



Dear Parent, Guardian, or Caregiver:

Thank you for your interest in seeking a Big Brother/Big Sister for your child.

Fortunately, there are volunteers already approved and waiting to be matched with the children on our waiting list. However, for every volunteer “Big” who is applying, there are approximately 10 children on our waitlist who are hoping for a mentor to befriend them and change their lives.

Because safety is always our priority, we take many precautions that require extensive screening and background checks — and these take time! We understand that there are many steps to the application process, and we very much appreciate your patience.

To help us process your application as quickly as possible, we ask you to complete four (4) different forms in this application. Please complete all of them and return them by email to Rikki Dee Childs at rchilds@bbbspw.org or mail them to Big Brothers Big Sisters of Westchester County, 10 Midland Avenue, Suite 203, Port Chester, NY 10573.

To complete your application, you will need to fill out these four (4) forms:

1. Youth Application and Parent Permission Form
2. Model Release Form for Photographs and Video
3. BBBSA Photo/Print Consent and Release Form (English or Spanish)
4. Consent for Release of Records

The faster and more accurately you can complete the forms, the faster we can begin the process of matching your child with a Mentor. Please try to return the application and all required forms within three (3) weeks, if possible, and don't hesitate to contact us at 914-937-3779 if we can help or answer questions.

We look forward to meeting your child!

A handwritten signature in black ink that reads 'Valerie A. Brown'. The signature is written in a cursive, flowing style.

Valerie A. Brown
Executive Director
Big Brothers Big Sisters of Westchester County

Quick Facts for Parents, Guardians, and Caregivers

What type of mentoring program is Big Brothers Big Sisters (BBBS)?

Our community-based program involves matching adult volunteers with Westchester County youth between the ages of 7-17. We interview and match Mentors (Bigs) with Mentees (Littles) based on similar interests, personal preferences, geographic proximity, etc.

Once matched, our Bigs serve as positive role models and friends to their Littles. We ask our Bigs to commit to meeting with their Littles for a minimum of 4-6 hours per month for at least one year. During those meetings, our Bigs and Littles work together on the Little's personal, academic, and career exploration goals.

What is the process to enroll my child?

You can log onto the Big Brothers Big Sisters of America website, www.bbbs.org to learn more about our programs or download an application right here on our Big Brothers Big Sisters of Westchester website and start the process that way.

How is my child's mentor selected?

After reviewing your application and conducting individual interviews with you, your child, and a prospective Big, BBBS will suggest a mentoring match for your child based on your individual profiles, your family/cultural backgrounds, and/or personal interests and preferences.

Do I get to choose my child's mentor?

After BBBS has identified a potential match between a mentor and your child, you are invited to attend the match meeting. During this meeting you will have an opportunity to meet and speak to the mentor.

At the end of the meeting, a BBBS staff member will give you confidential time to discuss your decision to accept or reject the mentor. If you decide that the chemistry isn't right and want to ask for a second candidate to be selected, our highly trained and experienced BBBS staff will take your feedback into account and revisit the list of potential candidates.

Is this program safe for my child?

The priority of all BBBS affiliates is safety first, even before finding a mentor for your child. Our vetting process is extremely thorough, and we never rush or cut corners. Our exhaustive background check process always includes the following steps:

- We search on the State Central Registry (SCR) for any activity on the Sex Offender List. This search investigates the potential mentor's behavior for the past 28 years in every state where the potential mentor has lived.
- We conduct a criminal background check, including out-of-state history.
- Potential mentors must provide a valid driver's license and proof of up-to-date auto insurance.
- Potential mentors must provide three (3) references, which we carefully follow up and check.
- Our interview process is very thorough and delves into the private and confidential experiences of our prospective mentors' lives.

- Every mentor must participate in mandatory Mentor Education and receives a thorough orientation to our programs. Mentors must also participate in mandatory “refresher training” every six months.

What is my role in the match relationship?

Our match support process begins as soon as your child is matched. One of our staff members (all of whom are licensed and trained social workers) will be available whenever you need them and will reach out to you at least once per month for the first year and quarterly after that.

In fact, it is vital that you participate in the mentoring process because you are the one with the greatest insight into *your* child. That’s why we’ll ask you to provide a status report of how you see the relationship between the mentor and your child, how you feel the relationship is impacting your child, what activities they have been enjoying together, and what you see as the impact the mentor is having on your child’s academic achievement and social bonding in school and at home. In addition, we’ll ask you from time to time to participate in surveys and complete and submit updated documentation.

How often will my child meet with their Big?

All mentors are required to commit to the program for a minimum of one year. Within the year, they are asked to spend a minimum of 4-6 hours per month with your child. The scheduling of the 4-6 hours can be decided upon jointly by you and the mentor. However, we do ask for your cooperation and hope that you take into consideration the mentor’s availability.

What kinds of activities does the match participate in?

Depending on the needs and interests of your child, match activities range from social/cultural events such as museums, concerts, and plays to academic support such as homework help, school projects and library trips, to physical activities such as playing sports, going to the park, and hiking. The program encourages free and inexpensive activities because we believe that the success of a mentoring match is about the quality of the time spent together, not the cost of the activity. One of the mentor’s primary roles is to expose your child to positive, new, and safe experiences that he/she would not otherwise have been able to participate in.

Will I have to pay for my child to participate in this program?

No, the program is absolutely free! Thanks to the generosity of our sponsors, all program costs are paid through donations and sponsorships. The cost of the outings your child will enjoy with his/her mentor are paid for by the mentor. In addition, BBBS works hard to raise funds to sponsor the many annual activities that our families take pleasure in attending year after year.

For additional information or an application, please contact the following BBBS staff:

Rikki Dee Childs, Assistant Director (914) 305-6849 rchilds@bbbswp.org	Denise Austin, Outreach & Administrative Manager (914) 937-3779 daustin@bbbswp.org
Terrence McCabe, Program Manager 914-305-6801 tmccabe@bbbswp.org	Krenare Celaj, Program Manager (914) 305-6874 kcelaj@bbbswp.org

Youth Application

Child's First Name

Child's Middle Initial

Child's Last Name

Child's Preferred Name/Nickname

Date of Birth

Gender

Parent/Guardian Name(s)

Relationship to Child

- **Do you have legal custody of the child?** Yes No
- **Is there a person who shares legal custody of this child?** Yes No
- **If yes, are they aware and supportive of the child's enrollment in the BBBS program?** Yes No

Name of Person with Shared Custody

Phone Number

What is the child's living situation?

- Two-parent household**
- One-parent household: Female (relationship)**
- One-parent household: Male**
- Other relative of child (non-parent) -----**
- Foster Home**
- Group Home**
- Other: -----**

Home Address

City

State

Zip

Parent/Guardian Cell Phone #

Home Phone #

Child's Cell Phone #

- **Is it okay to text parent/guardian?** Yes No
- **Is It okay to text child?** Yes No

Parent/Guardian's Email

Child's Email

Child's School

Child's Grade

Youth Application

RACE/ETHNICITY (CHECK ALL THAT APPLY):

NATIONALITY (IF APPLICABLE):

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- White or Caucasian
- Other _____

Parent/Guardian's Place of Employment

Work Phone #

▪ **May we contact you at the work number listed?** Yes No

Please check the best number and time to contact you?

- Cell Home Work
- Morning Afternoon Evening

If we are unable to reach you, who is someone we could call who always knows how to reach you?

Name

Relationship to Child

Phone Number

How did you hear about Big Brothers Big Sisters?

Is your child in any other mentoring program at school or in the community? Yes No

If yes, with which organization(s)?

What is the primary reason you want your child to have a Big Brother, Big Sister or Big Couple?

Does your child know you are applying for the program? Yes No

Does your child want to participate in the program? Yes No

Does your child have any medical conditions that might affect him/her participating in activities with a Big Brother, Big Sister or Big Couple? Yes No

If yes, please explain.

Youth Application

THE FOLLOWING DEMOGRAPHICS ARE USED ONLY FOR REPORTING PURPOSES, NOT IN DECIDING THE ELIGIBILITY OF A CHILD.

Number of people (adults and children) in the household: _____

Is the parent/guardian receiving income assistance (welfare, food stamps, etc.) at this time?

Yes No

Is the parent/guardian receiving housing assistance (Section 8, residence in public-housing, etc.)?

Yes No

Is the child eligible for free or reduced lunch? Yes, Free Yes, Reduced No

Household Annual Income (total income of all the adults the child lives with):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> \$0-\$10,000 | <input type="checkbox"/> \$10,000-\$14,999 | <input type="checkbox"/> \$15,000-\$19,999 | <input type="checkbox"/> \$20,000-\$24,999 |
| <input type="checkbox"/> \$25,000-\$29,999 | <input type="checkbox"/> \$30,000-\$34,999 | <input type="checkbox"/> \$35,000-\$39,999 | <input type="checkbox"/> \$40,000-\$44,999 |
| <input type="checkbox"/> \$45,000-\$49,999 | <input type="checkbox"/> \$50,000-\$59,999 | <input type="checkbox"/> \$60,000-\$74,999 | <input type="checkbox"/> \$75,000-\$99,999 |
| <input type="checkbox"/> \$100,000-\$124,999 | <input type="checkbox"/> \$125,000-\$149,999 | <input type="checkbox"/> \$150,000+ | |

Does your child have a parent/guardian with current or past military experience? Yes No

If yes, please list the branch and dates of service.

Does your child have a parent/guardian who is considered fallen, wounded or disabled? Yes No

Does your child have a parent/guardian who is currently incarcerated? Yes No

If yes, please explain.

Has your child ever been arrested or involved in the juvenile justice system? Yes No

If yes, please explain.

Within the last year, has your child been in any trouble at school? Yes No

▪ If yes, what for?

Poor Grades Skipping School/Classes Truant

Behavior Problems—Please describe: _____

Has been suspended—Reason for suspension: _____

Has been expelled—Reason for expulsion: _____

Sent to an alternative school—Reason for school change: _____

Youth Application

BY SIGNING BELOW, I GIVE PERMISSION:

1. For my child to participate in Big Brothers Big Sisters of Westchester community based mentoring program;
2. For the volunteer matched with my child, who has been screened and approved by Big Brothers Big Sisters, to transport my child to events and match activities;
3. For the school to provide social and academic information about my child to Big Brothers Big Sisters (report cards, behavior reports, etc.);
4. To have my child participate in an in-take interview conducted by Big Brothers Big Sisters staff and complete questionnaires throughout his/her time in the program pertaining to topics such as school, home life and personal interests;
5. To have my child talk with a Big Brothers Big Sisters staff person about personal safety; and
6. For Big Brothers Big Sisters staff to provide contact information for me and my child to the volunteer.

I understand that the program is not obligated to match my child with a volunteer and that as part of the enrollment process I will be asked to provide information through an in-person interview. I understand that the information I provide during the enrollment process will be kept confidential, unless disclosure is required by law and with exceptions noted. I understand that incidents of child abuse or neglect, past or present, must be reported to proper authorities. I understand that certain relevant information about my child will be discussed with the volunteer who is a prospective match (for example, demographic information, information relevant to volunteer preferences and information relevant to child-safety and well-being).

I certify that all of the information on this form is true and correct to the best of my knowledge and that all income is reported. I understand this information is being given for the receipt of federal funds, that the information on this application may be verified and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws. I understand this information will not affect my child's qualification for this program.

I do hereby release the organization and its employees, agents, members, volunteers and all other persons on its behalf from any and all liability for any damage or injury which such child might sustain while participating in said program and activities, including but not limited to any liability to any right of action that may occur to such child directly or to me as his/her parent/guardian. I understand that this information may be shared with my child's school or with partnership agencies when applicable.

If my child is matched with a Big Brother, Big Sister or Big Couple, I agree to support my child's match by reviewing the program and safety information given to me, communicating with Big Brothers Big Sisters staff as outlined in expectations (which includes communication at least once a month during the first year of the match) and immediately reporting any concerns I might have to Big Brothers Big Sisters staff.

Parent/Guardian Signature: _____

Date: _____



CONSENT AND RELEASE FORM

Parent/Guardian of Minor Child

I, _____, certify that I am the legal parent or guardian of _____ (name of "Little" or minor "Big"), a minor child (hereafter, the "Minor Child"), and that I have full authority to execute this Consent and Release Form.

I understand that Big Brothers Big Sisters of America ("BBBSA") and/or its affiliates are seeking to use my or the Minor Child's image, likeness, name, biographical information, personal characteristics, quotations, writings, information contained in writings, and/or audio or video recordings of me or the Minor Child, whether made through BBBSA or elsewhere (the "Released Material") for or in BBBSA and/or affiliate publications or productions.

In consideration of the mutual promises made herein, and for other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I hereby grant to BBBSA and its affiliates the right to use the Released Material as BBBSA and/or its affiliates may desire, in all media now existing or hereafter created, and in all variations and forms, including, but not limited to, internal or external publications or productions, informational or recruitment materials, marketing materials, fundraising materials, televised photography and/or recordings, advertisements, Public Service Announcements, and/or online and social media sites. The use of this information shall be at the sole discretion of BBBSA and/or its affiliates.

I further grant to BBBSA and its affiliates the absolute right to use the Released Material in whole or in part, alone or in conjunction with any other image, name, writings, or reproduction, in color or otherwise, for art, advertising, business, trade, or any other lawful purpose whatsoever, in perpetuity throughout the world.

I understand and agree that all materials created by BBBSA and/or its affiliates that use the Released Materials are the property of and are owned by BBBSA, and that I cannot authorize their use by any other party. I hereby irrevocably transfer and assign to BBBSA my entire right, title, and interest, if any, in and to the Released Materials and all copyrights in the Released Materials arising in any jurisdiction throughout the world, including the right to register and sue to enforce such copyrights against infringers.

I acknowledge and agree that I have no right to review or approve the Released Materials before they are used by BBBSA and/or its affiliates, and that BBBSA has no liability to me for any editing or alteration of the Released Materials or for any distortion or other effects resulting from BBBSA's and/or its affiliates' editing, alteration, or use of the Released Materials. BBBSA has no obligation to use the Released Materials or to exercise any rights given by this Consent and Release Form.

I hereby release BBBSA and its affiliates from all claims, demands or liabilities and related financial costs that I or the Minor Child may now or hereafter have arising in connection with



BBBSA's exercise of the rights hereby granted, and/or with the appearance or the Released Materials in any publication or production. These include, without limitation, claims for compensation, defamation, or invasion of privacy, or other infringements or violations of personal or property rights of any sort whatsoever.

I have read this Consent and Release Form completely. I fully understand what it means, and I agree to its terms. I have not been offered any additional consideration or enticement, nor have I been coerced to sign this document. I am voluntarily signing it for the purposes and considerations described.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

PARENT/GUARDIAN ADDRESS: _____

TELEPHONE: _____

Revised January 2022

Model Release Form for Photographs and Video

I hereby give to Big Brothers Big Sisters of Westchester County, Inc.

- A) The unrestricted right and permission to copyright and use, re-use, publish and republish photographs and video of me or in which I may be included, intact or in part, with no restriction, in any and all media now or hereafter known for promotion, advertising, or any other purpose whatsoever. I understand this is not for commercial purposes, but to promote and advertise Big Brothers Big Sisters of Westchester Inc. and its programs, and I waive any rights of compensation.
- B) I also permit the use of any printed material in connection therewith.
- C) I hereby relinquish any right that I may have to examine or approve the completed product or products, or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied.
- D) I hereby release, discharge and agree to save harmless Big Brothers Big Sisters of Westchester Inc., its legal representatives, and all persons functioning under its authority from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or video or in any subsequent process thereof, as well as any publication thereof, including without limitation, any claims for libel or invasion of privacy.
- E) I hereby affirm that I am over the age of majority and have the right to contract in my own name or for my minor child. I have read the above authorization, release, and agreement, prior to its execution; I fully understand the contents thereof. This agreement shall be binding upon me and my heirs, legal representatives, and assigns.

NAME: _____

SIGNED: _____ DATED: _____

ADDRESS: _____

STATE/ZIP: _____ PHONE: _____

WITNESS: _____ DATED: _____