

**Step 1: Enrollment**

* ORIENTATION: You will receive information about volunteering and expectations, and decide which program (site-based or community-based) is the right fit for you.
* APPLICATION: We ask for you to complete a paper application which is different than the application that can be completed online.
* BACKGROUND CHECK: We will run a multi-layer criminal history background check, CPS check, sex offender registry check, and a driving records check. Child safety is our #1 priority.
* REFERENCES: We will be emailing each reference provided. It would speed up the process if you would let them know we will be emailing, or ask them to call us! **We cannot move forward until we hear back from every reference.** We will contact you once we hear back from every reference to schedule an interview.
* INTERVIEW: At your interview, you will meet with a BBBS staff member to share information about yourself. This helps make sure this is the right volunteer experience for you.
* ASSESSMENT: We will review all information, and if accepted, you will be sent an acceptance letter. If not accepted, we will send a letter to notify you. Our agency has the right to accept or deny an applicant for any reason, and does not disclose specific reasons for non-acceptance.
* TRAINING: Once accepted, we will schedule you for Volunteer Pre-Match Training that lasts 2.5 hours and teaches about the match expectations and how to have a successful match.

**Step 2: Matching**

* You are now Ready to Be Matched!
* While you are waiting to hear from us, please let us know if your contact information changes, so we can reach you as soon as possible.
* Once we find a good fit (gender, interests, family situation, preferences, and needs of the child are considered), we will contact you with general information about the child.
* After you accept the match, the family is contacted with general information about you.
* After the family and child accepts, a match introduction meeting is scheduled at the family’s home. We encourage you to ask questions at any point in this process.
* At the match introduction meeting, a BBBS staff member will review expectations and guidelines with you, the child, and the guardian. You plan your first outing and the match officially begins!

\*If you are enrolled in the Site-Based program: the match introduction meeting is at site, and the guardian is not involved. Contact information is not exchanged and contact outside of the site is not permitted. It may be possible to transition the match in the future.

 **Match Expectations:**

* Community-based Program: We expect our Bigs to see their Little at least twice per month and spend 3 hours per month together.
* Site-based Program: We expect our Bigs to see their Little weekly during their lunch or recess period.
* To help us evaluate effectiveness of our program, Volunteers will be expected to complete surveys throughout the match.
* **We expect at least a one year commitment upon being matched with a child.**
* We expect that you will maintain communication with the agency and check in according to the agency’s policy.

**Step 3: Match Support**

* Once matched, we need to hear from you every month to learn about how the match is going, recommend low/no cost activities, problem solve, and evaluate for safety. We encourage you to use staff as your resource throughout your entire match.
* We will contact you when a survey is due.
* We offer activities and programs that encourage and help you build your relationships. Updated information can always be found in our e-newsletters or on our website at *www.mentoringkids.org/bigsonly*.

**Match Closure:**

* Our agency reserves the right to close a match at any time.
* If a match closes, the agency will make the final decision on whether a child or volunteer is appropriate to be re-matched in our program.
* If a match lasts until the child is 18 or graduates from high school, at that time the match will officially close but the friendship may remain for a lifetime.