



FACTS ABOUT BIG BROTHERS BIG SISTERS OF MONMOUTH COUNTY

OUR MISSION

OUR MISSION is to make a positive difference in the lives of children who are facing emotional, social and academic challenges. Through professionally supported relationships with a caring adult, Big Brothers Big Sisters assists the children in achieving their highest potential as they grow to become confident, competent and caring individuals.

THE COMMITMENT FOR COMMUNITY-BASED MENTORING

In order to develop and maintain a meaningful relationship, a Big Brother, Big Sister or married Couple is expected to see their “little” on a consistent basis, either weekly or bi-weekly, for a minimum of one year. Although only a few hours per week/ bi-weekly is required, the commitment is a serious one. Little Brothers or Sisters are often insecure and may feel a sense of loss if continuity is not maintained. Many find it hard to handle the disappointment of yet another person leaving their universe. Therefore, a volunteer Mentor should not go into the program without the understanding that a minimum of one year of his or her time is essential.

THE COMMITMENT FOR SCHOOL-BASED MENTORING

School-based Big Brothers and Sisters make a commitment to meet with their Little Brothers and Sisters once a week or every other week, depending on the program, for an entire school year.

THE PROCESS

Big Brothers Big Sisters of Monmouth County provides professional staff service for the recruitment, screening, training, and supervision of the Big/Little matches.

■ Volunteer Screening Process

Each adult volunteer applicant is carefully evaluated for acceptance or as a volunteer Big Brother or Big Sister. The evaluation process consists of completing an application form, obtaining three references, a DMV check, a criminal background check, two interviews (one in the office and one in the volunteer’s home), and attendance at ongoing training & development sessions. Volunteers who serve our Kids’ Club and School-based programs are required to undergo the same screening process with the exception of the Home Assessment.

■ Matching Process

This is the process in which one child is assigned to one adult or couple. Prior to a child being matched, the staff caseworker meets with the child and parent to gather additional information that may be pertinent. Issues considered in making a match are age, interests, location, personalities and the volunteer’s experience with children and the seriousness of the child’s issues. The volunteer(s) assigned to a child should be able to develop trust, and provide friendship, motivation, guidance and a proper role model for the child.

■ Supervision & Support

Each match is assigned a professional caseworker who will keep regular contact with the parent, child and volunteer. The caseworker is there to support the match relationship and to provide a healthy and encouraging atmosphere for all involved.

■ Ongoing Training Sessions

Special training sessions in areas of interest to Big Brothers and Big Sisters (e.g. child development, school problems, family problems that impact on a child, communication, etc...) are planned and scheduled at convenient times as needed. This also gives volunteers the opportunity to discuss match issues with each other facilitated by professional staff.

■ Agency Publication

The BIG NEWS, prepared by staff, provides Big Brothers and Big Sisters with information about special events, upcoming Agency sponsored activities, topics of the Board, exchange volunteer information, acknowledgment of “Little’s” successes, and helpful suggestions about places to take their “Littles”. This document also serves as a communication link between the Agency and community supporters and the media.



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■ Ongoing Activity Programs For Matched And Kids' Club Members

In addition to the one-to-one matched program, the Agency provides ongoing recreational, community service and educational opportunities for both the matched and Kids' Club members.

The recreational activities may include ice skating, roller skating, bowling, holiday parties, annual picnics, baseball games, and amusement parks. Educational programs might include trips to a science center, a museum, or the zoo. Small group special needs workshops are also offered to target issues concerning our "Littles". Our Bigs and Littles also participate in Community Services activities such as our spring beach clean-up and holiday food drive. Financial support for these activities is solicited through local businesses, clubs and organizations. Each activity is supervised by agency professional staff. On occasion sports, music, theatre tickets are donated to us and will be made available.

■ Support To Children & Families

The staff and friends from the community make it possible to provide, on a limited basis, scholarships to camp or for sailing lessons, food & clothing, recycled bicycles & computers, tickets to events, and information and referral services for special needs and interests.

THE KIDS' CLUB PROGRAM

The Kids' Club Program will recruit additional volunteers who will notify, transport and supervise children enrolled in the Kids' Club to attend Agency sponsored group activities. This enables many more children to participate and allows the agency to keep current on the needs of those who are waiting for placement in one of the Mentoring Programs. The volunteers will commit to participate for six months and may work with a number of children in that time period. At the end of this commitment, volunteers may, if they wish, apply to be a Big Brother or Big Sister in the regular program. Kids' Club volunteers go through the same screening as a Big Brother or Big Sister except for the home interview.

"The Difference Lasts a Lifetime"



VOLUNTEER APPLICATION

Please click on fields to fill-out then print when completed or hand write information.
When completed please fax or mail application back to us. Thank you!

I. Personal:

Name: _____ D.O.B: _____

Ethnicity (Optional): _____

If proficient in another language, please list: _____

Home Address: _____ City: _____

Zip: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Marital Status: Single Married Divorced Widowed

Years Married: _____ Spouse's Name: _____

Children (Names, gender and ages): _____

Have you discussed your plans to become a Big Brother Big Sister with your spouse/family?

Yes No Is he/she/they in accord? Yes No

Have you discussed your plans to become a Big Brother Big Sister with your spouse/family?

Yes No

How did you hear about us? _____

II. Education

Highest level of Education: _____

Do you plan on returning to school: Yes No

If Yes, When? _____



VOLUNTEER APPLICATION

III. Employment

Current Employer: _____ Work Phone: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Position/Title: _____ Work Hours: _____ How long employed: _____

Can we contact you at work: Yes No

Please list your last two jobs:

1. Employer: _____ Position _____

Dates employed: From _____ To _____ Reason for leaving: _____

2. Employer: _____ Position _____

Dates employed: From _____ To _____ Reason for leaving: _____

What, if any, other youth organizations have you worked for or been involved with as a volunteer?

Have you ever applied before (or have been) to be a Big Brother or Big Sister?

Yes No If yes, when and where? _____

Have you ever been involved before with Big Brothers Big Sisters in a capacity other than a Big?

Yes No If yes, when and where? _____

Which program(s) are you interested in applying for:

One to One Couples Kids' Club School-Based Other

I understand that:

1. The references I listed may be contacted by mail, telephone, fax or email;
2. I am in no way obligated to perform any volunteer services and may rescind my application at any time;
3. The information I may provide will be used to conduct a background check, to include driving records check, criminal background check, and other records where required by local, state, or federal law for volunteers working with youth;
4. Other BBBS agencies or youth organizations where I have worked or volunteered may be contacted as references; and
5. As part of the enrollment process, I will be asked to provide additional personal information prior to acceptance into the program.

Signature: _____ Date: _____



VOLUNTEER APPLICATION

IV. Reference:

Please print information requested for three (3) references that can vouch for your reputation, character and morals.

- One may be a member of your family that does not live with you.
- The other two should be co-workers, friends or neighbors who have known you for at least 3 years.

Please notify your references so they are aware that Big Brothers Big Sisters will be in contact with them by mail, telephone, fax, or email.

1. Name _____ Relative: _____

Address: _____

City,State, Zip: _____

Home Number: _____ Work Number: _____

Email Address: _____

2. Name _____ Relative: _____

Address: _____

City,State, Zip: _____

Home Number: _____ Work Number: _____

Email Address: _____

3. Name _____ Relative: _____

Address: _____

City,State, Zip: _____

Home Number: _____ Work Number: _____

Email Address: _____

**Please make sure that you have provided all the necessary information.
Incomplete applications will result in processing delays.**



VOLUNTEER APPLICATION

ALL EMPLOYEES AND VOLUNTEERS MUST CARRY AUTO INSURANCE IN THE AMOUNT REQUIRED BY THE STATE. THIS IS SO WE CAN PROVIDE EXCESS AUTO LIABILITY PROTECTION WHILE INVOLVED IN THE BIG BROTHERS BIG SISTERS OF MONMOUTH COUNTY AGENCY.

In addition to completing this form a copy of your driver's license and insurance card MUST be placed in your file. Please bring these to your office interview so we can make a copy for your file. ONLY with these documents will our insurer provide coverage. Each year a new copy must be given to the BBBS office for your files to keep information updated,

Name of employee/volunteer: _____

Insurance Agency: _____

Agent Name & Agent Phone: _____

Insurance Company and Policy Number: _____

Limits/Bodily Injury/Property Damage: _____

OR

_____ Combined Single Unit

Driver's License# and State of Issue: _____

(Will be used to obtain an abstract of your driver history record.)

BY SIGNING BELOW, I AGREE TO NOTIFY BIG BROTHERS BIG SISTERS OF MONMOUTH COUNTY OF ANY CHANGES IN MY AUTO INSURANCE COVERAGE AND DRIVING RECORD.

Signature: _____ Date: _____

**Please make sure that you have provided all the necessary information.
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VOLUNTEER ASSESSMENT POLICY

It is the policy of Big Brothers Big Sisters of Monmouth County, Inc. to accept volunteer applicants who in the professional opinion of the intake staff and Executive Director will provide a stable, committed, and healthy adult mentoring opportunity for an eligible child who has been accepted into our program to be matched with an adult mentor.

Whereas prospective volunteers may apply who are inappropriate for the specific needs of our program, the professional intake staff and the Executive Director may decide, based on available assessment materials, to reject a prospective volunteer at any time during the intake process or upon completion of the intake assessment. This is done through a letter to the volunteer. The applicant may request a review with the Executive Director.

Because the intake process covers an extensive amount of information, and for purposes of confidentiality, the applicant may or may not be told the reason for rejection.

A prospective volunteer agrees to accept the professional decision made realizing that this assignment is a specialized one and not suitable for all those who apply.

Volunteer's Signature: _____ Date: _____