

## Volunteer Application Checklist

- Volunteer Application completely filled in, signed & dated
- Volunteer Permission & Release, signed & dated
- Confidentiality Policy & Statement Form, signed & dated
- Volunteer Reference List completed
- Police Information Check including Vulnerable Sector Check  
\*\* If you have a recent PIC, you can bring it with you to your interview. If not, we will help you complete on during your interview\*\*
- With your completed application we require a copy of:
  - 1. Driver's License or Passport or Citizenship Number
  - AND**
  - 2. AHC card or Birth Certificate
- If applying for the Community-Based or Big Couple program, a statement from your insurance company showing you have one million dollars (\$1,000,000) liability coverage on your vehicle
- Upon completion of the above, contact a caseworker to sign up for your interview

**Thank you for your interest in Mentoring**

**Application process for Community-Based Mentoring:**

**Pre-Match**

**Volunteers:**

Initial Contact with Big Brothers Big Sisters Intake Caseworker

- ❖ BBBS receives Application, References, Police Check with Vulnerable Sector Check, and Insurance Policy copy
- ❖ Interview at Big Brothers Big Sisters
- ❖ (Couples Applications: The interview for couples is done separately. A joint interview is also completed)
- ❖ Volunteer Orientation/Training
- ❖ Caseworker completes an assessment and recommendation; file is passed to Executive Director/Senior Caseworker for approval

**Children:**

Parent Contacts Big Brothers Big Sisters

- ❖ Program Information and Application sent to Parent
- ❖ Big Brothers Big Sisters receives Application Form **completed in full**
- ❖ Parent/Child Meeting at Big Brothers Big Sisters
  - Parent/Child Interview & Mandatory Parent/Child Pre-Match Training/Orientation
- ❖ Child Assesed for Approval
- ❖ Upon Approval, Child added to Waitlist

**Matching Process**

- ❖ Caseworker meets with Volunteer to match with a Little based on compatibility
- ❖ Volunteer and Parent meet at Big Brothers Big Sisters
- ❖ Initial Match Meeting with Volunteer, Child and Parent at Big Brothers Big Sisters Office
- ❖ The Match Begins
- ❖ Follow up as per National Standards – match supervision (phone calls, email, and in office meetings)

**Application process for Site-Based Mentoring:**

**Pre-Match**

**Volunteers:**

Same process as Community-Based program

**Children:**

Student identified by a school

- ❖ Teacher completes referral form and sends information package and consent form home with student
- ❖ Referral form and parent consent returned to Big Brothers Big Sisters
- ❖ Child added to Waitlist

**Matching Process**

Caseworker contacts volunteer and school with potential mentoring match

- ❖ Volunteer receives orientation at the school and is introduced to student
- ❖ The Match begins
- ❖ Follow up as per National Standards – match supervision (phone calls, email, and in office meetings)

## PROGRAM INFORMATION FOR VOLUNTEERS

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This information is designed to give you an overview of our mentoring programs and highlight the volunteer opportunities within the agency. The enclosed information will help you decide if this is the right volunteer experience for you.

### **A Little Bit About Us:**

At Big Brothers Big Sisters of Lethbridge and District, our programs provide children in need with positive, caring, adult role models. Being a mentor may sound pretty formal but it is something anyone with a couple of hours a week and a desire to make a difference can do.

### **How our Programs Work:**

Our professional staff matches each child in need of our services with a volunteer mentor. Both the volunteers and families go through a screening and interview process to make sure the program is right for them. Once they have been approved to participate in the program, our staff carefully matches a volunteer and child who will spend the upcoming year together. Volunteers and families receive training, guidance and support throughout the match. These steps help ensure the children and volunteers have a positive and rewarding experience in the program.

### **Benefits to the Volunteers:**

They experience greater personal satisfaction. Have improved workplace satisfaction. Gain valuable volunteer experience.

### **Benefits for the Community:**

Healthy communities start with healthy children. The benefits of a child having a mentor extend far into the community.

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## **Community Based Mentoring Program**

Being a Big is all about being a friend to a Little. It's about hanging out, eating pizza, baking cookies, watching a hockey game, or going to a local event or activity. As a volunteer, your focus is on friendship. Our focus is making sure the matches are a "good fit". This means you will be matched to a Little who shares your interests. Just like our volunteers, the children in our program have diverse interests and talents. We have kids who love board games, music, art, science and sports. For many Littles, this program may be their only childhood opportunity to learn to ice skate, build a model, fly a kite, bake cookies, and have an adult in their lives who is a trusted friend.

- Are 18 years of age or older
  - Are available to see their Little 2 -3 hours weekly for one year
  - Have no recent or anticipated life changes that would interfere with their commitment
  - Have lived in the community for at least 6 months. If under 6 months has reason to have moved to community such as school or work
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## **Big Couples Program**

Being a Big Couple is a lot like our Community-Based Program. Volunteering as a couple allows you to enrich your lives by spending time together and with a child who needs a friend. This unique two-to-one relationship is just like our other mentoring programs where focus is on building friendship by doing activities you all enjoy.

To help set the foundation for your new friendship we focus on making sure the match is a "good fit" for both of the volunteers and for the child. This new friendship will build self-esteem and confidence in a child who would benefit from having trusted friends and adults upon whom they can count. We believe that children benefit from seeing healthy adult interactions.

- Are 20 years of age and over
- Living together for two years with no separations
- Are available to see their Little 2 – 3 hours weekly for one year
- Have no recent or anticipated life changes that would interfere with their commitment
- Have lived in the community for at least 6 months. If under 6 months has reason to have moved to community such as school or work

### **Site-Based Mentoring In-School Mentoring Program**

Our In-School Mentoring program matches a volunteer with a child in Grades 1 – 8. In-School Bigs are not tutors or classroom aides, and the visits focus around non-school related activities. Our agency will accommodate your schedule when arranging your scheduled session at the school. The Big and Little meet at the Little's school for one hour a week, for the duration of the school year, and spend time doing activities they both enjoy such as crafts, sports, and board games.

- Are 18 years of age and over
  - Are able to commit to visit the Little one hour a week during the school day for one school year
  - Have access to transportation to and from the school
  - Have no recent or anticipated life changes that would interfere with the commitment
  - Have lived in the community for at least 6 months. If under 6 months has reason to have moved to community such as school or work
- 

### **Teen Mentoring Program**

Our Teen Mentoring program matches a volunteer with a child in Grades 1 – 6. The Bigs in the program are under the age of 18 and attend a corresponding High School. The Big and Little meet at the Little's school at a scheduled time during the school year. Big Brothers Big Sisters Caseworkers are present for the sessions and facilitate the activities.

The children in our Site-Based Mentoring programs are in need of a positive, caring adult/youth role model and have been identified as such by a parent, teacher, school counselor or principal. Many of the children in the programs are having trouble fitting in with their peer group.

- Are 14-18 years of age (Grades 9-12)
  - Are able to commit to visit the child for the duration of the scheduled program
  - Have access to transportation to and from the school
  - Have no recent or anticipated life changes that would interfere with the commitment
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### **Group Mentoring**

Group mentoring programs provide youth with information and support to make informed choices about healthy and active living while maintaining sensitivity towards emotional, social, and cultural issues they may face. This program also incorporates fun, educational games and activities that are designed to stimulate self-reflection and group discussion. Through non-traditional physical activities complimented with healthy eating and support, participants are engaged in life skills, communication, and emotional health discussions designed to engage participants in the pursuit of life long healthy lifestyles.

- Are 18 years of age and over
- Are able to commit to 7 sessions
- Have no recent or anticipated life changes that would interfere with the commitment
- Have lived in the community for at least 6 months. If under 6 months has reason to have moved to community such as school or work

### **Agency Responsibilities to the Parent and Child**

- Adequate screening of the Mentor
- Treating the child and parent/guardian respectfully
- Attention to the needs of the child
- Service free of charge
- A focus on child safety
- Training in the core topics and key messages of Big Brothers Big Sisters of Canada's Pre-Match Training
- Respecting the role of the parent/guardian in the child's life
- Checking in with the parent/guardian and child to ascertain satisfaction and progress of the match, etc.

### **Agency Expectations of Parent/Guardian and Child**

- Being on time for visits
- Being home when the mentor drops off the child (for parent/guardian in Community based Program)
- Reporting concerns and changes in life circumstances to the agency; etc.
- Adhering to match monitoring requirements

### **Agency Expectations of Volunteer**

- Positive role model in the community
- Being on time for visits
- Reporting concerns and changes in life circumstances to the agency; etc.
- Adhering to match monitoring requirements as per Big Brothers Big Sisters of Canada's National Standards

### **Confidentiality**

Due to the confidential nature of our programs all Volunteers will sign the Confidentiality Policy Document

- **Any breach of this policy will be considered grounds for termination**

### **Eligibility for Children and Families**

- All children must want a Big as a friend and have time to meet with them on a weekly basis or scheduled program times



Application to volunteer with Big Brothers Big Sisters of Lethbridge and District in the following programs:

<input type="checkbox"/> Traditional Mentoring	<input type="checkbox"/> Couples Mentoring
<input type="checkbox"/> In-School Mentoring	<input type="checkbox"/> Game On!/GoGirls
<input type="checkbox"/> Unsure	

Date (MM/DD/YYYY): \_\_\_\_\_

Full Name: \_\_\_\_\_ Pronouns (she/he/they/ze): \_\_\_\_\_

Address: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ How long have you lived in the area: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Age: \_\_\_\_\_

Relationship Status: \_\_\_\_\_

Have you ever been, or applied to be, a volunteer with a Big Brothers Big Sisters agency in the past?  Yes  No

If yes, where and when? \_\_\_\_\_

How long have you been thinking about becoming a volunteer? \_\_\_\_\_

Why do you want to become a volunteer with us?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employment:**

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Length of time at present employment: \_\_\_\_\_ Can we call at work?  Yes  No

**Education:**

Education Level: \_\_\_\_\_

Name of last school attended: \_\_\_\_\_

If you are currently a student, what school do you attend: \_\_\_\_\_

**Housing:**

If you have been living at your current address for less than one year, please provide your previous address:  
 \_\_\_\_\_

Do you live with others?  Yes  No

Are others visiting regularly?  Yes  No

Does anyone in your home own firearms?  Yes  No

Do you have pets?  Yes  No

**References:**

All references must have known the applicant for at least two years.  
**We require all reference categories be completed.** Please print clearly.

**Personal Reference**

Name: \_\_\_\_\_ How long have you known this referee? \_\_\_\_\_

In what capacity do you know the referee: \_\_\_\_\_

Address (including City and Province): \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

**Vulnerable Sector Reference<sup>1</sup>** (If no volunteer or paid experience exists in the vulnerable sector within the last five years, an employment reference is required)

Name: \_\_\_\_\_ How long have you known this referee? \_\_\_\_\_

In what capacity do you know the referee: \_\_\_\_\_

Address (including City and Province): \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

**Significant Other** (if no significant other, an immediate family member reference is required)

Name: \_\_\_\_\_ How long have you known this referee? \_\_\_\_\_

In what capacity do you know the referee: \_\_\_\_\_

Address (including City and Province): \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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<sup>1</sup> Please provide a reference(s) if you have worked with or volunteered with a person or organization responsible for the well-being of children under the age of 18 or with vulnerable persons who, because of their age, a disability, or other circumstances are at greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

## **Background Check**

**For the purpose of considering my Volunteer Application,**

- a) I consent to Big Brothers Big Sisters of Lethbridge and District contacting the references, in confidence, included in my Volunteer Application and I hereby waive the right to request disclosure of the personal references given about me.
- b) I consent to Big Brothers Big Sisters of Lethbridge and District collecting information from any Big Brothers Big Sisters agency with which I am, or was formerly involved, including a Big Brothers Big Sisters agency in another country with which I am, or was formerly involved.

**TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS COMPLETE AND ACCURATE. I UNDERSTAND THAT THE INFORMATION CONTAINED IN THIS APPLICATION WILL BE HELD IN STRICT CONFIDENCE AND WILL ONLY BE USED TO ASSESS MY SUITABILITY AS A VOLUNTEER EXCEPT WHERE REQUIRED BY LAW. I UNDERSTAND THAT THIS APPLICATION BECOMES THE PROPERTY OF BIG BROTHERS BIG SISTERS OF LETHBRIDGE AND DISTRICT AND SUBSEQUENTLY BIG BROTHERS BIG SISTERS OF CANADA.**

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Applicant Signature

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Date



## **Confidentiality Policy**

All staff and volunteers of Big Brothers Big Sisters of Lethbridge and District are required to abide by this Confidentiality Policy. **Any breach of this policy will be considered grounds for termination.**

Agency Service Delivery Staff will explain the confidential nature of our service to the volunteer, child and parent/guardian as early as possible in the orientation and/or screening process. At all times thereafter Service Delivery Staff will ensure the privacy of case information.

Information contained in the Casework files will not be disclosed by the Agency to any person without written approval of said person except in the following cases:

- Where the safety of a child depends upon divulging this information. This could include suspicion of neglect or abuse of a child. The proper authorities will be informed when necessary. This could result in the disclosure of confidential information without written consent from the person to Brothers Big Sisters of Canada's insurers and or legal counsel, as may be appropriate in connection with any legal proceeding or inquiry;
- When subpoenaed by the courts;
- Where required by law;
- During periodic agency accreditation reviews case records, including relevant personal information will be shared to authorized representatives of Big Brothers Big Sisters of Canada.

In the event that confidential information is requested to support custody or access application, or for any court matter other than a "child protection" case, the agency will only release the information if required to do so by a Judge's Order.

No staff member or volunteer shall use confidential information from the agency to advance any personal interest, financial or otherwise.

In accordance with Big Brothers Big Sisters of Canada's National Standards:

- No information will be provided to persons or organizations outside of Big Brothers Big Sisters of Canada, and its agents, about parents, children or volunteers without their express prior written consent except where required by law.
- All information and records, including electronic records, shall be kept secure (for example, in a filing cabinet, desk, etc. under lock and key, password protected, etc.) and confidential at all times.

Case records will be accessible only to the Caseworker, Executive Director, Casework Supervisor, and in appropriate situations, other Caseworkers.

I understand the agency's policy around confidentiality and agree to abide by those rules.

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Applicant Signature

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Date



## VOLUNTEER PERMISSION AND RELEASE AGREEMENT

**TO: Big Brothers Big Sisters of Lethbridge and District (THE "AGENCY")**

The Agency and Big Brothers Big Sisters Canada ("BBBSC") are separate entities and this Agreement is between me and the Agency.

1. By applying to volunteer with the Agency ("Volunteer Application") and signing this Agreement, I acknowledge, understand and accept that:
  - (a) I am a legal resident of Canada and have reached the age of majority in the province or territory in which I reside. I acknowledge and agree that if I have not reached the age of majority of the province or territory in which I reside, my parent or legal guardian will also need to sign this Agreement in order for my Volunteer Application to be considered;
  - (b) There is no obligation on the Agency to accept my Volunteer Application or assign me as a volunteer into a mentoring program (a "**Mentoring Program**") and the Agency may terminate my involvement in a Mentoring Program in its sole discretion and without reason;
  - (c) If I am accepted as a volunteer, my involvement in a Mentoring Program is not intended to create and shall not be construed as creating either an employee–employer relationship or a contract for services that would allow me to receive a salary, compensation, payment or any benefits, monetary or otherwise; and
  - (d) If I am accepted into a Mentoring Program, I understand that I will be required to enter into a confidentiality agreement with the Agency, and I agree to abide by the volunteer position description(s) and code(s) of conduct established by the Agency, including any applicable guidelines, Standards and policies.
  
2. **Assumption of Risk, Release and Reimbursement:**  
I acknowledge, understand and accept that:
  - (a) I am responsible for all risks associated with my involvement in a Mentoring Program including, without limitation, the risk of bodily or psychological harm or injury.
  - (b) Subject to local laws, I agree not to sue the Agency, BBBSC and/or any of their member agencies in respect of any such injury or claim resulting from my participation in a Mentoring Program, my Volunteer Application, the acceptance or denial of my Volunteer Application, the Alumni Program and/or my association with the Agency or BBBSC.
  - (c) I understand that I am fully responsible for any damage to my personal vehicle and/or property during my volunteer involvement in a Mentoring Program and that neither BBBSC nor the Agency insures personal vehicles or property belonging to its volunteers;
  - (d) I agree to reimburse the Agency and/or BBBSC and/or any of their member agencies for any damages or losses of any kind (including but not limited to the injury of any other person and/or damage to or loss of property) that may arise in connection with my gross negligence, wilful misconduct, or failure to act in accordance with published BBSC policies and guidelines and relating to or arising in connection with my participation in a Mentoring Program or my association with the Agency or BBBSC, including payment of any and all legal expenses of the Agency, BBBSC and/or any of their member agencies.
  
3. **Background Check.** I understand that my acceptance into the Mentoring Program will be conditional on my successful completion of a background check, which may include contacting the references included in my Volunteer Application and/or a criminal record check, for the purposes of confirming my suitability for the Mentoring Program. I agree to provide all necessary consents for such background checks.

4. **Privacy Notice.** The personal information provided by me or otherwise collected by the Agency in connection with my application will be used by the Agency for the purpose of evaluating and considering my Volunteer Application and, if accepted into a Mentoring Program, for the purpose of administering the Mentoring Program. This information may include my name, phone number, mailing address, date of birth, results of background check, and driver's license and auto insurance information. My personal information will be maintained by the Agency on a confidential basis and will only be disclosed to the parent(s) and/or guardian(s) of a child with whom the Agency may consider "matching" me in a Mentoring Program, to representatives of a school or institution in connection with my participation in a site-based Mentoring Program, to the BBBSC as required for the purposes of accreditation reviews or legal proceedings and as otherwise required or permitted by law. In the event the Agency ceases operations, any and all information about me held by the Agency will be provided to BBBSC, another BBBSC agency selected by BBBSC, or both and will be used for the purposes set out above.

In the event where it is deemed necessary, any and all information about me held by the agency will be provided to BBBSC, another BBBSC agency selected by BBBSC, or both and will be used for the purposes set out above. No information will be provided to persons or organizations outside of Big Brothers Big Sisters of Canada, and its agencies, about parents, children or volunteers without their express prior written consent except where required by law.

5. **Other Terms of this Agreement.**

- (a) In entering into this Agreement, I am not relying on any oral or written representations other than as set forth in this Agreement.
- (b) This Agreement shall be governed by and construed pursuant to the laws of the Province or Territory in which the Agency is located.
- (c) In the event that any provision or term of this Agreement is held to be invalid, illegal or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

6. **Media Consent.** Any photographs or video productions taken of volunteers by agency staff at recreational events or match outings, or otherwise authorized by the Executive Director or Board of Directors, may be used by the agency for purposes of promotional material including brochures posters, newsletters, media information, advertisements, audio-visual productions and web pages, such as the Agency website and social media. Photographs or video productions may also be shared with community and school partners and Big Brothers Big Sisters of Canada for program promotion.

If you do not agree with item #6 *Media Consent*, please check here:

**IMPORTANT:** I acknowledge that I have read the terms of this Agreement, have been given an opportunity to obtain independent legal advice, and understand that it represents a waiver of certain of my legal rights, including my right to sue (subject to local laws). I further agree that such limits are reasonable and sign this Agreement freely, voluntarily and without duress.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent or Legal Guardian (if required)**

\_\_\_\_\_  
**Parent or Legal Guardian Printed Name  
(if required)**

\_\_\_\_\_  
**Date**