

FREQUENTLY ASKED QUESTIONS

BECOME A BIG!

Just the Facts

The best way to change the world is one life at a time. Becoming a Big Brother, Big Sister or Big Couple gives you the opportunity to make the world a better place by offering a child the life-changing asset of a mentor. Volunteer mentors help guide a child down the right path – sharing, caring and just being there to help their Little reach his or her highest potential.

What children are referred to Big Brothers Big Sisters?

Children in the program come from every community in Fairfield County. They are between the ages of 6 and 18.

What is a Big Brother or Big Sister?

The role of a Big Brother or Big Sister is to be a special friend and to provide caring, role modeling, and mentoring to one boy or girl in our program.

What is the time commitment?

Our Big Brothers, Big Sisters and Big Couples see their Little Brothers and Little Sisters 2 or more times a month for two to four hours per outing in our community-based program and we ask our community-based mentors to commit to one year. Our school-based Bigs get together with their Littles each week of the school year for one hour and we ask that the school- based mentors commit to the entire school year and written correspondence during summer break. And of course, we encourage our mentors to continue with their matches beyond the required commitment. And they often do, since these relationships can become life-long. As an agency, we support the match until the child graduates from high school or turns 18.

Who can become a Big Brother or Big Sister?

To become a Big Brother or Big Sister with our agency, an individual must pass a criminal background check, provide three references and be stable and dependable. Adult mentors must be at least 18 years of age, possess a valid driver's license and have an insured vehicle. We also match Big Couples with Little Brothers in our program.

Who pays for this service?

There is no charge to the children or families who receive services from our agency. To recruit, screen, train, match and support mentors and children in our programs, Big Brothers Big Sisters fundraises through special events like our Laugh for Kid's Sake, Dream Big Celebration, Bowl for Kids' Sake, and Annual Campaign. Funding is also received through private and public grants from foundations, businesses and individuals.

How many kids do you serve?

Big Brothers Big Sisters of Fairfield County provides services to approximately 200 children annually through our community-based and school-based mentoring programs. Our school-based matches get together at the school site during the school year, while our community-based matches enjoy activities year-round in the community. We support activities for the matches, such as our Halloween Kings Island Trip, Holiday Party and more.

The best time is now.

We currently have over 50 terrific kids waiting for their Big Brother or Sister. If you've ever considered becoming a Big Brother or Sister, the best time is now. The need is great, and so are the rewards. Call (740) 687-9477 or email jpugh@bbbs-fairfieldoh.org and find out how you can take the next step.



ENROLLMENT PROCESS

Step 1

APPLICATION

• Submit your application & pre-interview questions

Step 2

• INTERVIEW

• You will be contacted to complete an in-person interview with a member of our staff to learn more about you, your personality, & your interests

Step_3

• BACKGROUND CHECK

 Our staff will contact your references, complete a local and national criminal check, and a driving record check (for community based matches).

Step 4

TRAINING

• Complete 3 hour in-person Pre-Match training

Step 5

ACCEPTANCE/DENIAL

• Not every person who applies is accepted into our program. You will be contacted by a member of our staff to inform you of our final decision.

Step 6

MATCH MEETING

- Bigs are matched with a Little based on similar interests, geographical location, and complimentary values to ensure a lasting friendship.
- Once a match is made, a Big and Little will meet for the first time in our office to make the match official.

Step 7

• SUPPORT

• Each match is contacted by a case manager once a month for the first year to receive support and guidance. After the first year, match support is performed quarterly.



Thank you for your interest in becoming a Big Brother or Big Sister. Please submit completed application via email to jpugh@bbbs-fairfieldoh.org, via fax to 740-687-9477, or in-person or postal service to 111 South Broad Street, Suite 106, Lancaster, Ohio 43130.

All applications will be given equal consideration regardless of race, age, sex, disability, marital status, sexual orientation, religion, national origin, gender, or gender identity/expression.

VOLUNTEER APPLICATION				
APPLICANT INFORMATION				
Full Legal Name:				
Preferred Name:		Previous Name(s):		
Home address:				
City:	State:		Zip Code:	
Cell Phone: Is it okay to text you? ☐Yes ☐No	Home phone:		Work Phone:	
Primary email address:		Secondary email addre	ess:	
SSN:	ENDER] Male] Female] Trans*] Other:]	PREFERRED PRONOUNS He/him/his She/her/hers They/them/their Other:	
RELATIONSHIP STATUS Single Married Separated Divorced Widowed Living with Significant Other Domestic Partner		☐ Heterosexual ☐ Homosexual ☐ Bisexual	ORIENTATION	
ETHNICITY/NATIONALITY American Indian/Alaska Native: Asian: African/African American: Hispanic: Native Hawaiian/Pacific Islander: White Multi-Racial: Black & Asian Multi-Racial: Black & Hispanic Multi-Racial: Black & White Multi-Racial: Hispanic & Asian Multi-Racial: Hispanic & White Multi-Racial: — Multi-Racial: — Other: Other:		FAITH AFFILIATION Christian: Agnostic Amish Atheist Buddhist Hindu Islamic Jehovah's Witness Jewish Mormon/LDS Quaker/Mennonite Salvation Army Scientology Seventh Day Adventist Shamanism Traditional Native American Wiccan/pagan Non-Denominational Other:		
Do you have a driver's license? ☐Yes ☐No Driver's license number:	State of issue:		Expiration Date:	



VOLUNTEER APPLICATION					
	EMERGENCY CONTACT				
Name:					
Phone:			Relationship:		
		EMPLOYMENT	& EDUCATION		
Current employer:					
Job Title:					
Employer address:					
City:		State:	ZIP Code:		
May we contact you at work? ☐ Yes ☐ No		Length of employ	ment?	Work Hours:	
HIGHEST LEVEL OF EDUCATION No high school Some high school High school diploma Some college		Years completed:			
☐ Associates degree ☐ Bachelors degree ☐ Masters degree ☐ Doctoral degree (PhD) ☐ Juris Doctorate (JD) ☐ Doctor of Medicine (MD)			Year graduated:		
RESIDENCY					
Have you lived in Ohio for the la	ast 3 years? [☐ Yes ☐ No If n	o, please provide your	previous address(ses):	
Dates:	Dates: Address:				
Dates:	Address:				
Dates: Address:					
MILITARY SERVICE					
Do you have current or past military experience? Yes No Dates of service:					
BRANCH Air Force Army Marine Corps Navy Coast Guard ROTC]]]]	STATUS Active National Guard Reserve Retired Separated/Discha	nrged	CHARACTER OF SEPARATION/DISCHARGE Honorable General (under honorable conditions) Other than honorable conditions Bad Conduct Dishonorable	



REFERENCES

Please list information for at least three references below including:

Reason for leaving:

- Your spouse or significant other (i.e. live-in partner, girlfriend, boyfriend). If you do not have a spouse
 or significant other, please list a parent, sibling, or other relative.
- A current (or former) manager or supervisor for at least 1 year. If you are a student, please provide a
 professor, advisor, or faculty member who has known you for at least 1 year. If you are self-employed,
 please provide a client or partner you have worked with and have known for at least 1 year.

A friend, roommate, or co-worker that you have known for at least 1 year. **Spouse or Significant Other** Name: Phone number: Email address: Relationship: Years known: **Professional Reference** Name: Phone number: Email address: Relationship: Years known: **Personal Reference** Name: Phone number: Email address: Relationship: Years known: **Youth Serving Organization** Have you worked for or volunteered with an organization where you worked directly with youth within the past 5 years?
Yes
No If you answered yes, please complete the section below. Big Brothers Big Sisters requires references from all youth serving organizations at which you have worked or volunteered directly with youth within the past 5 years. Please list additional references on separate page if needed. Organization: Direct Manager/Supervisor: Email Address: Phone Number: Dates of involvement/employment: Reason for leaving: Organization: Direct Manager/Supervisor: Phone Number: Email Address: Dates of involvement/employment: Reason for leaving: Organization: Direct Manager/Supervisor: Phone Number: Email Address: Dates of involvement/employment: Reason for leaving: Organization: Direct Manager/Supervisor: Phone Number: Email Address: Dates of involvement/employment:



VOLUNTEER AGREEMENT

PLEASE READ AND INITIAL EACH SECTION

Mission: The Big Brothers Big Sisters Mission is to provide children facing adversity with strong and enduring professionally

supported one-to-one relationships that change their lives for the better, forever. I agree to cooperate in the fulfillment of the mission statement.
Initial:
Certification: I certify that the information contained in this application form is true, correct and complete to the best of my knowledge. I authorize the BBBS to utilize mail, email, or telephone to make inquiries regarding my education, work experience, references and a criminal background check, to include a search of public domain records, driving records check, juvenile and adult criminal history check (see attached authorization), military records, and other records where required by local, state, or federal law for volunteers working with youth. I release all parties and persons associated with any such inquiries from liability in connection with information they give.
Initial:
/olunteer Terms : I agree to abide by the rules and regulations of BBBS and understand that my services are donated to the BBBs without contemplation of compensation.
Initial:
Media Consent: I give permission for BBBS to use, without limitation or obligation, my image and voice, including photos and video, for publicity purposes to promote the BBBS program. The images/voices may be used in various promotional materials (such as our website), news media publicity, Facebook, Instagram, and Twitter. It is my understanding that first names, images/voices may be used by BBBSFC corporate partners. I agree that there will be no compensation whatsoever for this participation or for the use of resulting materials by Big Brother Big Sisters. Big Brothers Big Sisters of Fairfield County unconditionally releases me from all iabilities or claims that may result from the existence and use of any such materials.
Initial:
Medical Treatment : I give permission for BBBS staff or volunteers to provide emergency medical treatment, and to transport to emergency center for treatment. Also, I consent to medical treatment deemed immediately necessary or advisable by a physician.
Initial:
Release of Liability/Participation: I am an adult age 18 or older and wish to participate in BBBS activities. In addition, if applicable, I give permission for my dependents to participate in BBBS activities. I understand that accidents can sometimes nappen. Therefore, in exchange for the BBBS allowing me, and if applicable, my spouse and my dependents to participate in BBBS activities, I understand and expressly acknowledge that I release the BBBS, its employees, its boards, members, volunteers or guests from all liability for any injury, loss or damage connected in any way whatsoever to participation in BBBS activities whether on or off BBBS' premises and including transportation. I understand that this release includes any claims based on negligence, action or inaction of BBBS, its employees, boards, members, volunteers or guests. Initial:
_imits of Confidentiality : The undersigned acknowledges and agrees that any normal limits on confidentiality do not apply in the
case of negligence, instances of physical or sexual abuse, or if applicant is deemed to be a danger to himself/herself/or others, and that such information as the agency may have in these matters can be used in civil or criminal proceedings. I am in no way obligated to perform any volunteer services. As part of our enrollment processes, I will be required to provide additional personal information, including completion of an in-person interview; understand that the information I provide in the enrollment process will be kept confidential unless disclosure is required by law and with exceptions noted below.
 I understand that incidents of child abuse or neglect, past or present, must be reported to proper authorities; I understand that certain relevant information about me will be discussed with the parent/quardian of a child who is a

- prospective match (this might include demographic information, information relevant to parent/child preferences, and any information relevant to a child's safety or well-being);
- For purposes of program evaluation, audit, or accreditation, and with the prior approval of the Board of Directors, certain outside bodies such as BBBS of America may have access to records.

Initia	l:

Program Acceptance: I understand that BBBS is not obligated to match me with a youth in the program and that it may be for any number of reasons that it is not considered a good fit. I understand that BBBSFC is not obligated to give reasons for nonacceptance. Other BBBS agencies and youth organizations where I have worked or volunteered may be contacted as references; As part of the enrollment processes. It is my responsibility to update the agency if any of the information I provide on this application, in my interview, or any other information provided during the enrollment process changes (i.e. address, phone number, auto insurance, new criminal charges, etc.). I agree to timely communication and follow-up with all agency staff. At any time while involved with the Big Brothers Big Sisters program, I agree to immediately inform my Big Brothers Big Sisters contact person of any and all infractions, violations, charges, and convictions related to any civil, domestic, or criminal occurrences. I understand that BBBS staff needs to be fully informed to provide the best guidance or support possible. Initial:



Volunteer Confidentiality Agreement: As a volunteer with Big Brothers Big Sisters of Fairfield County, I understand that I may become aware of certain confidential information which includes, but is not limited to:

- All medical and personal information concerning Littles and their families
 Information regarding the provision of services

- It is expected that I will keep such information in the strictest confidence.
 I understand that this confidentiality agreement will be kept on record at Big Brothers Big Sisters of Fairfield County.
 I understand that written authorization shall be obtained only by a staff member from the Little's Parent/Guardian before

3) I understand that written authorization shall be obtained only by a information can be disclosed to another individual, organization or pro 4) I understand that any information that is shared will be done so on the property of the little.	gram.	
when appropriate to serving the best interest of the Little.		Initial:
v		
X Signature of volunteer	 Date	_
Signature of Volunteer	Dute	
v		
X Signature of BBBS Staff	- Data	
Signature or DDDS Starr	Date	



PRE-INTERVIEW QUESTIONS

Parents of youth in our programs will often ask questions about someone with whom their child will be matched. The information you provide will also help us make a better match for you and assure we can support you during your involvement

nme: Date:				
Programs				
We have several specialized programs, please indicate your preference. Please note that your preference can be changed and will be further discussed as the enrollment process continues. You can select more than one program.				
Community Based Mentor progr		School Based Mentor program (18+)		
This is our signature program, where Bithe community 2 or more times each m social activities, such as going to a movevent, or simply hanging out. The impositivity is the one-to-one time and the relationship. Community Based Big Couples (igs and Littles meet in tonth to participate in rie, going to a sporting ortant part of their consistency of the	This looks much like our Community based program, but instead of meeting in the community, our Bigs and Littles meet for one hour each week at the Little's school. They work on homework, play games, or venture outside together.		
The Big Couples Program provides a un				
married couples. It's a Community-Base that of the one-to-one program, except couples are matched together with one still meet with their Little at his house a in activities, but the Big Couple program and her spouse with some flexibility.	ed match very similar to that the married Little Brother. They and then go participate			
They can hang out with a Little as a cou is particularly busy one week, then the with the Little individually. The Little be adding two new caring people into his I see first-hand how two adults interact in relationship. The Big Couple program is married couple, but particularly for the couples or the "empty nesters" with gro	other can spend time enefits not only from life, but he also gets to n a healthy, loving sperfect for any younger married own children.			
General				
 Do you have any concerns about your ability to fulfill the 12-month commitment required of mentors? Yes No - If yes, please describe: 				
 Do you anticipate any significant life changes over the next year or had any in the past year? ☐ Yes ☐ No - If yes, please describe: 				
3. Why do you want to become a volunteer with Big Brothers Big Sisters?				
4. What interests you about wor	rking with children?			
comfortable driving in order t	to pick up your Little?	e entire county. What distance from your home/work are you 5-10 miles 10-15 miles 15-20 miles 20+ miles		
6. Our office hours are Monday-Friday, 9:00am-5:00pm and Fridays are by appointment only. Are there any days and/or times that generally are available for you to come in to interview with us when we find a Little who might make a good match for you?				



	physical/mental health diagnosis ☐ youth with developmental delays ☐ picking up your Little in an unsafe				
8.	neighborhood other: FOR BIG SISTERS ONLY: We tend to have more Big Sisters waiting than Little Sisters but a large group of Little				
	Brothers on the wait list. Due to this backlog, we occasionally will ask if a Little Brother is okay being matched with a				
	Big Sister. Would you be okay being matched with a Little Brother if the opportunity arose? ☐ Yes ☐ No				
9.	Do you have any guns, ammunition, or other weapons in your	nome? Yes No			
10.	, , , , , , , , , , , , , , , , , , , ,				
	Do you speak any foreign languages? ☐ Yes ☐ No – If yes, v				
12.	Are there any pets or animals that reside in your home or on y details:	our property? ☐ Yes ☐ No – If yes, please provide			
13.	Are there any people besides yourself living in your household?	? ☐ Yes ☐ No – If yes, please provide details below:			
Name:	Age:	Relationship:			
Name:	Age:	Relationship:			
Name:	Age:	Relationship:			
Name:	Age:	Relationship:			
Name:	Age:	Relationship:			
14.	Is there anything else you'd like to tell us about yourself or any	·			
	, , , ,	,			
	Criminal				
1.	According to BBBS policy, felony convictions at any tim	a are subject to review and may disqualify you			
1.	from participating in our program. Have you ever been co				
	juvenile offense)? Yes No.				
	If yes, please provide details:				
2.	Have you had any driving citations and/or moving violations in	the past 5 years? ☐ Yes ☐ No			
	If yes, please describe:				
3.	. Have you had any convictions that BBBS may consider to be in reasonable conflict with the related duties of this volunteer job, including any pending criminal charges? ☐ Yes ☐ No				
	If yes, please describe in full:				
4.	 Has a court or state agency ever issued you an order or other final notification stating that you have sexually abused, physically abused, neglected, abandoned, or exploited a child, juvenile, or vulnerable adult? ☐ Yes ☐ No 				
	physically abused, neglected, abandoned, or exploited a child, juvenile, or vulnerable adult? Yes No If yes, please describe in full:				
5.	3				
	juveniles, or vulnerable adults; or have you ever given up your contract or license because a government agency was taking action against you for failing to care for children, juveniles, or vulnerable adults? ☐ Yes ☐ No				
	taking action against you for failing to care for children, juveniles, or vulnerable adults? ☐ Yes ☐ No If yes, please describe in full:				
	Health				
1.	Are you experiencing any physical or health issues that may interfere with or limit your interactions with your Little?				
	☐ Yes ☐ No If yes, please provide details:				
2.					
3.	If yes, please complete the authorization for exchange of confidential information form.				
3.	Do you have a history of drug or alcohol abuse? ☐ Yes ☐ No If yes, have you been sober for a minimum of 2 years? ☐ Yes ☐ No				
4.	Have you used any illegal drugs within the past 2 years? ☐ Ye				
	BBBS is a drug free organization.				
Our inst	Insurance urance requires that volunteers maintain minimum limits	of auto liability coverage. It is very important			
	r liability and for the agency's, that you have the minimum				
1.	1. Do you have and can you maintain Personal Auto Liability Insurance with the limits of at least \$25,000/\$50,000 Bodily				
2.	Injury and \$25,000 Property Damage (or \$100,000 Combined Single Limit)? Yes No				
۷.	 Can you submit a copy of your auto insurance card to Big Brothers Big Sisters of Fairfield County upon beginning my mentoring and at each insurance renewal period? ☐ Yes ☐ No 				



VOLUNTEER INTERESTS				
Please check any areas of interest and activities that you would enjoy.				
Name: Date:				
Spo	orts	STEM	Arts & Crafts	
		(science, technology, engineering, & mathematics)		
□ Baseball □ Softball □ Soccer □ Basketball □ Football □ Gymnastics □ Racquetball □ Bowling □ Skating □ Weight Lifting □ Skateboarding □ Other: □ □ Other:	Jogging/Track Swimming Tennis Volleyball Golf Cheerleading Wrestling Paintball Bicycling Auto Racing Ice Skating Other: Other:	Auto Mechanics Motorcycles Woodworking Model cars Model boats Model airplaces Electronics Space Coding Robots Architecture Lego/Building blocks Sudoku Crime Scene Investigation Weather Medicine/Health Video games Other: Other:	□ Drawing □ Painting □ Sewing □ Cooking □ Baking □ Ceramics □ Photography □ Band □ Singing □ Acting □ Dancing □ Live Theatre □ Anime □ DIY □ Other: □ Other: □ Other:	
Outdo	or Life	Games	Miscellaneous	
☐Animals ☐Star gazing ☐Gardening ☐Snow boarding		☐Card games ☐Playing video games ☐Checkers	☐Shopping ☐Movies ☐Talking	
Skiing Water skiing Boating/Canoeing Swimming Fishing Hiking Camping Hunting Horseback riding Going to the park Other: Other: Other:	you enjoy more? 🗌 V	☐ Chess ☐ Dominoes ☐ Board Games ☐ Dungeons and Dragons ☐ LARP ☐ Magic the Gathering ☐ Puzzles ☐ Charades ☐ Treasure Hunts ☐ Obstacle Course ☐ Foosball ☐ Table Tennis ☐ Other: ☐ Being indoors ☐ Both	Restaurants Museums Garage Sales Antiques Reading: non-fiction Reading: comic books Reading: newspapers Reading: Magazines Other: Other: Other:	
Skiing Water skiing Boating/Canoeing Swimming Fishing Hiking Camping Hunting Horseback riding Going to the park Other: Other: Other: 1. Which do y	you enjoy more?	□ Dominoes □ Board Games □ Dungeons and Dragons □ LARP □ Magic the Gathering □ Puzzles □ Charades □ Treasure Hunts □ Obstacle Course □ Foosball □ Table Tennis □ Other:		



AUTHORIZATION FOR EXCHANGE OF CONFIDENTIAL INFORMATION

PATIENT/VOLUNTEER INFORMATION				
Name:				
Home address:				
City:	State:		Zip Code:	
Date of Birth:		Cell phone:		Home Phone:
		MEDICAL PROVIDER		
Medical Facility:				
Provider Name:				
Address:				
City:	State:		Zip Co	de:
Phone:	Fax:		Email:	
		VOLUNTEER ORGANIZATION		
Organization: Big Brothers Big S	Sisters of Fairfi	eld County		
Address: 111 South Broad Stree	et, Suite 106			
City: Lancaster		State: OH		Zip Code: 43130
Phone: 740-687-9477		Fax: 740-687-9277		Email: jpugh@bbbs-fairfieldoh.org
FOR THE PURPOSE OF:		ON TO BE DISCLOSED (check all the	at apply):
☐ School ☐ Work ☑ Volunteer program ☐ Other:	History and physical Discharge and summary Behavioral health treatment records Lab reports Physical health treatment records Medication records Information on HIV or communicable disease treatment Drug and/or alcohol abuse Other (specify):			
I authorize the release of my information to and from Big Brothers Big Sisters of Fairfield County and the above named medical facility/provider during the intake and match relationship process for the purpose of assessing eligibility for the Big Brothers Big Sisters of Fairfield County program and to facilitate matching and supporting my relationship with an appropriate "Little". This authorization shall become effective as of the date below and shall remain in effect for the duration of the Big Brothers Big Sisters of Fairfield County intake process and match relationship. This authorization will cease when I am no longer a waiting or active participant in the BBBS program. This form will automatically transform with me in the event of change of medical facility/provider.				
Printed name:				
Signature:				
Date:				

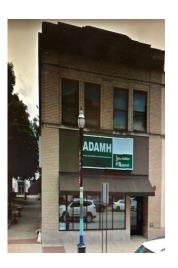


Big Brothers Big Sisters Office 111 South Broad Street, Suite 106 740-687-9477

Ariel photo showing BBBS location.



View from Main St.





View from Broad Street. This alley is located between United Way and the Chase Bank building.



Front entrance for BBBS. This door is located across from Chase Bank Building and behind United Way.

There are public parking spots behind the Municipal Count building number 1-11 or street parking.



BBBS Office is located in the main hallway on the first floor. (Between the 211 and United Way offices)