



SOUTH SCHOOL MENTOR APPLICATION

First Baptist Church partners with South Elementary School in Jefferson City, Missouri. We support them in many ways but the most important way is by providing mentors for students. Mentoring requires just 45 minutes a week. This packet will answer most, if not all, of your questions about mentoring. If you decided to be a mentor, here are the next steps to take.

STEPS TO BECOME A MENTOR:

1. Read through the attached packet.
2. Completed the required forms (Application Form and Pre-Interview Information Form)
3. Mail or email your completed forms to:

Kirk Schreiber
MO Valley Big Brothers and Big
Sisters 424 Stadium Blvd.
Jefferson City, Mo 65110

kschreiber@jcymca.org (email)

4. Notify Linda Wiseman, South School Coordinator, that you began the process to become a mentor. Contact Linda at lsanders1323@gmail.com or 573.619.9334.

If you have any questions, please contact Linda Wiseman at the information above.



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South School Mentoring Program: The mentor and child in this program form a one-to-one relationship and meet each week during the school year at South Elementary. The time commitment is about 45 minutes, once per week, for the duration of the school year.

Being a mentor is a fun and rewarding experience. By becoming a mentor with Big Brothers Big Sisters you will provide a child with friendship, academic support, a recreational outlet, confidence and self-esteem, attitude development, and socialization and relationship skills. The role of the mentor is to have fun and build a positive friendship with the child.

Activities: Mentors and children can enjoy a variety of activities together, including: eating lunch or breakfast at the school, playing games, reviewing schoolwork, partner reading, school projects, arts and crafts, visiting the library, and just hanging out and talking.

Mentor Support: The BBBS agency supports all mentoring matches and our staff will contact you regularly to monitor the relationship and offer assistance as needed. Staff is always available to support you and offer advice. We encourage mentors to contact us anytime with questions.

Quick Facts:

- BBBS mentoring programs are all about forming a positive and consistent one-to-one relationship with a child.
- The meeting time is coordinated by BBBS with the school and the mentor to best match the schedule of the child and the volunteer. The meeting times are not scheduled during the child's most intensive period of study or other time periods that might be determined inappropriate by the school.
- Mentoring matches meet in a hallway, the library, playground, or the cafeteria.
- Matches enjoy a mix of academic, recreational and social activities.
- BBBS staff works with teachers as needed in order to provide positive support for the child and the match.
- BBBS encourages mentors, parents, children and school staff to contact us anytime with questions.
- Missouri Valley Big Brothers Big Sisters accepts volunteers, children, and parents/guardians into the program based solely on eligibility criteria and does not discriminate on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, veteran status or disability in the screening, eligibility determination, and treatment of applicants



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SCHOOL MENTOR ENROLLMENT PROCESS

APPLICATION: All prospective mentors complete an application, providing references and background information. All information provided to Big Brothers Big Sisters is kept confidential.

ORIENTATION: Information is presented to the prospective mentor in an individual and/or a group setting. This orientation will address any questions about the program and will explain the program criteria, rules and responsibilities, and the role of the mentor and the agency.

INTERVIEW: Additional personal information is obtained that may include family background, education and work histories, attitudes and values, and hobbies/interests. The Interview and the initial Orientation are typically conducted during the same session.

BACKGROUND CHECKS: At the Orientation/Interview, forms will be completed for required background checks. ***Volunteers are asked to pay \$10 to apply toward the cost of these background checks. This can be paid during the interview or at a later date.***

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

PREMATCH: When a compatible child is identified, agency staff will give non-identifying information about the child to the mentor, allowing the mentor an opportunity to accept or decline the match. If the mentor agrees to the proposed match, an introduction meeting will be scheduled. If the mentor declines the proposed match, they will remain on the “ready-to-be-matched” list until another potential match is identified.

MATCH MEETING: The introductory match meeting is scheduled at the child’s school. Agency and/or school staff is present to make the introductions and discuss the expectations and the focus of the match. The child and mentor have a chance to get acquainted and discuss ideas for the mentoring visits.

MATCH SUPERVISION AND SUPPORT: Professional staff maintains ongoing supervision and support for the lifetime of the match. The mentor is responsible for contacting the agency with any questions or concerns and must respond to regular agency requests regarding the status of the match and progress of the student. Match Supervision and Support assures a safe and successful relationship for everyone.



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VOLUNTEER ELIGIBILITY CRITERIA (School Mentoring Program)

Volunteer Applicants Must:

- Be at least 18 years of age
- 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
- Not use illicit drugs and must not use 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 five 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)
- Not have been convicted of any felony in the past seven years
- 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 have been previously accused, arrested, charged or convicted of child sexual abuse
- Not withhold or falsify information during the screening process
- Not have been dishonorably discharged from military service



Mentor Rules and Responsibilities for School Mentoring Programs

1. I understand that seeing my Student consistently is one of the most important things I can do as a Mentor; therefore, I will make a strong commitment to visit my Student at school each week during the school year. I understand that there may be weeks in which one of us is unable to meet. I will contact the Big Brothers Big Sisters agency and/or the school if I am unable to meet with my Student at our regularly scheduled day/time.
2. I will adhere to all school procedures for visits; including signing in and out of the school, wearing the designated identification tag, and cooperating with school and classroom schedules. I will always display a positive attitude and maintain appropriate interaction with students and staff while visiting the school.
3. I understand that all contact with my Student is restricted to school grounds and that these meetings must be planned visits during regular school hours or at official school events. There will be no in-person contact with my Student outside of the school grounds unless prior arrangements are made with the Big Brothers Big Sisters agency to meet at an agency-sponsored activity. I understand that under no circumstances am I allowed to transport my Student. I further understand that any other form of communication with my student or his/her family is not allowed. This includes in-person meetings, phone calls, letters, text messages, emails and other computer messages, and social networking sites such as Facebook, Myspace, etc.
4. I understand that the relationship with my Student is a one-to-one relationship and the majority of our time together should involve only the two of us.
5. I understand that meetings with my Student should take place only in locations that are deemed appropriate by the school and the Big Brothers Big Sisters agency.
6. I understand that I may learn personal information about my Student and family members and I agree to keep this information confidential. However, I will immediately report to school personnel and/or the Big Brothers Big Sisters agency any information that I learn from students that may disclose or lead to the harm of that student or any another person.
7. I understand that the agency will support and monitor my match relationship. I will maintain regular contact as needed with the agency and the school. I will participate in periodic program evaluations and progress reports. If questions or problems arise in my match relationship I will contact the Big Brothers Big Sisters agency immediately.
8. I understand that Missouri Valley Big Brothers Big Sisters maintains a Zero Tolerance Policy regarding inappropriate interaction among volunteers and children. I understand that all children enrolled in the mentoring program are trained to recognize inappropriate adults and situations, and will report situations that make them feel uncomfortable to their Teachers, Guardians, and to the Big Brothers Big Sisters agency.



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VOLUNTEER APPLICATION

First Name:	Middle Name:	Last Name:	Date of Birth:		
Address:		City:	County:	State:	Zip:
Email:		Home #:	Cell #:	Work #:	
Male Female (circle one)		Social Security #:	Ethnicity:		
Occupation:		Employer:			

REFERENCES

Personal Reference (spouse/partner if available):	
Phone #:	Email:
Personal Reference (supervisor or youth service organization if applicable):	
Phone #:	Email:
Personal Reference (friend, colleague, family member):	
Phone #:	Email:

Diversity and Inclusion Policy

Missouri Valley Big Brothers Big Sisters accepts volunteers, children, and parents/guardians into the program based solely on eligibility criteria and does not discriminate on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, veteran status or disability in the screening, eligibility determination, and treatment of applicants.

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 provide may be used to conduct a background checks; to include driving records, criminal background, 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;
- 5) As part of the enrollment process, the agency will ask me to provide additional personal information prior to make any recommendations for assignment.

Applicant Signature

Date



MENTOR PRE-INTERVIEW INFORMATION

Applicant Name: _____ Date: _____

If your response is "Yes" to any of the questions below, we will discuss this topic during the interview. You may circle, highlight or "bold" your responses. **All information you provide will be kept confidential.**

1. In identifying a youth for you to work with, are there any special considerations you want us to know about?

No Yes

2. Have you ever previously worked with children as a volunteer or an employee?

No Yes

3. Do you have any medical problems or issues that could affect a match?

No Yes

4. Have you experienced any major life changes recently or do you anticipate any changes in the near future?

No Yes

5. Have you received or sought professional counseling/therapy in the past 2 years?

No Yes

6. Have you ever been arrested, charged, or convicted of a criminal offense?

No Yes

7. Has your driver's license ever been suspended or revoked?

No Yes

8. Have you ever been dishonorably discharged from the military?

No Yes

9. Have you ever been investigated for suspicion of child abuse or neglect?

No Yes

10. Have you ever used alcohol or illicit drugs in a routine and dependent manner?

No Yes

Background Information

Please feel free to keep your answers brief. Details can be discussed when you meet with BBBS staff.

11. As a mentor, what do you hope to contribute to the life of a child?
12. Are you willing and able to devote about 45 minutes per week to a child for the duration of the school year?
13. What days and times are you regularly available to meet with a child?
14. Please briefly describe yourself (ex: childhood, current family, interests and hobbies, any experiences that may relate to a child at risk, etc.)
15. What type of experience do you have working with or supervising children?

Match Preferences

16. Please indicate any preferences we should consider when reviewing possible students for you:

School(s) to be matched in: **South Elementary (through partnership with First Baptist Church)**
Grade level:
Personality:
Race:
Energy Level:
Academic ability:
Other:

17. Are you willing to be matched with a child with any of the following characteristics?

History of past abuse:
Behavior problems:
Poor hygiene:

IMPORTANT- PLEASE READ: Parents of children enrolled in the program are asked to state their preferences about who they want their child to be matched with. The policies of Missouri Valley Big Brothers Big Sisters place an emphasis on parental choice and preferences when determining an appropriate match for a child. Therefore, we need your responses to the following two questions to fulfill our obligation to respect the rights and preferences of parents. **Your responses to the questions below will not disqualify you from participating as a volunteer with our agency. ***

18. What is your religious affiliation?

19. What is your sexual orientation?

***Diversity and Inclusion Policy**

Big Brothers Big Sisters of America and its local affiliates recognize diversity and inclusion as core values of the organization. Missouri Valley Big Brothers Big Sisters accepts volunteers, children, and parents/guardians into the program based solely on eligibility criteria and does not discriminate on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, veteran status or disability in the screening, eligibility determination, and treatment of applicants.

20. **I understand that:**

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

Signature of Applicant

Date