



**Big Brothers Big Sisters**  
of Central New Mexico

**GUIDELINES FOR PARENTS/GUARDIANS**

1. The Big Brother or Big Sister should see your child on a consistent basis. **The two of you MUST work together to establish a compatible schedule of visits.**
2. The role of the volunteer is to be a friend to your child. The friendship cannot develop if friends and other family members want to go along. Although this is acceptable for special circumstances, it should not occur on a regular basis.
3. The Big Brother/Big Sister will not be involved in disciplining or punishing your child. If behavioral problems arise during an outing that the volunteer cannot handle, the volunteer has been instructed to return the child home and schedule a visit for the following week.
4. **Please “check-in” with your child and the volunteer after he/she has gone on an outing with his/her Big.** Be knowledgeable about your child’s match. Ask about outings and activities and how your child feels about his/her Big Brother/Big Sister. Report any concerns to your Support Specialist.
5. You may be expecting that Big Brother/Big Sister will help solve your child’s identified problem behaviors. Though a Big **MAY** help in some areas, it takes time. **Change will occur over a period of time after respect and communication have had ample time to develop.**
6. Unless your budget allows otherwise, **the Big Brother/Big Sister will be responsible for the cost of outings, if any expense is involved. Our volunteers are encouraged to plan activities that are FREE or that do not involve a lot of spending.**
7. **You must talk with your Support Specialist AT LEAST ONCE a month. If you do not do this, your child’s match can close.** Your Support Specialist will be monitoring the match on a regular basis and is there to assist you. Under National Big Brothers Big Sisters standards and insurance requirements, you must have contact with your Support Specialist monthly during the first year. After the first year, we require contact of a minimum of every three months. **If you and your Support Specialist have not had any contact for 2 months, we will suspend the match until we hear from you. If there is no contact for 3 months, we will close your match.** Any questions regarding this should be addressed with your Support Specialist. Please remember that you can stay in contact with your Support Specialist via phone, or in person.
8. For funding purposes volunteers are required to **report the number of hours they spend with their mentee each month, as well as the specific dates and locations of those activities.** As the Parent/Guardian please assist in this process by keeping records of the dates of each outing, the number of hours spent per outing, and the specific locations of those outings. For example, report that they went to Jerry Klein Park, rather than simply, the park.

9. Have your child ready and dressed appropriately for each outing at the time planned. As a parent, please be dressed appropriately when the volunteer picks up your child and brings them back.
10. If at any time a volunteer feels unsafe while visiting your household than they may request to close the match and your child may not be re-matched.
11. **Please be sure to let the Big Brother/Big Sister know if a planned outing needs to be canceled. (Very Important!)**
12. **PLEASE BE HOME when the volunteer returns your child to their home.**
13. Do not deny visits with the Big Brother/Big Sister as a way to punish or consequence your child. This is unfair to the Big who has set aside time for your child. Please contact your Support Specialist with any questions or concerns.
14. **Notify the Big Brother/Big Sister and your Support Specialist of any change of address, telephone, or other circumstances affecting the match.**
15. **Keep in mind that the role of the Big Brother/Big Sister is to be a friend to your child. Do not do the following:**
  - *Expect the volunteer to provide child care.*
  - *Provide transportation for your family other than on outings with their Little.*
  - *Ask the volunteer for any form of financial assistance.*
  - *Expect the volunteer to provide expensive gifts or clothing, school supplies, etc. for your child.*
16. Encourage your child to call the Big Brother/Big Sister. Most Bigs appreciate phone calls from their Littles.
17. Remind your child to show appreciation for the Big Brother/Big Sister's friendship. Birthday cards, homemade gifts, and a simple "thank you" from time to time will mean a lot.
18. **Outings at the Big Brother or Big Sister's home are prohibited until after the match has been together for six months and the Match Support Specialist has given official approval for home visits.**
19. **Overnight visits are strictly prohibited.** Big Brothers Big Sisters has a zero tolerance policy when it comes to infractions of the overnight policy and violations will result in match closure.
20. **Big Brothers Big Sisters requires your permission if your child and their Big Brother or Big Sister are friends on social media platforms. You will need to sign a permission form as to whether or not you will allow this. You are welcome to change whether or not you approve of this interaction on social media at any time. Your child's Big Brother or Big Sister is never required to be friends with you or your child on social media platforms.**

21. Remember that your support and cooperation is essential to the success of the match.

***By signing I agree and understand the guidelines above. Failure to follow these guidelines could result in closure of my child's match.***

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

Signature: \_\_\_\_\_

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



**Big Brothers Big Sisters**

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Revised 01/2016  
Current as of 08/15/2017

2500 Louisiana NE, Suite 200, Albuquerque, NM 87110

## Overnight Policy

At BBBS-CNM our priority is to establish, support and maintain healthy and safe one to one youth mentorship. As we continuously grow and work to ensure and improve child safety we have adopted a new policy when it comes to overnight visits. **Overnight visits are strictly prohibited** for all new matches starting January 1, 2016.

**An overnight is defined as an extended period of time when parties within the match would customarily be sleeping.**

Big Brothers Big Sisters of Central New Mexico has a zero tolerance policy when it comes to infractions of the overnight policy and violations will result in match closure.

_____	_____	_____
Parent Signature	Print Name	Date
_____	_____	_____
Little's Signature	Print Name	Date

\*Please Note: Regardless if either participant Big or Little have been in the program previously, all matches made from January 1<sup>st</sup> 2016 and beyond are under this policy of Overnight visits being prohibited.

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**Big Brothers Big Sisters**

2500 Louisiana Blvd.NE, Suite 200  
Albuquerque, New Mexico 87120  
505-837-9223

### **Visiting Private Residence Policy**

Matches are not to visit any private residence within the **first 6 months** of the match.

This is to include:

- Your personal home,
- The home of family or friends and the home of the little.
- Any home, regardless if others are present, even if the child’s parents are there.

Other than time spent with the parents and child i.e., talking about what the match did, spending a few minutes before or after the outing, discussing the match and allowing the parents to get to know you or ask questions, **visits at the child’s home without the parents present are not allowed during the first 6 months of the match.**

After the 6-month wait period has been met and your support specialist has discussed and cleared you for home visits, we ask that the following guidelines be followed:

- Parents are able to visit your home if they desire to do so before their child is to go to your home.
- You provide them with your address if a home visit is to occur.
- When having a home visit a plan should be made before hand:
  - Specific activities need to be identified and a reasonable time frame should be discussed and adhered to.
  - Please keep home visits to short visits not to exceed 4 hours unless this is discussed and approved by your Match Support Specialist beforehand.

BBBS encourages activities in the community and home visits should not be deemed excessive (as determined by BBBS staff) All home visits and all activities that occur with your little brother or sister should be discussed in detail with your support specialist during the monthly support contact.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Little’s Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date