

Big Brothers Big Sisters Service Delivery Model

VOLUNTEER PRE-ENROLLMENT

Note: Volunteers are not required to submit a formal application prior to the in-person interview. Rather, they provide certain identifying and demographic information, list references, and give consent for the agency to conduct a criminal background check. The information to be collected as represented on this form may be collected through a variety of means, e.g., separate criminal background consent form, directly entering volunteer demographic data into a database, etc. Also, if previously involved with another BBBS organization or youth organization, these will be contacted to verify individual's involvement. (move to SDM manual)**

First Name:		Middle Name:		Last Name:		Date of Birth:	
Home Address:			City:		County:	State:	Zip:
Cell Ph #:		Home Ph #:		Email:			
FAX #:		Male Female		Social Security #			
Employer:			Work Ph #:				
Address:			City:		State:	Zip:	
Occupation:				Ethnicity:			
Can We Contact You At Work: Yes No		Work Hours:			How Long Employed:		
Possession of a driver's license is not a requirement to participate in any of our programs but is required if you will be transporting a youth in any vehicle you are operating.							
Do you have a driver's license? Yes No		If yes, state of issue and #			Expiration date:		

Personal Auto Verification for Adult Volunteer Big Brothers/Big Sisters who will be driving their respective Little Brothers/Little Sisters: If you, as a Big Brother/Big Sister Volunteer, will be driving your Little Brother/Little Sister, you **must** carry auto insurance in the amount required by the State of Connecticut so that the agency can provide excess auto liability protection to you during the course of your match with Big Brothers Big Sisters of Southeastern Connecticut. Please fill in the following form **only** if you have been requested and allowed by the Big Brothers Big Sisters agency to transport a Little Brother/Little Sister. Please verify with your case manager whether or not you will be requested and allowed to drive in our program(s). [Site-based programs do not allow volunteers to transport Little Brothers/Little Sisters.]

Insurance Agency/Agent/Phone: _____

Insurance Company: _____

Policy Number: _____ Renewal Date: _____

Limits: Bodily Injury \$ _____ Property Damage \$ _____ -or- Combined Single Limit \$ _____

By signing below, I agree to notify Big Brothers Big Sisters of Southeastern Connecticut of any changes in my auto insurance coverage.

Signature: _____ Date: _____

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As a routine part of the application process, we are asking you to complete the release form below.

**Authorization for Release of Confidential Information to
Big Brothers Big Sisters of Southeastern Connecticut**

I _____
Last Name First Middle (Maiden)
understand it will be necessary for Big Brothers Big Sisters of Southeastern CT, Inc., to investigate my background regarding criminal and motor vehicle history, character references and employment. I do give my consent and authorize Big Brothers Big Sisters of Southeastern Connecticut to request and obtain information about myself from my references and my employer, and any agency such as police, sheriff, courts, social services etc. I hereby release my employer and any person supplying information to Big Brothers Big Sisters of Southeastern Connecticut of and from liability in connection with the furnishing or use of such information.

Signature Date of Birth

Address

Social Security Number Driver's License Number/State of Registration

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Big Brother/Big Sister Volunteer Commitment

The undersigned acknowledges and agrees that (a) he/she is not obligated, if called upon, to perform the volunteer services herein applied for and that the agency is not obligated to assign, or actively to seek to assign, him/her a Little Brother/Little Sister, and that (b) as a part of the agency's matching process, additional personal information will be elicited from the applicant by professional agency personnel, and that (c) he/she will abide by the agency's policy on firearms which requires the volunteer to inform Big Brothers Big Sisters of Southeastern CT of the ownership or presence of a firearm in the household, including the presence of a firearm at any time while involved in the program, and to be certain that firearms are unloaded and inaccessible to a child/youth and that ammunition is securely locked and stored separately from the firearm, and to understand that the agency's staff will make the parent/guardian aware of the ownership or presence of a firearm as well as the agency's policy on firearms.

Further, if accepted as a Big Brother/Big Sister, the undersigned acknowledges the obligation to meet with his/her Little Brother/Little Sister on a consistent, agreed upon schedule for at least a year and to inform the case manager at least monthly as to the status of the relationship.

I understand that this application becomes the property of Big Brothers Big Sisters of Southeastern Connecticut because of the agency's Confidentiality Policy, and that the agency is not obligated to disclose reasons for non-acceptance.

I understand that to keep this application process current, I must return this completed application to the Big Brothers Big Sisters' office by _____. Preferably, I should respond as soon as possible.

Signature of Applicant Date

Signature of Parent (if applicant is under 18) Date

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REFERENCES

Please type or print information requested for three references: 1) your current or past employer who has known you for at least 1 year; 2) a co-worker or friend who has known you for at least 2 years; and 3) a close family member (spouse/domestic partner) or a second friend who has known you for at least 3 years.

1. Employer's Name (or school if student):		Supervisor's Name (or teacher/guidance counselor if a student):	
Address:		City:	State: Zip:
Day Phone #:	Fax #:	Email:	
2. Coworker or Friend:			
Address:		City:	State: Zip:
Day Phone #:	Fax #:	Email:	
3. Spouse/Domestic Partner/Friend:			
Address:		City:	State: Zip:
Day Phone #:	Fax #:	Email:	
Have you ever applied before to be (or have been) a Big Brother or Big Sister? Yes No		Where and When:	
What, if any, other youth organizations have you worked for or been involved with as a volunteer? Please list one or more youth organizations as an additional reference. (if applicable)			
1. Organization Contact person		Address Day Phone #	
2. Organization Contact person		Address Day Phone #	
College Information -If currently a college student.		USCGA Cadets, please continue	
Name of College		Company Officer /Address / Phone	
Mailing Address		I Cadet ___/c, _____, having applied to be a volunteer Big Brother/ Big Sister do hereby consent and authorize the U. S. Coast Guard Academy and my Company Officer to release and discuss information from my cadet file to and with case managers from the Big Brothers Big Sisters Agency.	
Box	Dorm		
Room	Phone		
GPA	Class/Year		

I understand that:

- 1) The references I listed may be contacted by mail, telephone, or email;
- 2) I am in no way obligated to perform any volunteer services;
- 3) The information I provided may be used to conduct a background check, to include driving records check, criminal background check, and other records where required by local, state, or federal law for volunteers working with youth;
- 4) The BBBS agency is not obligated to match me with a youth; and,
- 5) As part of our enrollment processes, we will be asking you to provide additional personal information prior to making any recommendations for assignment.

Signature

Date

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INTEREST MATCHING FORM

The following is an activity list which Little Brothers/Little Sisters check to indicate their interests. Please check those interests which you would enjoy doing with a child.

SPORTS

- boating
- swimming
- skin diving
- water skiing
- baseball
- basketball
- boxing
- football
- soccer
- wrestling
- archery
- bowling
- golfing
- miniature golf
- go-karts
- handball
- racquetball
- ping pong
- tennis
- jogging
- gymnastics
- bicycle riding
- kites
- roller skating
- ice skating
- hockey
- fishing
- martial arts
- weight lifting
- crabbing
- skiing
- skateboarding
- frisbee
- hiking
- horseback riding
- kickball

OUTDOOR LIFE

- animals
- gardening
- camping
- parks
- beach

SCIENCE & MECHANICS

- auto repair
- aviation
- chemistry
- computers
- electronics
- radio building

HAND CRAFTS

- ceramics
- clay modeling
- leather craft
- model building
- knitting
- crocheting
- painting
- sewing
- woodworking

COLLECTING

- coins
- rocks & shells
- stamps

INDOOR ACTIVITIES

- card games
- checkers
- chess
- cooking
- dancing
- dolls
- dominoes
- records/music
- photography
- singing
- musical instruments
- board games
- movies
- malls
- libraries
- reading
- video games
- theater
- concerts
- museums
- drawing