</b>	October 31st	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	Signed by Mentor and Member, submitted by Mentor
<b>DUE IN JANUARY</b>				
<b>Member Performance Review II</b>	January 10th	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	Signed by Mentor and Member, submitted by Mentor
<b>DUE IN FEBRUARY</b>				
<b>Year 24 Placement Site Applications</b>	February 1st	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	If interested in hosting Members another year
<b>DUE IN MARCH</b>				
<b>Pre WAP Assessment</b>	Prior to event <b>OR</b> before March 20th	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	Completed and signed by Mentor and Member, <b>submitted by Member</b>
<b>DUE IN JULY</b>				
<b>Post WAP Assessment</b>	After the event <b>OR</b> before July 24th	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	Completed by Mentor and Member, <b>submitted by Member</b>
<b>WSP Program Evaluation</b>	July 24th	Survey Monkey	Survey Monkey link on Website	At least one Site representative must complete the Evaluation.
<b>Member Performance Review III</b>	July 24th	Email	<a href="mailto:wsp.info@ccc.ca.gov">wsp.info@ccc.ca.gov</a>	Signed by Mentor and Member, submitted by Mentor