



Email all forms to  
gabrielle.keigher@bbbs-cnm.org

# YOUTH APPLICATION & PARENT PERMISSION FORM | COMMUNITY BASED

Date \_\_\_\_\_

PLEASE PRINT

<b>Guardian's Name</b>		<b>Child's Name</b>	
<b>Address</b>		<b>Child's Gender</b>	
<b>City</b>		<b>Date of Birth</b>	
<b>Zip Code</b>		<b>Age</b>	
<b>Home Phone</b>		<b>School</b>	
<b>Cell Phone</b>		<b>Grade</b>	
<b>E-mail</b>		<b>Child's phone number</b>	
<b>Emergency Contact</b> <i>(neighbor, relative etc.)</i>	Name:		
	Phone:		
	Email:		
	Address:		
<b>Relationship to child:</b>			

Any restrictions on Child's physical activities? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: _____  Religion: _____	<b><u>Race/Ethnicity (all that apply)</u></b>	
	<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Chicano/a <input type="checkbox"/> Hispanic <input type="checkbox"/> Mexican, Mexican-American <input type="checkbox"/> Latino/a <input type="checkbox"/> Korean	<input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Native American <input type="checkbox"/> Vietnamese <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Prefer not to say Other: _____

<b>Members of Household – List all persons presently living in home:</b>	<u>Name</u>	<u>Sex</u>	<u>Age</u>	<u>Relationship to Child</u>
<b>Name of Parent/Guardian In Home:</b>	<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Highest School Grade</u>

<b>Occupation</b>		<b>Work Phone</b>		<b>Days and Hours at Work</b>	
<b>Employer</b>		<b>Work Email</b>		<b>May you be called</b>	<b>At work?</b> <input type="checkbox"/> <b>Email?</b> <input type="checkbox"/>
<b><u>Marital Status</u></b>		<b><u>Sexual Orientation</u></b>		<b><u>Military</u></b>	

<input type="checkbox"/> Married	<input type="checkbox"/> Dating	<input type="checkbox"/> Straight	Has either parent served in the military? <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Parent Dates of Service: _____ Branch: _____ Deployed at this time: <input type="checkbox"/> yes or <input type="checkbox"/> No
<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed	<input type="checkbox"/> Bisexual	
<input type="checkbox"/> Divorced	<input type="checkbox"/> Single	<input type="checkbox"/> Gay	
		<input type="checkbox"/> Lesbian	
		<input type="checkbox"/> _____	

Are you Receiving:	<input type="checkbox"/> Family Assistance (this could include food stamps, social security, and or Medicaid)			
	<input type="checkbox"/> Free/Reduced lunches for children			
Yearly Household Income:	<input type="checkbox"/> Less than 10,000	<input type="checkbox"/> 15,000 to 19,999	<input type="checkbox"/> 25,000 to 29,999	<input type="checkbox"/> 35,000 to 39,999
	<input type="checkbox"/> 10,000 to 14,999	<input type="checkbox"/> 20,000 to 24,999	<input type="checkbox"/> 30,000 to 34,999	<input type="checkbox"/> 40,000+

ABSENT PARENT			
Name			Date of Birth
Address			Present Marital Status
Phone			Highest School Grade
Occupation			Employer Address
Employer			Employer Phone
Has the absent parent ever served time in jail or prison?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, where:	
Explain any child support agreement made by the absent parent:			
Please explain any arrangements for visitation by the absent parent and how often the visits occur:			
When did child last see absent parent:			
How does child feel about this parent:			
Has the absent parent been told about this application for service at Big Brothers/Big Sisters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is his/her reaction?	

**Parent/Guardian Application information**

Your application for your child to become a Little Brother/Little Sister requires that you as the parent/guardian accept and understand certain agency procedures and policies.

The agency will, upon receipt of the completed application, accomplish the following prior to the assignment of the Big Brother or Big Sister:

- 1) If the absent parent is residing in the local area and has visitation rights, a written consent form must be obtained. Such action is necessary to ensure minimal conflict with agency services.
- 2) If referred to us by another agency, we will request completion of a Referral Release form by the parent/guardian from the referral agency or the professional concerned.

In applying for services, you agree to:

- 1) Cooperate with interview.
- 2) Sign and return Referral Release, if applicable.
- 3) Provide information needed to attain written consent form from absent parent, if applicable
- 4) Meet with the assigned support specialist as requested on matters affecting any aspect of the provided services.
- 5) Notify the agency of address or phone number changes.

I give my consent for myself and my child to participate in all assessment and evaluation service, to cooperate and assist in all planning activities and to receive all services for my child as deemed necessary by BBBS. I consent to my child completing a questionnaire containing questions about school, home life and personal interests.

I understand that the BBBS agency is not obligated to match my child with a volunteer and that as a part of the enrollment process I will be asked to provide additional personal information. If my child is matched with a Big Brother or Big Sister I agree to support my child's match and to immediately report any concerns I might have to the BBBS staff.

\_\_\_\_\_  
GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

# INTEREST FORM

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

The following is an activity list, which Bigs check to indicate their interests. Please check those which you enjoy doing and would like to do with a Big.

I like this		I like this		I like this	
	<b>SPORTS</b>	<input type="checkbox"/>	Fishing		<b>COLLECTING</b>
<input type="checkbox"/>	Football	<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Music: tapes, C.D.s, records
<input type="checkbox"/>	Baseball/Softball	<input type="checkbox"/>	Hiking	<input type="checkbox"/>	Coins
<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Hunting	<input type="checkbox"/>	Comic Books
<input type="checkbox"/>	Soccer	<input type="checkbox"/>	4-wheeling	<input type="checkbox"/>	Rock & Minerals
<input type="checkbox"/>	Kickball	<input type="checkbox"/>	Skiing	<input type="checkbox"/>	Stickers
<input type="checkbox"/>	Martial Arts	<input type="checkbox"/>	Snowboarding	<input type="checkbox"/>	Other
<input type="checkbox"/>	Wrestling / Boxing	<input type="checkbox"/>	Gymnastics		<b>OTHER ACTIVITIES</b>
<input type="checkbox"/>	Weight Lifting / Gym		<b>OUTDOOR LIFE</b>	<input type="checkbox"/>	Card Games
<input type="checkbox"/>	Bowling	<input type="checkbox"/>	Animals	<input type="checkbox"/>	Video Games
<input type="checkbox"/>	Golf / Miniature Golf	<input type="checkbox"/>	Birds	<input type="checkbox"/>	Board Games / Puzzles
<input type="checkbox"/>	Horseshoes	<input type="checkbox"/>	Flowers / Plants / Gardening	<input type="checkbox"/>	Chess
<input type="checkbox"/>	Ping Pong	<input type="checkbox"/>	Insects	<input type="checkbox"/>	Photography
<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Snakes / Reptiles	<input type="checkbox"/>	Reading / Writing
<input type="checkbox"/>	Track / Jogging	<input type="checkbox"/>	Stars / Astronomy	<input type="checkbox"/>	Sewing / Knitting / Crochet
<input type="checkbox"/>	Bicycle Riding	<input type="checkbox"/>	Zoo	<input type="checkbox"/>	Movies
<input type="checkbox"/>	Archery	<input type="checkbox"/>	Aquarium	<input type="checkbox"/>	Shopping / Fashion
<input type="checkbox"/>	Horseback Riding		<b>SCIENCE &amp; MECHANICS</b>	<input type="checkbox"/>	Amusement Parks
<input type="checkbox"/>	Kites	<input type="checkbox"/>	Auto Repair / Cars	<input type="checkbox"/>	Museums
<input type="checkbox"/>	Roller Skating	<input type="checkbox"/>	Motorcycles	<input type="checkbox"/>	Picnics
<input type="checkbox"/>	Roller Blading	<input type="checkbox"/>	Aviation	<input type="checkbox"/>	Dancing / Cheer
<input type="checkbox"/>	Skate Boarding	<input type="checkbox"/>	Math	<input type="checkbox"/>	Singing
<input type="checkbox"/>	Ice Skating	<input type="checkbox"/>	Electronics	<input type="checkbox"/>	Acting
<input type="checkbox"/>	Hockey	<input type="checkbox"/>	Computers	<input type="checkbox"/>	Hair / Nails / Makeup
<input type="checkbox"/>	Volley Ball	<input type="checkbox"/>	Science Projects	<input type="checkbox"/>	Arts & Crafts
<input type="checkbox"/>	Rock Climbing	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>	Painting / Drawing
<input type="checkbox"/>	Trampoline Park	<input type="checkbox"/>	Cooking / Baking	<input type="checkbox"/>	Learning a foreign language
<input type="checkbox"/>	Park / Exploring the Outdoors	<input type="checkbox"/>	Building Models / LEGOs	<input type="checkbox"/>	Playing a musical instrument

- Of all the above items, the three I like best are:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Are there any other things you would like to have considered in matching you and a Big (personality, special interests)?  
\_\_\_\_\_
- Do you play a musical instrument? \_\_\_\_\_ If yes, what do you play? \_\_\_\_\_ Would you like to learn how to play a musical instrument? \_\_\_\_\_
- Would you be willing to learn a foreign language? \_\_\_\_\_ If yes, what language? \_\_\_\_\_
- What is your favorite genre of music? \_\_\_\_\_ Favorite artist? \_\_\_\_\_
- What is your favorite color? \_\_\_\_\_ Favorite animal? \_\_\_\_\_
- What do you like to read best? \_\_\_\_\_
- What things are you afraid of? \_\_\_\_\_

## MATCH GOALS

Child's Name \_\_\_\_\_

Guardian/Parent's Name \_\_\_\_\_

1. Where do you feel your child excels the most academically? \_\_\_\_\_  
\_\_\_\_\_
2. Where do you feel your child struggles the most academically? \_\_\_\_\_  
\_\_\_\_\_
3. Is your child currently bullied at school or have they been bullied in the past? \_\_\_\_\_
4. Are you worried that your child may be involved in risky behaviors such as skipping school or class, fighting & bullying, using drugs not prescribed by a doctor, alcohol or tobacco, cheating and/or lying? \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_
5. Does your child participate in any extracurricular activities or school electives like organized sports, clubs, youth organizations, theater, dance, music, etc.? \_\_\_\_\_
6. Does your child have siblings or relatives who are applying for the BBBS program at this time or who are currently in the program?  Yes  No If yes, please provide their name(s): \_\_\_\_\_  
\_\_\_\_\_
7. Do you anticipate any significant life changes over the next year or have you had any in the past year, such as moving?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
8. Will your child be able to meet with their Big **4-8 hours a month** for the next year?  Yes  No
9. Does your child have any medical conditions that might affect him or her participating in activities with a Big Brother/Big Sister?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
10. Which does your child enjoy more:  
 Indoor Activities  Outdoor Activities  Indoor and Outdoor
11. Would you describe your child as a person who enjoys:  
 Participating in group sports  Participating in individual sports  
 Participating in individual and group sports  Watching not participating
12. Do you have guns, ammunition, or other weapons in your home?  Yes  No Explain: \_\_\_\_\_  
\_\_\_\_\_
13. Do you have pets in your home?  Yes  No Explain: \_\_\_\_\_  
\_\_\_\_\_

One of Big Brothers Big Sisters goals is to ensure that the children we provide services to experience positive impact as a result of being matched with a Big. This information will help your child's Big and our agency better understand areas where your child needs assistance and to do match activities with your child to help them develop additional skills. Please **choose three fields** where you would like to see your child improve and develop or where your child needs help *the most*.

Personal Goals

**Social Acceptance**

- Getting along with others
- Making new friends
- Communication skills
- Standing up for oneself
- Boundaries
- Politeness and Respect
- Trust
- Other

**Increasing Confidence**

- Identifying Skills and Interests
- Sharing Interests with Others
- Accepting Differences
- Overcoming Challenges
- Other

**Career Aspirations**

- Identifying Skills and Interests
- Exploring Colleges/Trade schools or other programs
- Applying for Schools/Financial Aid
- Other

**Future Planning**

- Identifying/Setting Goals
- Implementing Steps to Reach Goals
- Other

**Use of Community Recourses**

- Ways to get help with school
- Guidance for College
- Guidance for work/Job skills
- Other Resources

**Interest Exploration**

- Trying new activities
- Getting better at an existing hobby or activity
- Other

Risk Taking

**Parental Trust and Family Dynamics & Values**

- Respect
- Trust
- Communication
- Responsibility
- Helpfulness
- Other

**Juvenile Justice Involvement**

- Avoid delinquent behaviors
- Gang awareness
- Community involvement
- Other

**Truancy**

- Frequent absences from school
- Frequent tardiness at school
- Other

**Attitude toward Risky Behaviors**

- Skipping school / Ditching class
- Fighting / Bullying
- Using drugs
- Drinking alcohol
- Smoking
- Lying
- Cheating
- Personal Safety
- Other

Academic Goals

**Academic Performance/Grades**

- Language Arts (Reading & Writing)
- Mathematics
- Science
- Social Studies
- History
- Art
- Music
- Theater & Dance
- Computer & Typing
- Physical Education
- Other

**Scholastic Competence**

- Feelings related to ability to complete their homework
- Feelings related to ability to do well in school (self-confidence)
- Other

**Educational Expectations**

- Graduate from High School
- Get GED
- Go to college
- Go to a trade school
- Other

Social Skills

**Social Skill Building**

- Diversity -Talking to people of different ages/cultures, etc.
- Joining conversations
- Getting to know people
- Other

**Self-regulating Skills**

- Focus and Attention
- Discouragement
- Positive conflict Resolution
- Constructive ways to address feelings
- Other

**Relationship Building**

- Communication
- Trust
- Reliability/Dependability
- Identify relationship needs
- Appreciate others
- Manage boundaries
- Other

## I. PURPOSE

To provide a responsible and professional service to clients, Big Brothers Big Sisters of Central NM, Inc. must ask volunteers, clients and parents or guardians of clients to divulge extensive personal information about themselves and their families. It is the purpose of this Confidentiality Policy to protect these records as provided under the law. The Agency respects the confidentiality of client and volunteer records, and, with the exception of the situations listed below in Section V, Limited Exceptions to Confidentiality Policy, shares information about clients and volunteers only among the agency professional staff.

## II. AGENCY PROFESSIONAL DEFINITIONS

1. **Volunteer** - any adult who meets eligibility requirements and who has submitted an application to become a Big.
2. **Client** - any child who meets eligibility criteria and whose parent or guardian has submitted an application on the child's behalf requesting that the child be assigned a Big Brother Big Sister volunteer.
3. **Agency** - refers to Big Brothers Big Sisters of Central NM, Inc. (BBBS-CNM) and may include Big Brothers Big Sisters of America (BBBSA).
4. **Confidential Records** - information and documents contained in a client and/or volunteer file.

## III. ACCESS TO CONFIDENTIAL RECORDS

1. **Records Property of Agency:** All records are considered the property of the Agency and not the Agency workers, clients, or volunteers. No records will be released or reviewed by outside agencies or individuals without the approval of an agency director and/or a subpoena or search warrant, or unless subject to Parts IV and V of the Agency Confidentiality Policy.
2. **Agency Professional Staff Access:** To best serve children, records are available for review by the professional staff.
3. **Agency Request for Confidential Information:** The agency may require information from outside sources. The agency must first obtain from the volunteer or the client or client's parent/ guardian an "Authorization to Release Information" form.
4. **Confidentiality Statement: Applicability to Clients and Volunteers:** Clients and volunteers shall sign a statement that they have read and understands the Agency Confidentiality Policy and agrees to participate in the program under the guidelines it sets forth.

## IV. Safekeeping of Confidential Records

The CEO is considered the ultimate custodian of confidential records, in accordance with the Records-Retention policy.

## V. LIMITS AND EXCEPTIONS TO CONFIDENTIALITY POLICY

Information from client or volunteer's records may be shared with the individuals or organizations specified below and under the following conditions:

1. **Information Released Pursuant to Consent Form:** Information will be released to other individuals or organizations upon presentation to the agency of an authorized "Consent to Release Information" form
2. **Agency Publications:** Information that identifies clients or volunteers may be used in Agency publications or promotional materials only when the client or volunteer has signed the "Authorization to Release Information" form. The information divulged will be limited to the information designated in the client's or volunteer's consent form.

3. **Evaluation, Audit and Accreditation:** All organizations conducting an evaluation, audit or accreditation of the Agency will be required to review and comply with the Agency Confidentiality Policy prior to viewing any client/volunteer records.
4. **Board of Directors:** Members of the Board of Directors may have access to client files only upon authorization by formal motion of the Board of Directors.
5. **Law Enforcement and the Courts:** Written documentation may be provided to law enforcement officials or the courts only upon presentation of a subpoena or search warrant.
6. **Potential Litigation:** Information shall be provided to the agency's legal counsel in the event of litigation or potential litigation involving the agency. Such information is considered privileged information, and its confidentiality is protected by law.
7. **Mandated Reports of Suspected Child Abuse:** State law mandates that suspected child abuse be reported to the Child Protective Services Division of the local NM Children Youth and Families Department where the child resides, the criminal prosecution division of the District Attorney's office, or the probation services office of the judicial district in which the child resides. Agency staff, volunteers, and members of the Board are mandated reporters under the Child Protective Services law and shall report all instances of suspected child abuse to one of the agencies designated above. Agency staff shall also notify the CEO of all suspected cases of child abuse. Agency staff shall adhere to the Agency protocol in handling suspected child abuse cases, as stated in the 'Duty to Report' section of this manual.

## **VI. CLIENT-VOLUNTEER PROSPECTIVE MATCH - ANONYMOUS INFORMATION SHARED**

At the time a child or volunteer is considered as a match candidate, information is anonymously shared between the prospective match parties. Each match party has the right to refuse the proposed match based on the anonymous information provided. The client or volunteer shall have the right to discuss the specific information with staff before it is presented to the potential match mate. Names are shared with match mates only after the parties have agreed to the match. Agency staff shall adhere to the Agency protocol applicable to client-volunteer matching.

## **VII. OTHER AGENCY REQUEST FOR CONFIDENTIAL INFORMATION**

A client's or volunteer's right to privacy shall be respected by the Agency. Requests for confidential information from other organizations that enhance the ability and quality of services to the client may be accommodated and shall be accompanied by a signed "Authorization to Release Information" form.

## **VIII. VIOLATIONS OF CONFIDENTIALITY POLICY**

### **1. Staff Member**

A known violation of the Agency Confidentiality Policy by an Agency staff member shall result in disciplinary action.

### **2. Board Member**

Violations of the Agency Confidentiality Policy by a Board Member shall be referred to the Executive Committee for investigation and appropriate action.

### **3. Volunteer**

Violations of the Agency Confidentiality Policy by a volunteer shall be referred to the Executive Director or their designee for the appropriate action. A violation of the Confidentiality Policy shall constitute adequate cause for termination of the match.

**Policy:**

Big Brothers Big Sisters of Central New Mexico, Inc. has a responsibility and duty to be responsive to the concerns of its volunteers, clients and parents or guardians.

**Informal Procedure:**

Prior to a formal complaint, the volunteer or parent/guardian and assigned staff member must make a reasonable effort to resolve any issue of contention. However, if a satisfactory resolution cannot be determined through this normal process, a formal grievance can be submitted according to the following procedures.

**Formal Procedure:**

1. Volunteers and parents may submit a written grievance to the Enrollment Manager who will provide a copy to the Chief Executive Officer.
2. The Enrollment Manager will investigate the grievance, talking with all parties concerned. The Enrollment Manager's findings are reported to the Chief Executive Officer at the earliest possible time. The Chief Executive Officer and Enrollment Manager will render a decision and take an appropriate course of action. The Enrollment Manager will inform all parties concerned about the action taken.
3. If their grievance is against the Enrollment Manager, the Chief Executive Officer will receive the initial complaint, conduct the investigation and inform concerned parties of the action taken.
4. The grievance report and a summary of the action taken will be maintained on file.

Each volunteer and parent shall receive a copy of the Grievance Procedure at the time of the enrollment interview.



**Please read and review the following ground rules and guidelines. Sign your initials on the spaces provided for each section as verification that you have reviewed all information and agree to our agency's policies.**

1. General Information on Visits and Outings

- The Big should see your child on a regular, consistent basis. Visits/outings should occur an average of 4 to 8 hours a month, which is about twice a month. **The two of you MUST work together to establish a compatible schedule of visits.**
- 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.
- Have your child ready and dressed appropriately for each outing at the time planned. As a parent/guardian, please be dressed appropriately when the volunteer picks up your child and brings them back.
- **PLEASE BE HOME** when the volunteer returns your child to their home. If you are not home, the volunteer is not allowed to leave your child unsupervised.
- **Please be sure to let the Big know if a planned outing needs to be canceled and rescheduled. (Very Important!)**
- Do not deny visits with the Big as a way to punish or consequence your child. This is unfair to the Big who has set aside time for your child.
- **Please "check-in" with your child and the volunteer after they have gone on an outing with their Big.** Be knowledgeable about your child's match. Ask about outings and activities and how your child feels about their Big. Report any concerns to your Match Support Specialist (MSS).
- Unless your budget allows otherwise, the Big will be responsible for the cost of outings. Our volunteers are encouraged to plan activities that are FREE or low-cost.
- **Remember that your support and cooperation is essential to the success of the match!**

**Initial Here:** \_\_\_\_\_

2. Home and Overnight Visits

- **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. This includes any activities during normal sleeping hours.
- Match outings at the Big's home or at your home are **prohibited** until the MSS has given official approval for home visits. Home visits are **not allowed for a minimum of six months** after the match meeting and the timeline can be extended at the discretion of the MSS.
- **Matches are not to visit any private residence within the first 6 months of the match.** This includes your personal home, the home of family or friends, the home of the Big, or any other home, regardless if others are present, even if you are there.
- After the 6-month wait period has been met and your MSS has discussed and cleared you for home visits, we ask that the following guidelines be followed:
  - If you desire to do so, you are able to visit the Big's home before your child is to go to their home. Please set up a time with the Big for this home visit, and make sure that your MSS is aware of the visit ahead of time.
  - The Big must provide you with their address if a home visit is to occur.
- When having a home visit, a plan should be made beforehand:
  - Specific activities need to be identified and a reasonable time frame should be discussed and adhered to.

- Please keep home visits short - not to exceed 4 hours, unless this is discussed and approved by your MSS beforehand.
- Big Brothers Big Sisters recommends that the majority of your activities occur in the community and your MSS is available to help you identify community locations for activities often conducted at a home such as baking, watching movies, or playing video games.
- Home visits should not be deemed excessive (as determined by BBBS staff). All home visits and all activities that occur with the Big should be discussed in detail with your MSS during the monthly support contact.

**Initial Here:** \_\_\_\_\_

3. Communication with the Big

- **Notify the Big of any change of address, telephone, email, or other circumstances affecting the match.**
- Encourage your child to call/text the Big. Bigs appreciate communications from their Littles.
- Remind your child to show appreciation for the Big's friendship. Cards, homemade gifts, and a simple "thank you" from time to time will mean a lot!
- **Parents/guardians should be informed of and approve all activities in advance.** Find out what time the Big will be picking up your child, and the approximate return time. Be accessible by phone or text in case there is an unavoidable delay in the volunteer's arrival or return time.
- Communication should be open at all times between match parties and BBBS agency staff.

**Initial Here:** \_\_\_\_\_

4. Mutual Respect, Boundaries, Corporal Punishment and Abuse

- The Big will not be involved in disciplining or punishing your child. BBBS of Central New Mexico has a **zero tolerance policy for corporal punishment and/or abuse of any kind.** If behavioral problems arise during an outing that the volunteer cannot handle, the volunteer has been instructed to return the child home and reschedule the visit.
- You may be expecting that the Big will help solve your child's identified problem behaviors. Please remember that our volunteers are not behavior interventionists and receive no therapeutic training. They are expected to act only as a companion, mentor, and role model. 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.**
- Just like your child, the Big has the right to feel safe at all times. If at any time a volunteer feels unsafe while visiting your household then they may request to close the match and your child may not be re-matched.
- **Keep in mind that the role of the Big is to be a friend. Do NOT do the following:**
  - **Expect the volunteer to provide child care.**
  - **Expect the volunteer to provide transportation for your family other than on outings with your child.**
  - **Ask the volunteer for any form of financial assistance.**
  - **Expect the volunteer to provide expensive gifts or clothing, school supplies, etc. for your child.**
- Respect your Big's cultural/religious/political practices and beliefs. Do not impose your own cultural/religious/political beliefs on your Big.
- **You will report to BBBS staff any problems or concerns about the relationship between your child and their Big. You will also alert the staff if the child discloses that they are being harmed in any way. (See Duty to Report.)**

**Initial Here:** \_\_\_\_\_

## 5. Technology, Networking and Social Media

- **Your child's Big is never required to be friends with you or your child on social media platforms, and vice versa.**
- Big Brothers Big Sisters requires your permission if your child and their Big are friends on social media platforms. If you would like to choose to let your child be friends with their Big on social media, they must be at least 13 and Big Brothers Big Sisters must have a signed permission form on file from you. **You are welcome to change whether or not you approve of this interaction on social media at any time.**
- Be advised, BBBS does not limit the content of our volunteers' social media sites if they are not friends with you or your child on social media, however if volunteers do become friends with you or your child we ask that they review their content for appropriateness and/or limit access to content through privacy settings.
- Never include your child's Big, or their family, in mass e-mails where others could retrieve their contact information.
- Never post pictures of your child's Big online unless you have their expressed permission.
- Never post any identifying information about your child's Big, or their family.
- If your child has a cellphone, please encourage them to limit cellphone usage during outings.

**Initial Here:** \_\_\_\_\_

## 6. Additional Parent/Guardian Commitments

- **Notify your MSS immediately about any change of address, telephone number, email, or other circumstances that may affect the match.**
- You must be available to talk to your MSS **AT LEAST ONCE A MONTH. If you do not do this, your child's match can close.** Your MSS will be monitoring the match on a regular basis and is there to assist you. Your MSS will contact you after your child's first match meeting, and on a monthly basis thereafter.
- Under National Big Brothers Big Sisters standards and insurance requirements, you must have contact with your Match Support Specialist (MSS) monthly during the first year. After the first year, we require contact a minimum of every three months. **If you and your MSS 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 be forced to close your match.** Any questions you have regarding this should be addressed with your assigned MSS.
- **Please remember that you can contact with your MSS via phone, text, or email, anytime you have questions or concerns.** Please note that they are available during regular business hours, evenings, and weekends.
- For funding purposes, you are required to report the number of hours your child spends with their Big 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.

**Initial Here:** \_\_\_\_\_

## 7. Closure

- Pre-mature closure of a match can be extremely harmful to a child and the development of their future relationships. It is critical to problem solve with your MSS to try and preserve your match.
- If for any reason you feel you and/or your child cannot fulfill the yearlong commitment to BBBS, please discuss this with your MSS. It is important that a closure be handled in a thoughtful, caring manner, and a meeting with you, your child, their Big, and agency staff will need to occur.
- It is important that your child understands that match closings are not a reflection on them, and that you do your best to make closure a positive experience for your child.

**Initial Here:** \_\_\_\_\_

**By signing this I agree to abide by the above list of rules. Non-adherence to these rules may result in match closure.**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Confidentiality and Grievance Policy**

I have read and understand the Agency Confidentiality Policy and Grievance Policy. I agree to participate in the program under the guidelines it sets forth.

\_\_\_\_\_|\_\_\_\_\_  
(Signature) (Date)

**Child Safety Information**

A Big Brothers Big Sisters staff member has reviewed child safety information with me.

\_\_\_\_\_|\_\_\_\_\_  
(Signature) (Date)

**Parent Orientation Guide**

I have received, read, discussed, and understand the Parent Orientation Guide.

\_\_\_\_\_|\_\_\_\_\_  
(Signature) (Date)

**Media Release (\*Optional\*)**

I give my consent to use any reproductions or images of my child, as well as my child's name, in the Agency newsletter or for promotional purposes.

\_\_\_\_\_|\_\_\_\_\_  
(Signature) (Date)

**The following are the Child Safety Guidelines and Duty to Report instructions that we provide to all BBBS volunteers.**

Child safety is our number one priority at Big Brothers Big Sisters of Central New Mexico. Here is a list of several things to keep in mind while thinking about child safety.

1. **Concerns about Child Abuse:** Refer to the "Duty to Report handout. Included on the handout are indicators of abuse. Just remember that you are a mandatory reporter but ***please always call your support specialist before making a report.***
  
2. **Physical Safety:** Here are a few ideas:
  - Your Little must always wear a seatbelt in the car.
  - In crowded areas (i.e. malls, flea markets, public events, etc.) keep your Little in your line of sight and within voice range. If your Little is younger, keep them directly by your side.
  - If your Little has to go to the restroom, make certain that there are no loiterers in the restroom and accompany them to the door.
  - Obey all safety rules for the activity you are engaging in! For example, use bike helmets and knee pads, provide bottles of drinking water, always monitor the weather, and avoid strenuous outdoors activities during the hottest times of day.
  - Make sure that your Little has appropriate clothing for the activity in terms of hiking shoes, sneakers, jackets, etc.
  - Obey all traffic rules when biking and walking (e.g., only cross the street at cross walks with the walking signal, etc.).
  - Make certain that your Little's parent/guardian knows where you are going and when you will be back!
  
3. **Use common sense about safety precautions:** Your support specialist can offer suggestions about safety and will be asking safety questions each time that you have your scheduled support phone call.
  
4. **Have lots of fun and enjoy your time with your Little!**

**Big Brothers Big Sisters of Central New Mexico takes child safety very seriously.** Support Specialists within our agency will ask you child safety questions and will report any suspected child safety issues to the appropriate authorities. As a volunteer you also play a very important role. If you believe that your little is being harmed in anyway then you have a duty to report this information. New Mexico State law mandates that **every person** who knows or has a reasonable suspicion that a child is being abused or neglected must make an immediate report to the appropriate authorities. Any person failing to make a report may be sentenced to a jail term or a monetary fine.

To file an anonymous report, first call the Children, Youth and Families Department at **#SAFE (#7233) or 1-855-333-SAFE (7233)**. If it is a site-based match BBBS advises you to inform the school counselor and your support specialist after the report has been made. If it is a community-based match you should inform your support specialist.

Making a report *does not* mean you will be breaking up a family. You are simply bringing your suspicions to the attention of professionals. These professionals will determine what, if any, actions to take.

### Indicators of Child Abuse and Neglect

There are many indicators of child abuse. Some indicators are physical and more easily seen, while others are behavioral. No one indicator necessarily reflects an abusive situation, however, any one indicator can point to it. Be sensitive to changes in your child. Check with your Match Support Specialist if you have a question.

#### Physical Abuse

- **Physical Indicators:** Unexplained bruises, burns, fractures, lacerations, and abrasions.
- **Behavioral Indicators:** Wary of adult contacts; apprehensive when other children cry; behavioral extremes; aggressiveness or withdrawal; feels deserving of the punishment; exhibits inappropriate, precocious maturity or unusually solicitous of adults; frightened by parents; afraid to go home; reports injury by parents.

#### Physical Neglect

- **Physical Indicators:** Consistent hunger; poor hygiene; inappropriate dress; consistent lack of supervision, especially in dangerous activities or for long periods; unattended physical problems, dental or medical needs; abandonment.
- **Behavioral Indicators:** Begging, stealing food; extended stays at school (early arrival and late departure); constant fatigue, listlessness or falling asleep; alcohol or drug abuse; delinquency; states there is no caretaker.

#### Sexual Abuse

- **Physical Indicators:** Difficulty in walking or sitting; torn, stained or bloody underclothing; pain or itching in genital area; pain on urination; bruises or bleeding; venereal disease; pregnancy.
- **Behavioral Indicators:** Unwilling to change for gym or participate in physical education class; withdrawal, fantasy or infantile behavior; bizarre, sophisticated or unusual sexual behavior or knowledge; poor peer relationships; delinquent or runaway; reports sexual assault by an adult.

Prior to acceptance in a program where the volunteer will be transporting a child, **volunteers must provide BBBS staff with documentation of a valid driver's license and liability insurance, as well as a DMV background check.**

BBBS staff place copies of appropriate licensure and insurance held by the volunteer in the file if they will be transporting the child.

When transporting children, volunteers, family, and staff must comply with the following New Mexico Seatbelt and Child Safety Laws:

- In New Mexico, all passengers in the front and back seats must be wearing a seat belt. All persons in a moving vehicle, in all positions, at all times, must be belted. New Mexico has a primary enforcement seat belt law and a primary child restraint enforcement law. This means that a vehicle can be stopped for other reasons, and if the driver or any passengers are not wearing their seat belts, or children are not properly restrained, the officer can issue seat belt or child restraint violations.
- The law in New Mexico requires all children up to their 7th birthday, regardless of weight, and all children less than 60 pounds, regardless of age, to ride in a child safety seat. The law also states that children ages 7 to 12 must ride in a booster seat until the adult seat belt fits them properly. Children should ride in booster seats until the vehicle seat belt fits correctly. Booster seats must be used with both lap and shoulder belts. Booster seats cannot be used with a lap belt alone.



- The use of cell phone (texting or calls) while driving is illegal in the city limits of Albuquerque and is discouraged at any time. The volunteer is required to pull over to a safe location to use a cell phone, or should use a blue tooth (hands free) device if it is absolutely necessary to take a call while driving.
- The use of alcohol or drugs (illegal or prescription (unless approved by a MD)) while driving is illegal. A volunteer should make arrangements to visit the LB/LS on a different occasion if impaired. If it is discovered that a volunteer was driving with under the influence the match will be closed immediately.

- During the match meeting the Match Support Staff will discuss with both parties this policy and come to an agreement on how the child will be transported and how equipment will be passed between each party (It is the family's responsibility to provide equipment as required by law and this policy. The volunteer assumes all responsibility if they do not follow the law and policy). Match Support Staff will document this conversation and the arrangements that were made (i.e. if a booster seat is necessary) in their first match meeting notes in AIM.
- If it is necessary for the little to use a booster seat then Match Support Specialist must check in with Little, Parent and Volunteer during support contacts to confirm that the booster seat was used every time the volunteer transported the child. If volunteer is not using the booster seat than it could result in volunteer no longer being able to transport child, and or suspension or closure of the match.

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Guardian Print Name

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Signature

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Date

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Child Print Name

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Signature

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Date



**Big Brothers Big Sisters of Central New Mexico is authorized to release information below to a potential volunteer or parent.**

**Please select one:**

- I agree that Big Brothers Big Sisters can disclose client's information.**  
*(i.e. chronological history, mental health information, drug/alcohol abuse)*
- I do not want the information below to be disclosed:**  
*(Please indicate below in writing)*

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**Please select one:**

- I agree that Big Brothers Big Sisters can disclose client's information to staff at client's school.**  
*(i.e. status of application and progress of the match)*
- I do not want the information below to be disclosed to staff at the client's school:**  
*(Please indicate below in writing)*

Release of liability: The undersigned releases Big Brothers Big Sisters, its employees and staff members from all legal responsibilities or liability that may arise from the use or disclosure of medical records and other health information in reliance on this authorization.

Right to request information: In accordance with state law, I understand I have the right to examine and copy the information to be disclosed, the name or title of the proposed recipient of the information with the exception potential volunteers, and a description of the use that may be made of the information (Section 32A-6A-24, NMSA, 1978)

Refusal to sign: I understand that I may refuse to sign this authorization and that refusing to do so may affect Big Brothers Big Sisters's ability to provide services to client.

Revocation: I understand I may revoke this authorization at any time in writing; however I understand I cannot do anything about information already used or disclosed under this authorization

Note: All required information must be entered before this consent is signed

Re-disclosure: The information to be disclosed is confidential and is provided only to the party specified in this authorization/potential volunteers. The receiving party cannot re-disclose the information unless legal exceptions allow them to do so,

The confidentiality of medical, psychiatric and abuse information is protected by State and Federal Statutes, Rules and Regulations, including but not limited to: The New Mexico Children's Code, The New Mexico Mental Health and Developmental Disabilities Code, New Mexico Administrative Code, Emancipation of Minors Act, Title 42 of the Code of Federal Regulations and HIPAA.

Please refer to our grievance policy if you want to revoke this authorization or file a complaint or to report a problem about how Big Brothers Big Sisters has used or disclosed information about the client. The client's benefits will not be affected by any complaint made. If you file a complaint, cooperate in any investigation, or refuse to agree to something that you believe to be unlawful, it will not be held against you.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**As a Little, you are our client. A right is a rule that describes what you deserve and get no matter what happens.**

**1. Client has the right to be treated with dignity (worthiness) and respect at all times.**

*This means your Big has to treat you well always.*

**2. Client has the right to freedom of thoughts, beliefs, politics, and religion.**

*This means your Big cannot try to change your thoughts, feelings, and cannot try to change what you believe in.*

**3. Client has the right to receive appropriate adult guidance, supervision, and support.**

*This means your Big will not leave you alone and will take care of you while you are with them.*

**4. Client has the right to have their opinions heard and to be included, when appropriate, in any decisions made affecting their program involvement.**

*This means your Big, parent/guardian, and you will discuss and decide together, what activity you will be doing, when, and for how long.*

**5. Client has the right to humane (compassionate) treatment and to be protected from emotional, physical, and/or sexual abuse and neglect.**

*This means your Big cannot be mean to you, hurt your feelings, or hurt you physically. Your Big can never ask you to do things or do things to you that make you feel uncomfortable, unsafe, scared, or confused. This also means your Big does not talk about things that make you feel uncomfortable, unsafe, scared, or confused.*

**6. Client has the right to terminate (end) services at any time.**

*This means you can stop being a Little and stop seeing your Big whenever you want to.*

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*I, the undersigned, acknowledge that I have read and understand the Statement of Client's Rights. If I feel my rights are violated, I will talk to my guardian and Match Support Specialist.*

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Guardian Print Name

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Signature

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Date

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Child Print Name

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Signature

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Date

**The following match guidelines are established to ensure your safety and to help develop the friendship to its fullest potential. You are responsible for your behavior when on outings.**

1. You will be ready for pick up before the Big arrives, with appropriate clothing for the weather.
2. You will do your best not to cancel outings with your Big, even if something else comes along—this is a mutual commitment. If you need to cancel due to sickness or a family emergency, please contact your Big to let them know about the change of plans.
3. Have an open mind and be willing to try new things. Talk to your Big; tell them things you would like to do, also ask about their interests.
4. You will stay with your Big when in a public place and advise them when you need to go to the restroom, and/or if you need a drink or a snack. If you want to end an outing early, let your Big know so they can contact your guardian and take you home.
5. Do not ask your Big for money or gifts. Good friends do not buy friendship; they share friendship. Good friends also show courtesy to each other, do not forget to say “please” and “thank you.”
6. Feel free to contact (call, text, email, write a letter) your Big occasionally; it will make your Big happy and will help show that you are interested in being friends.
7. You will limit cell phone use while with your Big, unless you are talking to your guardian.
8. You will spend one-on-one time with Big and will not ask friends/siblings to accompany you.
9. You will talk to your Match Support Specialist (MSS) on a regular basis to discuss how your friendship is forming. You will notify your MSS if you have a change in address or telephone number- don't forget to let your Big know too if you have any change in contact information.
10. Make sure to talk to your guardian about what you did on outings after you return home; including what you talked about, anything you enjoyed, and anything that made you uncomfortable.
11. You will stay committed to your Big for at least 1 year. If you want to end your match early, you will discuss this with your guardian and MSS.

**We strive to make our matches fun and, above all, safe for our Littles!**