



FACTS ABOUT BIG BROTHERS BIG SISTERS OF MONMOUTH & MIDDLESEX COUNTIES

OUR MISSION

OUR MISSION is to provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever.

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 & Middlesex Counties 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 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, NJ Sex Offender check, fingerprinting, two interviews (one in the office and one in the volunteer's home), and attendance at ongoing training & development sessions.

MATCHING PROCESS

This is the process in which one child is assigned to one adult or couple. Prior to a child being matched, a case manager interviews 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 case manager who will keep monthly contact with the parent, child and volunteer. The case manager is there to support the match relationship and to provide a healthy and encouraging atmosphere for all involved.

Monmouth County (Main Office)

305 Bond Street, 2nd Floor

Asbury Park, NJ 07712

P 732.544.2224 F 732.544.2260



Middlesex County (Satellite Office)

2-4 Kirkpatrick Street

New Brunswick, NJ 08901

BY APPOINTMENT

THE PROCESS (continued)

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 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 LITTLE NEWS, prepared by staff, provides Big Brothers and Big Sisters with information about special events, upcoming agency-sponsored activities, acknowledgment of our Little's successes, and helpful suggestions about places to share activities.

ONGOING ACTIVITY PROGRAMS

In addition to the one-to-one matched program, the agency provides ongoing recreational, community service and educational opportunities for Bigs and Littles.

These activities may include ice skating, bowling, holiday parties, annual picnics, baseball games, and visits to amusement parks. Our Bigs and Littles also participate in Community Service activities when they become available. Financial support for these activities is solicited through local businesses, clubs and organizations. On occasion, sports, music and/or theatre tickets are donated to us and will be made available to Bigs and Littles.

SUPPORT TO CHILDREN & FAMILIES

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



VOLUNTEER APPLICATION

I. PERSONAL:

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____ Gender: _____ Ethnicity (optional): _____

If Proficient In Another Language, Please List: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Marital Status:

Circle: Single | Married | Divorced | Widowed | Separated | Other 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? Circle: Yes | No

Is he/she/they in accord? Circle: Yes | No

How did you hear about us?

II. EDUCATION

Highest Level of Education: _____

Do you plan on returning to school? Circle: Yes | No If yes, when? _____

III. EMPLOYMENT

Current Employer: _____ Work Phone: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Position/Title: _____ Work Hours: _____

How long employed? _____ Can we contact you at work? Circle: Yes | No



IV. EMPLOYMENT HISTORY

Please List Your Last 2 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? Circle: Yes | No

If yes, when & where?

Have you ever been involved before with Big Brothers Big Sisters in a capacity other than a Big? Circle: Yes | No

If yes, when & where?

Which program(s) are you interested in applying for? Circle: One to One | Couples



V. REFERENCES

Please print information requested for three (3) references that can vouch for your reputation, character and morals. One must 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, or email. Their email address will not be added to BBBSMMC's contact list.

1) Name: _____ Relationship: _____ Years Known: _____
(at least 3)

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Other Phone: _____

2) Name: _____ Relationship: _____ Years Known: _____
(at least 3)

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Other Phone: _____

3) Name: _____ Relationship: _____ Years Known: _____
(at least 3)

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Other Phone: _____

PLEASE MAKE SURE THAT YOU HAVE PROVIDED ALL THE NECESSARY INFORMATION.
INCOMPLETE APPLICATIONS WILL RESULT IN PROCESSING DELAYS.



VI. AUTO INSURANCE FORM/DRIVER'S LICENSE

All employees and volunteers must carry auto insurance in the amount required by the State of New Jersey. This is so we can provide excess auto liability protection while involved in the Big Brothers Big Sisters of Monmouth & Middlesex Counties 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 them 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 Applicant: _____

Driver's License #: _____
(will be used to obtain an abstract of your driver history record.)

State of Issue: _____ Expiration Date: _____

Insurance Agency: _____

Agent Name & Phone #: _____

Insurance Company & Policy Number:

Limits/Bodily Injury/Property Damage or Combined Single Unit:

By signing below, I agree to notify Big Brothers Big Sisters of Monmouth & Middlesex Counties of any changes in my auto insurance coverage and driving record.

Applicant's Signature

Date

PLEASE MAKE SURE THAT YOU HAVE PROVIDED ALL THE NECESSARY INFORMATION.
INCOMPLETE APPLICATIONS WILL RESULT IN PROCESSING DELAYS.



VII. BACKGROUND CLEARANCE

Last Name: _____ Middle Name: _____ First Name: _____

Date of Birth: _____ Social Security #: _____

Maiden Name or Other Names Used: _____

Current Home Address: _____

City: _____ State: _____ Zip: _____

Other Home Address (if current is less than 5 years): _____

City: _____ State: _____ Zip: _____

Have you ever been convicted of a criminal offense? Circle: Yes | No

If yes, please give details:

Are there currently any pending arrests or criminal charges against you? Circle: Yes | No

If yes, please give details:

I certify that all statements herein are complete and correct, and agree that (A) Big Brothers Big Sisters is authorized to furnish information concerning this application and are released from all liability for furnishing such information and (B) that I may be checked through Lexis Nexis*, the Department of Motor Vehicles, and Criminal and Sexual Offense databases, and (C) any misrepresentation or omission made by me in this application or any supplement hereto will be sufficient grounds for immediate termination.

I hereby authorize the addressed Police Departments and Court Houses to furnish Lexis Nexis any Criminal or Traffic Information they may have on record or otherwise, and do hereby release the addressed institution and all individual's connected therewith from all liability for damage whatsoever incurred in furnishing such information.

Applicant's Signature

Date

** Please be advised that Lexis Nexis is a well-known, web-based security check used by many volunteer based agencies. It is fully encrypted.



VIII. VOLUNTEER ASSESSMENT POLICY AND AGREEMENT

It is the policy of Big Brothers Big Sisters of Monmouth & Middlesex Counties, 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.

Applicant's Signature

Date

I understand that:

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

Applicant's Signature

Date