



Big Brothers Big Sisters
of Victoria and Area

Volunteering as a Mentor

*Big Brothers Big Sisters of Victoria and Area positively affects our community
by providing mentoring programs for children and youth.*

Thank you for your interest in volunteering as a mentor. Big Brothers Big Sisters of Victoria and Area is a non-profit community agency that relies on the support of dedicated and committed volunteers like you.

We have several programs and volunteer positions. This package is designed to help you determine the best option for you. We hope it answers most of your questions. However we are always happy to chat in person or over the phone so please contact our Enrolment Coordinator at 250-475-1117, ext. 40 at any time. You can also visit our website at bbbsvictoria.com to learn more about our mentoring programs, fundraising activities and special events.

Due to limited staff and an unpredictable number of applicants at any given time, **it can take up to 8 weeks to process your application**. This timeline also depends on a number of factors including the return of your Criminal Record Checks and timely responses from your referees. Once your application is approved, the matching process can also take several weeks depending upon the program you have selected. Please keep this in mind when considering the time commitment required by each program. We do our best to process all applications in a timely manner.

You are encouraged to call (250) 475-1117 ext.40 to check on the status of your application or discuss any questions. Thank you again and we look forward to helping you through this exciting time!

2016 Volunteer Orientation Sessions

Our fall sessions will be held at Uptown Shopping Centre in Saanich (3600 Uptown Boulevard). Our unit is located on the Douglas Street side of the building between Forever 21 and Charming Charlie's. The elevator access room directly to the left of our space will take you down to the P1 "purple parking area". The closest parking sections are C18 to C21

- Tuesday, September 27 from 6 to 8 pm
- Tuesday, October 18 from 6 to 8 pm
- Wednesday, November 9 from 6 to 8 pm
- Thursday, December 15 from 6 to 8 pm
- Wednesday, October 5 from 6 to 8 pm
- Friday, October 28 from 2 to 4 pm
- Friday, November 25 from 2 to 4 pm

While reservations are helpful, it is not necessary to register in advance. Please 250-475-1117, ext. 40 to reserve your seat or set another date that works better for you.

Teen mentors from GISS, Belmont, Edward Milne and Spectrum can also attend orientation sessions at their school throughout the school year.



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Volunteer Checklist

Teen Mentors and Big Buddies are:

- ❑ Volunteers between 15 and 18 years of age.

Big Brothers and Big Sisters are:

- ❑ Volunteers 19 years of age and older.

ALL of our volunteer mentors are:

- ❑ Caring and responsible individuals who:
 - ✓ *Exhibit behaviors that model honesty, truth and respect for others.*
 - ✓ *Have a genuine concern, interest, and enthusiasm for children and youth.*
- ❑ Able to provide a recent criminal record check (completed at no charge to you) and meet our standards for relevant offenses.
- ❑ Able to provide the names of **four people*** who can serve as referees for you. They should be 19+ years of age and be able to speak to your character. We need:
 - ✓ *1 Family/Significant Other Reference. If you do not have a spouse or partner, please provide a reference from a family member such as a parent, sibling, adult child, etc.*
 - ✓ *1 Teacher/School Reference if you are still in high school.*
 - ✓ *1 Vulnerable Sector Reference if you have worked/volunteered with children, people with disabilities or elderly persons in the last 5 years **OR** 1 Employer/Supervisor Reference if you have not worked/volunteered with vulnerable populations in the last 5 years.*
 - ✓ *1 or 2 Personal References. They should be people who have known you for **at least 2 years** (a friend, neighbor, colleague, etc.)*

***Teen volunteers provide the names of 3 people** who can serve as family, school, and personal referees. Teen volunteers do not have to provide a work reference. Teen do have to provide a vulnerable sector reference if they have worked or volunteered with children, people with disabilities or elderly people.

Volunteer Requirements:

- ❑ A commitment to consistently meet with your Little based on the time requirements for each program.
- ❑ Money is not required as BBBS encourages no or low cost activities – nothing during the application process will be of any cost to you.
- ❑ Experience is not required as your interest, enthusiasm and genuine concern for children are what are most important.
- ❑ Access to a vehicle is not required, as we can match you with a Little who lives close by.



Our Mentoring Programs

	Community Based	School Based	Go Girls! Healthy Bodies Healthy Minds
Mentors (Bigs)	1 volunteer mentor aged 19 to senior	1 volunteer mentor aged 15 to senior	2-3 female volunteer mentors aged 19 to 30
Mentees (Littles)	1 child/youth aged 7 to 18	1 elementary student Kindergarten to Grade 5	Small group of girls aged 10 to 14
Training	2-hour Orientation Session plus on-going workshops	2-hour Orientation Session plus school orientation	2-hour Orientation Session plus full-day workshop
Commitment	1 year from date of match	1 school year ideally September to June but start/end dates can vary. Some matches close in April	2 Go Girls! sessions 10 weeks each: Oct to Dec, Jan to April, or April to June
Volunteer schedule	2 to 4 hours per week (except for Big Bunch). Bigs and littles meet on evenings and/or weekends.	1 hour per week Monday to Friday only during school hours. NO contact outside of school.	1.5 hours per week Monday to Friday usually during school hours. Preparation time also required.
Where do we meet?	Bigs and Littles meet wherever it suits. Littles and Bigs can visit each other's homes.	Bigs and Littles stay on school grounds at Cloverdale, Fernwood, George Jay, Quadra, Marigold, Ruth King, Salt Spring, Saseenos, Tillicum and Vic West schools.	Go Girls! meet at George Jay, James Bay, KELSET, Macaulay, Oaklands, Quadra, Rockheights, Tillicum and Vic West schools. One group also meets in the evenings throughout the fall at Uptown Shopping Centre.
What will we do together?	Bigs provide consistent encouragement, support and friendship to Littles by spending time together and taking part in no/low-cost activities based on common interests.	There are art & craft supplies, card games, board games, sports equipment, cooking equipment, puzzles and books located at each school.	Go Girls! focuses on physical activity, balanced eating and self-esteem. The program positively shapes the lives of girls by helping them build a positive self-image – setting them on a path to reach their full potential in life.
Program Variations	Big Bunch 2 to 4 Little Brothers +1 Big. “Big Bunches” meet once every two weeks for 2 to 4 hours per time. Big Couple Match 1 Little Brother + 2 Bigs. The “Big Couple” must have been in a stable relationship for at least 2 years. Both mentors submit individual applications.	Teen Mentors 1 Little + 1 Big (students at Belmont, Edward Milne, Gulf Islands Secondary or Spectrum) Big Buddies 1 Little + 1 Big (students at any other Victoria-area high schools)	



Volunteer Screening Process

Please note: Our volunteer screening process can be completed in any order.

1	Submit your application form Upon receiving your application, we create an electronic <i>and</i> paper file for you. We first contact your references by email as this allows them to reply at their own convenience and provide in-depth, thoughtful answers. If they do not respond within a reasonable time, we follow up with a phone call. Please let your referees know that you are listing them prior to submitting your application.
2	Attend a Volunteer Orientation Session (see schedule on first page for upcoming dates/ times and location). Reservations are helpful but not necessary. Everyone is welcome to attend. If you none of the upcoming dates work for you, please let us know. We can set a date that works for you! Teen Mentor orientation sessions are also held throughout the school year at our partner schools (Spectrum, GISS, Belmont and Edward Milne) for students attending those schools.
3	Request a Criminal Record/Vulnerable Sector Check It can take many weeks for your Criminal Record/Vulnerable Sector Check to be completed, <u>so please don't wait to submit your request.</u> For volunteers aged 19 and over: <ul style="list-style-type: none">• We will provide you with a letter to take into your local police station requesting that a Criminal Record/Vulnerable Sector Check be completed at no cost to you.• Please call the police after a couple of weeks to see if it is ready – only you can pick it up.• We need the original copy of your record check so please mail it or drop it off to us. For volunteers aged 15 to 18: <ul style="list-style-type: none">• We will provide you with Form CRR026 for you and your parent/guardian to complete and return to us. It gives consent for the BC Ministry of Justice to complete a Criminal Record/Vulnerable Sector Check on you. This will be completed at no cost to you.• We will fax the form to the BC Ministry of Justice and they will send the results directly to us.
4	Participate in a one-on-one Interview Interviews provide in-depth background information about you and allow you to discuss questions, concerns or expectations in a one-on-one environment. We will schedule your interview once we have heard back from <i>two</i> of your references. Interviews with adults take approximately 1.5 hours. <u>Community mentors who will be driving with the Little in their vehicle are asked to bring along their driver's license and proof of insurance.</u> Interviews with teens take approximately 45 minutes and are held at our partner schools (Spectrum, GISS, Belmont and Edward Milne) for students attending those schools.
5	Complete program specific training (as required) Volunteers in the Go Girls! mentoring program attend a day-long training session before being matched with your group. Volunteers in the community based mentoring program attend on-going workshops and training sessions that are relevant to you and your match.
6	Receive your approval letter Once your application screening is complete, your file will be reviewed by our Enrolment Coordinator. Our decision about approving you as a volunteer will be e-mailed or posted to you.
7	Start your match Our staff will determine which child on our waitlist is most likely to have a successful mentoring relationship with you. You will be given information about the child and a time will be set for you to meet them. Mentors in the community program also meet with the parent/guardian before meeting the child. Everyone signs a match agreement contract and the match begins.