



**Big Brothers and Big Sisters
Upper Fraser Valley**

Chilliwack · Agassiz · Hope

Big Brother/ Big Sister/ Mentor Application Form

Application form to volunteer with in the following program (check one):

Big Brother Big Sister Big Bunch Leader In School/ After School Mentor Other

Full Name _____ Home Phone _____

Other phone (if applicable) _____ Birth Date _____

Address _____ Postal Code _____

How long at this address? _____ How long have you lived in the area? _____ If you have lived in Chilliwack/
Agassiz/ Hope for less than a year, please provide the city/ town where you previously lived _____

Email (if available) _____ Do you check email regularly? _____

Check one: Student Retired Work Outside Home Work At Home Unemployed

Education level completed: High School Trade School College
 University Other: _____

Motor Vehicle Available? _____ If no, describe an alternate plan for transportation _____

Driver's License # _____ Do you have at least \$1 million auto insurance coverage? yes no

Airbags? yes no Have you been charged with any traffic violations? yes no

Employer _____ Work Phone _____

Position _____ Supervisor _____

How long at present employment? _____ May we contact you at work? _____

If yes, what hours do you work? _____

Marital Status: single married divorced/ separated widowed common-law

Partner's name _____ Do you have children? yes no

Names and ages of girls _____ Names and ages of boys _____

Does anyone else live with you, not mentioned above? yes no

If yes, name(s) and relation to you _____

Are other visiting regularly? yes no

Do you have pets? yes no If yes, what type/ size of pet? _____

Does anyone in your home own firearms? yes no

How did you learn about this program? _____

Have you ever applied to become a volunteer with a youth-serving organization before? _____

If so, when and where? _____

Are you anticipating changes in your life over the next year? (Job, moving, marital status, children) If yes, describe.

Explain why you want to volunteer with Big Brothers and Big Sisters. _____

What qualities do you have to offer a child? _____

Describe the child you would feel most comfortable with (age, energy, interests, background, etc). _____

Describe any training, education, paid or unpaid work that would assist you in your position as a mentor, and or any experience you have with children between the ages of 6 and 15 years of age.

Describe your hobbies and interests _____

Are you interested in volunteering in other areas of the agency? If so, where? _____

When are you most available? _____

Have you been charged, convicted or pardoned of a criminal offence? yes no

If yes, explain circumstances of the offence _____

References

The Agency requires the names of FOUR references for a Big Brother or Big Sister applicant, or THREE references for an In-School Mentoring applicant. Complete the following information **fully** and legibly. Please supply fax numbers or email addresses for faster response. Be sure to let Referees know we will be contacting them.

1. An **Employer, Supervisor, or Instructor** who has known you for at least TWO years:

Name _____ Occupation/ Profession _____

Describe how they know you. _____

Address _____ City/ Prov. _____ Postal Code _____

Fax _____ Phone (home/work) _____ Email _____

2. A **blood relative** who has known you for at least TEN years:

Name _____ Occupation/ Profession _____

Describe how they know you. _____

Address _____ City/ Prov. _____ Postal Code _____

Fax _____ Phone (home/work) _____ Email _____

3. A **person, not blood related**, who has known you for at least TWO years:

Name _____ Occupation/ Profession _____

Describe how they know you. _____

Address _____ City/ Prov. _____ Postal Code _____

Fax _____ Phone (home/work) _____ Email _____

4. A **person, not blood related**, who has known you for at least TWO years:

Name _____ Occupation/ Profession _____

Describe how they know you. _____

Address _____ City/ Prov. _____ Postal Code _____

Fax _____ Phone (home/work) _____ Email _____

The information provided is true and correct to the best of my knowledge.

I hereby waive the right to request disclosure of the personal reference information given about me by the individuals indicated above.

Signature

Date

Feel free to keep the Position Description and the Application Information Sheet to refer to. Except for the Criminal Records Check, which must be taken to the local RCMP station with accompanying picture identification, return all other completed forms to the office.



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Volunteer Code of Conduct

Big Brothers and Big Sister Upper Fraser Valley provides quality mentoring relationships with adult volunteers to children who need a friend. A relationship with a mentor can improve the life of a child, and contribute to his/ her emotional well-being. As a volunteer, I assume certain responsibilities and expect to be accountable for them.

In the interest of the children and youth we serve, Big Brothers / Big Sisters / Mentors commit to improving the life of a child by observing the following:

- § Volunteers agree to conduct themselves in a manner consistent with their position as a positive role model to a child, and as a representative of the Agency.
- § Volunteers will follow Agency policy and guidelines about safety of the child as outlined in the Agency's Child Safety Program and not engage in any behaviour that may be perceived as being sexual and/or abusive with the Child or any member of the Child's family.
- § Volunteers agree to respect the privacy and dignity of their Little / Mentee and family by not divulging any confidential information without consent, except where required by law as in the case of suspected child abuse.
- § Volunteers agree to limit their involvement in a child's life to what is deemed appropriate by the agency. Volunteers are seen as an influence, not a dominant factor, in the child's life.
- § The adult-child relationship is based on mutual respect. Volunteers agree to treat the child in a respectful way at all times.
- § Volunteers agree to allow their Little or Mentee to develop their friendship at their own pace.
- § Volunteers are required to discuss problems, issues, concerns, or changes of circumstances (living situations, change of address, phone number, etc.) with the Mentoring Coordinator.
- § Volunteers agree to always work within the boundaries of their position descriptions.
- § In the event of match closure, Volunteers must be sensitive to the impact that this can have on the child, and take necessary steps to minimize upset to the child. All matches are to be formally closed by the Mentoring Coordinator.

I, the undersigned, verify that I have read, understand, and agree to abide by the roles and responsibilities of my position as defined by the Position Description, Application Information Sheet and the Volunteer Code of Conduct.

Signature

Date



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Confidentiality Policy

All staff and volunteers 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/ caregiver as early as possible in the orientation and/ or assessment process. At all times thereafter Service Delivery Staff will ensure the privacy of case information.

Information contained in 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, which could result in the disclosure of confidential information without written consent from the person;
- § When subpoenaed by the courts;
- § Where required by law or by a Judge's Order

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, 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.

Files will be accessible only to the Mentoring Coordinator, Executive Director, and in appropriate situations, other Mentoring Coordinators.

I understand the agency's policy around confidentiality and agree to abide by those rules. I also understand this application and subsequent information in my file is the property of Big Brothers Big Sisters Upper Fraser Valley.

Signature

Date

Signature of Witness

Date



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Permission and Release Form

I hereby authorize Big Brothers Big Sisters Upper Fraser Valley to contact any or all of the references listed herein for the purposes of processing my application to become a volunteer in the Agency's program. I understand that these references will be contacted in confidence.

I further authorize any individuals, firms, corporations, government or other regulatory departments, and Police Department or other organization to release information and copies of documents pertaining to myself to Big Brothers Big Sisters Upper Fraser Valley in order to consider my application to volunteer in the Agency's Program, on the understanding that such information will be held in strict confidence.

I acknowledge and accept that this application does not guarantee acceptance into the program, and that Big Brothers Big Sisters Upper Fraser Valley is under no obligation to accept or assign me as a volunteer in their program, and is not obliged to provide a reason.

I hereby release and forever discharge Big Brothers Big Sisters Upper Fraser Valley, and their employees, directors and volunteers from any cause of action or claim for damages, whether bodily injury, death, property damage, or emotional trauma, anxiety or distress arising from my association with Big Brothers Big Sisters Upper Fraser Valley.

If I am matched, I understand that I am solely responsible for the care of, and will supervise, the Child with whom I am matched during outings and activities.

I give permission for Big Brothers Big Sisters Upper Fraser Valley to release pertinent information regarding my file to the parent of the Child in the process of match selection. Further, I agree to allow my file to be viewed by the Agency reviewers for Big Brothers Big Sisters of Canada, at the time of the agency review, should it be requested. I further grant Big Brothers Big Sisters Upper Fraser Valley permission to release my name, date of birth, agency applied to and notice of acceptance, rejection or withdrawal to Big Brothers Big Sisters of Canada and for relevant details to be shared within the movement.

I understand that this application and subsequent information in my file is the property of Big Brothers Big Sisters Upper Fraser Valley. I understand that if Big Brothers Big Sisters Upper Fraser Valley should cease operation, my complete file becomes the property of Big Brothers Big Sisters of Canada. I understand that the information in my file will be retained by Big Brothers Big Sisters of Canada for a period ending 100 years after the close of my final match.

The implications of the waiver have been explained to me. I understand and consent to them. I further agree that this waiver is made of my own free will and without duress.

I do / do not give BBBS UFV permission to use my picture for publicizing and promoting the work of the agency.

Signature of Applicant: _____ Printed Name: _____

Signature of Parent/ Guardian: _____ Date: _____
(for volunteers under 18 years old)
