

Volunteer Eligibility Policy

Volunteers with Missouri Valley Big Brothers Big Sisters must:

- Be at least 16 years of age
- Own or have access to a reliable automobile, have a valid drivers license, and carry at least the minimum limits of auto liability insurance for the vehicle
- Demonstrate a willingness to abide by agency guidelines and policies
- Demonstrate a willingness to complete all steps of the intake process
- Demonstrate the following attributes:
 - Reasonably stable home life
 - Appropriate motivation for service participation
 - Reasonable flexibility and tolerance to new situations and attitudes/values different from his/her own
 - Interest in and ability to work with children
 - Respect for the safety and well being of children
 - Stable adjustment in vocation, work situation, and/or academic pursuits
 - Healthy balance of age appropriate interests and activities
 - Healthy balance of self reliance and interdependence
 - Ability to develop and maintain meaningful peer relations
 - Healthy adjustment to childhood and adolescent socialization
- Relate appropriately to agency staff during the screening process
- Make a firm and appropriate time commitment to a child
- Have the endorsement and support of spouse or significant other, if applicable
- Not use illicit drugs, alcohol, or controlled substances in a routine and dependent manner
- Not have been in treatment for substance abuse (applicant may be considered after a non-addictive period of three years, subject to verification by the agency)
- Not have been hospitalized for a mental disorder within the past five years
- Not have been charged or convicted of a criminal offense involving weapons or the use of violence
- Not have been convicted of other felonies (applicant may be considered after a period of five years following final discharge from parole and/or probation with a demonstrated pattern of stability)
- Have successfully completed probationary period for any misdemeanor offense
- Have not been convicted of Driving While Intoxicated in the past three years, have not had a drivers license suspension in the past three years, have not had multiple personal injury or property damage auto accidents
- Not have been previously charged or convicted of child abuse
- Not withhold or falsify information during the screening process
- Not have been dishonorably discharged from military service

MISSOURI VALLEY BIG BROTHERS BIG SISTERS

VOLUNTEER ENROLLMENT PROCESS

APPLICATION: Prospective volunteers complete an application, providing references and background information.

ORIENTATION/INTERVIEW: Information is presented to the prospective volunteer. This information explains the program criteria, application process, ground rules, and role of the volunteer. The interview is usually conducted in the BBBS office. Areas covered include family, school, work, military, medical, and legal histories; residential information; hobbies, interests, attitudes, and values; education, career, and life goals; and preferences for a match.

HOME VISIT/ASSESSMENT: For Community Program applicants only. The caseworker visits the volunteer's home to assess its safety and appropriateness for a child to visit. An interview with a parent or significant other will be conducted if applicable. The caseworker will answer any questions the applicant may have.

ELIGIBILITY DETERMINATION: After all background information is received and evaluated by professional staff, a determination is made regarding the prospective volunteer's eligibility for the program. The volunteer is informed in writing of the determination.

AGENCY GROUP ACTIVITIES: Upon acceptance into the program, volunteers are placed on a "ready to be matched" list until an appropriate match is identified. Matched and unmatched volunteers and children are encouraged to attend agency-sponsored group activities arranged by BBBS. These group activities give volunteers the opportunity to remain involved in the program while waiting to be matched.

PREMATCH: When a compatible match partner is located, agency staff will give non-identifying information about the child to the volunteer, allowing the volunteer an opportunity to accept or decline the match. If the volunteer agrees to the proposed match, non-identifying information about the volunteer will be given to the parent/guardian, allowing them an opportunity to accept or decline the match. All match parties must agree to the match. If any match party declines the match, they will remain on the "ready to be matched" list until another potential match is identified.

MATCH MEETING: The match meeting is scheduled at the convenience of the match parties. The caseworker is present to introduce everyone, review the time commitment and agency ground rules, discuss the goals of the match, and outline the ongoing agency supervision and support of the match. The child and volunteer have a chance to interact and plan their first outing.

MATCH SUPERVISION AND SUPPORT: Professional staff maintains ongoing supervision and support for the lifetime of the match. The volunteer and parent/guardian are responsible for contacting the agency with any questions or concerns each month, and must also respond to regular agency requests for status of the match relationship and progress of the child. Match Supervision and Support assures a safe and successful relationship for everyone.

MISSOURI VALLEY BIG BROTHERS BIG SISTERS

VOLUNTEER APPLICATION

First Name:		Middle Name:		Last Name:		Date of Birth:		
Home Address:			City:		County:		State:	Zip:
Email:		Home Ph #:		Work Ph #:		FAX:		
Male Female		Social Security #:		Employer:				
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:			

REFERENCES

1. Employer's Name (or school if student):			Supervisor's Name (or teacher 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 (or have been) to be 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?							

I understand that:

- 1) The references I listed may be contacted by mail, telephone, or email;
- 2) I am in no ways 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 you with a youth; and,
- 5) As part of our enrollment processes, we will be asking you to provide additional personal information prior to make any recommendations for assignment.

Signature

Date