



## Big Brothers Big Sisters of North Bay and District

169 Lakeshore Drive, North Bay, ON P1A 2B3 Ph (705) 474-3041 Fax (705) 474-3499

Email: [bsister2@onlink.net](mailto:bsister2@onlink.net) & [bbbs1@live.ca](mailto:bbbs1@live.ca) & [hostbbbs@ontera.net](mailto:hostbbbs@ontera.net)

*Big Brothers Big Sisters of North Bay and District* is truly a worthwhile organization and we would like to thank you for your interest. Please find enclosed a Volunteer Application including:

- Request for Release of Information from your Doctor\*(please return this form to the office with completed application)
- Job Description
- Volunteer Code of Conduct (2 copies)
- Volunteer Permission and Release Form
- Confidentiality Form

Processing of your application will begin once we receive the completed documents. Please ensure mailing addresses are clearly printed and the postal code is included. Questionnaires are sent to your three references and doctor. Please keep the Job Description and the 'Applicant' copy of the Volunteer Code of Conduct for your personal records.

You are responsible for providing a recent police clearance for yourself. Members of your household who are eighteen years or older are required to sign Offense Declaration Forms. Big Brothers Big Sisters of North Bay and District will not accept volunteers who have been charged with a criminal offence.

Once the requested materials are returned and considered favorable, we will contact you to schedule an interview. Following the interview, all volunteers are required to complete a Child Safety Training session prior to volunteering.

Please do not hesitate to contact our office should you have any questions regarding the application process or regarding any of the Big Brothers Big Sisters programs.

\*Required for Big Brother and Big Sister applicants only.

Bryanna Kelly  
Caseworker

Meghan Bennison  
Program Assistant

K'Sah Woodley  
Youth Host Coordinator

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**Mentors Make the Difference**



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E-mail: [bsister2@onlink.net](mailto:bsister2@onlink.net) or [bbbs1@live.ca](mailto:bbbs1@live.ca) & [hostbbbs@ontera.net](mailto:hostbbbs@ontera.net)

## APPLICATION

**BIG BROTHER    BIG SISTER    SISTER ANGEL    BIG COUPLE**  
**IN SCHOOL MENTOR    GO GIRLS!    MENTORING MOSAIC**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

City \_\_\_\_\_ Postal Code \_\_\_\_\_

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

Telephone # (H) \_\_\_\_\_ (W) \_\_\_\_\_

Place of Work: \_\_\_\_\_ Title: \_\_\_\_\_

May you be called at work? Yes                  No

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

### Members of household (18yrs + must sign Offense Declaration Form)

| Name  | Age   | Relationship |
|-------|-------|--------------|
| _____ | _____ | _____        |
| _____ | _____ | _____        |
| _____ | _____ | _____        |
| _____ | _____ | _____        |

### WORK HISTORY

Name of present or last employer \_\_\_\_\_

Dates: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

**EDUCATION**

High School      Trade School      College      University      Other  
Name of Institution/Program or Field of study/year \_\_\_\_\_

**INTERESTS** :( hobbies, activities) \_\_\_\_\_

**MOTIVATION:**

Please describe why you are applying to be a volunteer. \_\_\_\_\_

**BACKGROUND:**

Briefly describe yourself, including family background. Highlight any significant events or difficulties, which have contributed to shaping the person you are today.

Have you ever been charged, convicted or pardoned of a criminal offence?    Yes    No

Do you have a medical condition (physical, emotional, psychological) that may affect your involvement with a Little Brother/Little Sister? \_\_\_\_\_

**AFFIRMATION AND RELEASE**

I, \_\_\_\_\_, hereby affirm that all of the answers provided on my volunteer application are true. I hereby authorize *Big Brothers Big Sisters of North Bay and District (BBBSNBD)* to inquire into my background to determine my suitability as a potential volunteer.

I understand that the information requested in this application will be used only for the purpose of determining suitability as a volunteer. Further, I understand that after the successful completion of the screening process, I will be expected to serve a minimum of one year in the program. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit my written resignation to the Big Brothers Big Sisters office with as much advance notice as possible. I am aware of the sensitive and confidential nature of the documents, reports and other material I will examine in my capacity as a volunteer guardian. I will discuss these matters with only those persons directly involved in the case or who will be consulted for their professional knowledge and expertise.

I am aware that BBBSNBD does not accept individuals who have been charged with a criminal offence.

Signature \_\_\_\_\_      Date \_\_\_\_\_

Thank you for your interest in Big Brothers Big Sisters of North Bay & District



## BIG BROTHERS BIG SISTERS OF NORTH BAY AND DISTRICT

### References

\*All references must have known applicant for at least **two** years.

Name of Applicant \_\_\_\_\_

#### **Character Reference**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone# \_\_\_\_\_ Business Phone# \_\_\_\_\_ ext \_\_\_\_\_ Fax# \_\_\_\_\_

Email Address \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ In what capacity do you know this person? \_\_\_\_\_

#### **Employment/Volunteer Work Reference**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone# \_\_\_\_\_ Business Phone# \_\_\_\_\_ ext \_\_\_\_\_ Fax# \_\_\_\_\_

Email Address \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ In what capacity do you know this person? \_\_\_\_\_

#### **Family Reference**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone# \_\_\_\_\_ Business Phone# \_\_\_\_\_ ext \_\_\_\_\_ Fax# \_\_\_\_\_

Email Address \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ In what capacity do you know this person? \_\_\_\_\_

## Job Description

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As a volunteer, you share with each member of this Agency, a valued reputation. We symbolize friendship, responsibility, trust, and a concern for the protection and well-being of children. As an integral part of our team, we expect that you will comply with the following:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <h3>Big Brothers &amp; Big Sisters</h3>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <h3>Youth Host</h3>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><i>Big Brothers/Big Sisters will:</i></p> <ul style="list-style-type: none"> <li>- be a friend to the child, and maintain contact on a regular and consistent basis</li> <li>- be a consistent and positive role model by modeling responsible behaviours such as reliability, respect, honesty, appropriate manners etc., along with a concern for the protection and well-being of children</li> <li>- be supervised by the Agency Caseworker and will remain accountable to her/him</li> </ul>                                                                                    | <p><i>Youth Host Volunteers will:</i></p> <ul style="list-style-type: none"> <li>- help Newcomer Youth overcome the stress of moving to a new country by being their friend.</li> <li>- help Newcomer Youth learn about available services within the community, practice English or French language, develop contacts in their employment field, develop peer relationships at school and participate in community events and activities</li> <li>-be open to learning about different customs and cultures.</li> </ul>                                                                                                                                                                                                                                                                                      |
| <h3>Go Girls</h3>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <h3>In School Mentoring</h3>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><i>Go Girls Mentors will:</i></p> <ul style="list-style-type: none"> <li>- participate in a day of training</li> <li>- deliver seven two hour sessions in a school setting</li> <li>- provide an opportunity for young girls to participate in fun, educational games and activities that encourage mentor/participant relationship building</li> <li>- address topics such as physical activity, participation, healthy eating choices, self-image and relationships.</li> <li>- be supervised by the Agency Go Girls Coordinator and will remain accountable to her/him</li> </ul> | <p><i>In-School Mentors will:</i></p> <ul style="list-style-type: none"> <li>- meet with the child in the school for approximately one hour per week during the child's school lunch hour</li> <li>- be supervised by Big Brothers Big Sisters of North Bay and District's In-School Mentoring Coordinator and will remain accountable to her/him</li> <li>- work with the school and the School Liaison in the school to create a positive relationship</li> <li>- meet with their Mentee on school property when school staff is available.</li> <li>- follow Big Brothers Big Sisters of North Bay and District's policies about attendance at agency-sponsored events and school events such as assemblies.</li> <li>- <b>not see the child outside of the school under any circumstances.</b></li> </ul> |

## Qualifications and Requirements

*All volunteers will:*

- have the ability to relate to children/youth and adults, to adapt to change, and to work with the Agency as a team member
- make a commitment to see the child/youth on a regular and consistent basis
- be personally suitable and mature, and exhibit mental and emotional competence
- make use of the casework service to support a positive relationship
- be reliable and of good character, dependable, punctual, honest, fun-loving and committed to open communication
- have the ability and willingness to support the mission of the organization
- successfully complete each phase of the Agency's screening process
- participate in the Child Safety Program administered by the agency
- review the match with agency staff at regularly scheduled times
- agree to function within the guidelines of the agency
- meet the agency's minimum age requirements

## Roles and Responsibilities

- Be clear in communication with the parent involved, particularly around contacts, timing, planned activities and other issues of concern
- Take initiative in arranging outings with the child/youth
- Always let the child/youth know when they can expect to see you next
- Keep every appointment with the child/youth unless it is absolutely impossible
- Allow the child/youth to develop the friendship at her/his own pace
- Respect the role of the parent
- Notify the Agency of any address or phone number change, or any personal change that could impact the match
- Promptly report any concerns about the match to the Agency
- Respect the privacy and comfort level of the child/youth and his/her family
- Maintain contact and work with the caseworker to clarify and resolve issues
- Follow Agency protocol; abide by child abuse reporting protocol and legislation
- Comply with agency standards regarding code of conduct
- In the event of match closure, be sensitive to the child/youth's concerns and needs, and work with Agency to facilitate a positive end to the match

**Focus on friendship.**

**Share experiences that will enable you both to learn and grow and**

**HAVE FUN TOGETHER!**

## **Volunteer Code of Conduct (Volunteer Copy)**

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Big Brothers Big Sisters of North Bay and District 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.

In the interest of the children and youth that we serve, Big Brothers Big Sisters volunteers commit to improving the life of a child by observing the following code of conduct:

- 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 around the 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 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 agree that the focus of the relationship is the one-to-one match.
  - Volunteers are required to discuss problems, issues, concerns, or changes of circumstances (living situation, change of address, phone number etc) with the Agency contact person. Volunteers agree to participate in regular support meetings to discuss the match relationship.
  - In the event of match closure, Volunteers must be sensitive to the impact that this can have on the child, and take the necessary steps to minimize upset to the child. All matches are to be formally closed by the agency caseworker.
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## Volunteer Code of Conduct (Office Copy)

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Signature of Volunteer

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Date

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Signature of Caseworker

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Date



# BIG BROTHERS BIG SISTERS OF NORTH BAY AND DISTRICT

## Confidentiality Policy

All staff and volunteers of Big Brothers Big Sisters of North Bay 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, which could result in the disclosure of confidential information without written consent from the person;
- when subpoenaed by the courts;
- where required by law.

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **BIG BROTHERS BIG SISTERS OF NORTH BAY AND DISTRICT**

### **Volunteer Permission and Release Form**

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

If I am matched, I understand and will abide by the job description and code of conduct related to my volunteer position. I agree to abide by the confidentiality guidelines of the agency.

I hereby authorize Big Brothers Big Sisters of North Bay and District 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 hereby waive the right to request disclosure of the personal reference given about me.

I give permission for Big Brothers Big Sisters of North Bay and District 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 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 of North Bay and District 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 pertinent facts related to my status to be shared within the movement. I understand this application and subsequent information in my file is the property of Big Brothers Big Sisters of North Bay and District. I understand that if Big Brothers Big Sisters of North Bay and District 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 75 years after the close of my final match.

I hereby release and forever discharge Big Brothers Big Sisters of North Bay and District, 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 of North Bay and District.

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.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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Email [bsister2@onlink.net](mailto:bsister2@onlink.net) or [bbbs1@live.ca](mailto:bbbs1@live.ca)

**CONFIDENTIAL**

**REQUEST FOR RELEASE OF INFORMATION**

(PLEASE PRINT)

PHYSICIAN'S NAME \_\_\_\_\_

PHYSICIAN'S ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

I \_\_\_\_\_ HEREBY AUTHORIZE THE ABOVE TO  
RELEASE TO BIG BROTHERS BIG SISTERS OF NORTH BAY AND DISTRICT,  
INFORMATION PERTINENT TO MY APPLICATION TO BECOME AN ACTIVE  
MEMBER OF THE ORGANIZATION. THIS RELEASE PROVIDES PERMISSION  
ON A ONE-TIME, TIME LIMITED BASIS. TIMING IS RESTRICTED TO 8 WEEKS.  
THIS PERMISSION IS RESTRICTED TO THE RELEASE OF THE  
"CONFIDENTIAL MEDICAL CLEARANCE FORM".

BIG BROTHER/ BIG SISTER APPLICANT PLEASE COMPLETE:

SIGNED \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE (H) \_\_\_\_\_

\_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO BIG BROTHERS BIG SISTERS WITH  
APPLICATION.**

**WE WILL CONTACT YOUR DOCTOR!!!**