

Dear Applicant:

We are so pleased that you are interested in volunteering with Big Brothers Big Sisters of Halton. Our list of young children eagerly waiting for a Big Sister/ Big Brother and/or to participate in group activities grows longer each month. The need is urgent for these children to have a positive role model in their life for the purpose of friendship, support, guidance, activities and fun.

Your first step to becoming an important part of a young child's life is to complete the attached application, including the references, medical release and Permission and Release Form, and return it to us.

Once we receive your application, we will contact your references and then call you to set up a meeting. If you are not available during the daytime, we are happy to meet in the evening. You may have already attended an Information Session, but if not this meeting will give you an opportunity to learn more about the Big Brother Big Sister Programs and ask any questions you may have, as well as give the staff member an opportunity to get to know you and to discuss our Child Safety Program.

There's just one more thing left to do! It is mandatory for us to have on file a police check for you and anyone living in your home 19 years of age or over. (For group volunteers, a police check is required for applicant only). All police stations in Halton are open Monday to Friday to apply for police checks. Police Headquarters at 1151 Bronte Road is open from 8:00 am to 3:30 pm and all other police stations in Halton (Oakville, Georgetown, Milton, Burlington, and Acton) are open from 8:30 am to 10:00 pm. You will require two pieces of ID and the cost is \$15.00. Please inform them of your involvement with Big Brothers Big Sisters of Halton to be afforded the \$15.00 rate. You can pay by Visa, Mastercard, cheque, debit or cash (exact change). Please make to take the enclosed Vulnerable Sector form with you. Your completed police check will be mailed to you. Final approval is contingent on your and other adults living with you, police check.

Please make sure that you and the others you live with (if you are applying for the one to one matching program) each take the enclosed Vulnerable Sector form to the police station. Your completed police check will be mailed to you. Final approval is contingent on police clearance.

We very much look forward to meeting you and having you as a member of our team. Thanks you once again for your interest in becoming a volunteer with us.

Sincerely,

Case Managers  
Big Brothers Big Sisters of Halton

Sept 9, 2005



### **What is a Traditional (One to One) Match?**

- A Big Brother/Big Sister 19 years of age and over is matched with a Little Brother/Little Sister aged 5 to 14 years. They spend a few hours together each week building a friendship through activities such as sports, crafts, playing games, reading, etc.... the fun is endless!.
- The children demonstrate a need for positive one-to-one attention.
- The match provides a child with the opportunity to benefit from a one to one trusting relationship with a caring, reliable adult who helps increase the child's self-confidence.

### **Who are the Big Brothers/Big Sisters?**

- Volunteers 19 years of age and over who are screened and trained by Big Brothers Big Sisters of Halton.
- Reliable adults who keep their appointments with the child.
- Each adult volunteer becomes a special friend to one child (a minimum one year commitment).
- People who care about children, relate to them well, and want to be helpful.

### **What is a Group Volunteer?**

- Men or women who are will to volunteer once or twice a month to take a child on the waiting list to an organized agency activity
- A recent, group program, First Mentors, for both girls and boys runs 4 months a year. Group volunteers commit to one or more months to take a child (or 2) one evening in a week for that month.
- Game nights, tours, crafts and sports are a few of the fun activities you will enjoy.
- The program helps make the time spent waiting for their Big Brother/Big Sister a little easier.

### **How does it work?**

- Once the enclosed application package has been completed (including references and medical release) and returned to Big Brothers Big Sisters of Halton the Case Manager then contacts you to set up a meeting.
- If you are applying to be a Big Brother/Big Sister (one to one match), you and those 19 years and older with whom you live require a police check. If you intend to be a Group Volunteer it is only you who needs the police check. Either way, it's a good idea to start the process soon.
- Once a meeting has been completed the Case Manager will match you up with a Little Brother/Little Sister who has similar interests. As a Group Volunteer, arrangements will be made for you to take out Little Brothers/Little Sisters on the waiting list.

**In closing – the need is urgent for these boys to have a consistent and positive role model in their lives – you could make the difference!!**



## BIG BROTHER/BIG SISTER VOLUNTEER APPLICATION

Date:

Please consider this my formal application to volunteer with Big Brothers Big Sisters of Halton in the following program:

<input type="checkbox"/>	One-to-One Big Brother/Big Sister Matching Program	<input type="checkbox"/>	In-School Mentoring	<input type="checkbox"/>	Other
<input type="checkbox"/>	Couples Matching	<input type="checkbox"/>	Group Volunteer	<input type="checkbox"/>	

Full Name:		
Address:		
City:		Postal Code:
Length of time at this address		How long have you lived in the area?
Home Phone:	Work Phone:	Cell#
May we call you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, during what hours do you work?
E-mail Address:		

One-to-one matching, Couples, and Group Volunteers must be 19 years or older <input type="checkbox"/> Yes <input type="checkbox"/> No
In-School Mentoring Volunteers must be 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you are interested in the Couples Matching Program, how many years have you been in your relationship? _____ years ( <i>Your partner will also need to complete an application</i> )
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Where did you hear about our agency/programs?			
<input type="checkbox"/> Television	<input type="checkbox"/> Special Events	<input type="checkbox"/> Website	
<input type="checkbox"/> Radio	<input type="checkbox"/> Friends/Relative	<input type="checkbox"/> Brochure	
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Billboard/Bus Shelter	<input type="checkbox"/> Other	
<input type="checkbox"/> Current volunteer	<input type="checkbox"/> Former Littles	<input type="checkbox"/> Always known	

Have you ever been, or applied to be, a volunteer with a Big Brother/Big Sister agency in the past?  
 Yes  No

If yes, where and when?

Why do you want to become a volunteer your chosen program?

What are your hobbies and interests:

What age of Child do you think you would be interested in working with?

5 -7  8 -10  11 -13  14+  Not sure

**ALL PROGRAMS EXCEPT IN-SCHOOL MENTORING TO COMPLETE**

Do you have a valid driver's license?  Yes  No

Do you have access to a vehicle?  Yes  No

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

A minimum of \$1,000,000 Auto coverage is recommended



**Big Brothers Big Sisters  
of Halton**

REFERENCES PLEASE PROVIDE COMPLETE INFORMATION
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Please notify your references making them aware we will be contacting them  
All references must have known the applicant for at least two years

1. Character Reference

Name:			
Address:			
City:	Prov:	Postal Code:	
Home Phone #	Business Phone #	Ext.	
How long have you known this person?		In what capacity?	

2. Employment/Volunteer Work Reference

Name:		Company:	
Address:			
City:	Prov:	Postal Code:	
Business Phone #	Ext.		
How long have you known this person?		In what capacity?	

3. Family Reference

Name:			
Address:			
City:	Prov:	Postal Code:	
Home Phone #	Business Phone #	Ext.	
How long have you known this person?		In what capacity?	

<b>*If you are not currently employed or are self-employed please provide a second character reference.</b>
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I grant permission to Big Brothers Big Sisters of Halton to contact the above references.  
This information is true to the best of my knowledge.

Applicant Signature:	Date:
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**Big Brothers Big Sisters  
of Halton**

**CONFIDENTIAL**  
**RELEASE OF MEDICAL INFORMATION**

Physician's Name:	
Physician's Address:	
City:	Postal Code:
Office Phone:	

I hereby authorize the above named physician to release to BIG BROTHERS BIG SISTERS OF HALTON (The "Agency") pertinent information required to process my application with this Agency.

Applicant's Name:	
Applicant's Address:	
City:	Postal Code:
Home Phone:	Business Phone:

Applicant Signature:	Date:
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**Big Brothers Big Sisters  
of Halton**

**Volunteer Permission and Release Form**

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I hereby authorize BIG BROTHERS BIG SISTERS OF HALTON 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 references given about me. BIG BROTHERS BIG SISTERS OF HALTON reserves the right to request more references.

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 OF HALTON 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 OF HALTON 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 OF HALTON, 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 HALTON.

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 OF HALTON 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 HALTON 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 this application and subsequent information in my file is the property of BIG BROTHERS BIG SISTERS OF HALTON. I understand that if BIG BROTHERS BIG SISTERS OF HALTON 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.

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

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

\_\_\_\_\_  
Date

NOTE: This form will be reviewed with you by a case manager. Release to share information with other professionals will expire within one year of above date.



**Big Brothers Big Sisters  
of Halton**

## CONSENT FOR A CRIMINAL RECORD CHECK

### FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED AND ISSUED

Full Name:	
Maiden or Other names used:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth:
Date of Birth: Month: _____ Day: _____ Year: _____	
Current Address:	
City:	Postal Code:
Previous Address (if any within the last 5 years):	
City:	Postal Code:

#### REASON FOR CONSENT

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position	<b>Volunteer: Big Brother/Big Sister or Group</b>
The name of the person or organization is	<b>Big Brothers Big Sisters of Halton</b>
Provide details regarding the children or vulnerable persons	<b>Children 5- 18 years who demonstrate the need for one-to-one attention or group activities</b>

#### Consent

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to the police service or other authorized body. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Applicant Signature:	Date:
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