



Big Brothers Big Sisters

Of Central Minnesota

Volunteer Big Handbook

Our Vision: That all children achieve success in life

Our Mission: To provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever

Accountability Statement: We partner with parents/guardians, volunteers and others in the community and hold ourselves accountable for each child in our program achieving:

- Higher aspirations, greater confidence, and better relationships
 - Avoidance of risky behaviors
 - Educational success

Community-Based Mentor Position (Big Brother, Big Sister, Big Couple or Big Family)

POSITION TITLE: Community-Based Mentor (Big Brother, Big Sister, Big Couple or Big Family)

POSITION SUMMARY: Bigs in the Community-Based Program provide friendship, emotional support and hope to young people with whom they are matched.

RESPONSIBILITIES:

- Commit to one year of friendship with your Little, meeting 3 to 4 times a month, 2-5 hours at a time.
- Maintain monthly communication with Match Support Coordinator to discuss:
 - Activities
 - Child safety
 - Child development
 - Relationship development
 - Agency affiliation
- Decide activities together with the Little.
- Be consistent, dependable and patient.
- Have realistic expectations.
- Set boundaries and limits.
- Acknowledge positive impact on the child comes after the relationship is built.
- Put the child's safety and well-being first.

QUALIFICATIONS:

- Volunteers must be 18 years of age or older and have completed high school or equivalent.
- Volunteers must have a viable means of transportation. A valid driver's license and proof of insurance is required for any volunteer who drives and provides transportation for match activities.
- Volunteers must be able to supply references.
 - Spouse/Spousal Equivalent or other Family Member
 - Work/School
 - Personal (friend)
 - Prior youth experience (if applicable)
- Volunteers must be willing to provide a release of information authorization for criminal history checks, driving record checks, counseling reports and other youth serving involvements.
- Volunteers must be willing to provide their social security number to facilitate background checks.
- Volunteers must agree to participate in the enrollment process.
- Volunteers must demonstrate stability in mental health, personal/family life, social relationships, judgment and employment history.

School/Site-Based Mentor Position (Big Brother or Big Sister)

POSITION TITLE: School/Site-Based Mentor (Big Brother or Big Sister)

POSITION SUMMARY: Bigs in the School/Site-Based Program provide friendship, emotional support and hope to young people with whom they are matched. They meet with their Littles ONLY on school/site grounds with the exception of agency-supervised activities. School/Site-Based Bigs are not allowed to provide transportation to their Littles under any circumstances.

RESPONSIBILITIES:

- Commit to one year of friendship with your Little, with activities once a week (during school year) for approximately one hour at the school/site.
- Maintain communication over school breaks and summer months via phone, mail, email, attending BBBS staffed activities, etc.
- Maintain monthly communication with School-Based Coordinator to discuss:
 - Activities
 - Child safety
 - Child development
 - Relationship development
 - Agency affiliation
- Decide activities together with the Little.
- Be consistent, dependable and patient.
- Have realistic expectations.
- Set boundaries and limits.
- Acknowledge positive impact on the child comes after the relationship is built.
- Put the child's safety and well-being first.

QUALIFICATIONS:

- Volunteers must be 18 years of age or older and have completed high school or equivalent.
- Volunteers must have a viable means of transportation to/from the school/site.
- Volunteers must be able to supply references.
 - Spouse/Spousal Equivalent or other Family Member
 - Work/School
 - Personal (friend)
 - Prior youth experience (if applicable)
- Volunteers must be willing to provide a release of information authorization for criminal history checks, driving record checks, counseling reports and other youth serving involvements.
- Volunteers must be willing to provide their social security number to facilitate background checks.
- Volunteers must agree to participate in the enrollment process.
- Volunteers must demonstrate stability in mental health, personal/family life, social relationships, judgment and employment history.

High School Big Brother or Big Sister (School-Based Mentor Position)

POSITION TITLE: High School Big Brother or Big Sister

POSITION SUMMARY: High School Bigs in the School-Based Program provide friendship, emotional support and hope to young people with whom they are matched. They meet with their Littles ONLY on school grounds with the exception of agency-supervised activities. High School Bigs are not allowed to provide transportation to their Littles under any circumstance.

RESPONSIBILITIES:

- Commit to one year of friendship with your Little, with activities once a week (during school year) for approximately one hour at the school/site.
- Maintain communication over school breaks and summer months via phone, mail, email, attending BBBS staffed activities, etc.
- Maintain monthly communication with Match Support Coordinator to discuss:
 - Activities
 - Child safety
 - Child development
 - Relationship development
 - Agency affiliation
- Decide activities together with the Little.
- Be consistent, dependable and patient.
- Have realistic expectations.
- Set boundaries and limits.
- Acknowledge positive impact on the child comes after the relationship is built.
- Put the child's safety and well-being first.

QUALIFICATIONS:

- Volunteers must have completed their first semester of their freshman year.
- Volunteers must have a viable means of transportation to/from the school.
- Volunteers must complete the High School Big application packet including three references (parent, school faculty, additional adult) and supply references for prior youth experience (if applicable).
- Volunteers must be willing to provide a release of information authorization for counseling reports and other youth serving involvements.
- Volunteers must be willing to provide their social security number.
- Volunteers must agree to participate in the enrollment process.
- Volunteers must demonstrate stability in mental health, personal/family life, social relationships, judgment and employment history.



Special Initiatives

Mentoring Children of Incarcerated Parents - The objective of the Mentoring Children of Incarcerated Parents initiative is to create quality, lasting, one-to-one relationships that provide children of offenders with caring role models for future success. Mentors provide opportunities for youth to gain new skills and interests and expand their experiences beyond their families, schools, and neighborhoods by acting as a trusted friend.



Bigs in Blue – This initiative allows on-duty police officers to mentor youth who are facing adversity. This initiative was developed to create positive and respectful relationships with people who have authority, including officers. We currently have partnerships with the St. Cloud, Sartell and Waite Park Police Departments and looking to expand to other department in our service area.

Bigs in Brown – With this initiative we partner with local Sheriff's Offices to provide mentors for youth facing adversity. The mentors are made up of employees of the Sheriff's Office which may include deputies, corrections staff, dispatchers, administrative staff, etc. We currently partner with the Stearns County Sheriff's Office and hope to expand to other counties in our service area.



Operation Military Mentoring - Big Brothers Big Sisters supports children from military families and engages active duty, reserve, and retired military personnel as volunteer mentors. It's an opportunity to provide support and friendship to families who give so much to protect our freedom.

Faith-Based – Our Faith-Based mentors help the youth explore their faith journey while engaging in fun activities they both enjoy. Mentors may share about their faith to help the youth with their own faith journey and teach/model the importance of serving others. As with all of our mentors, this has to be prior approved with the parent/guardian and an interest of the youth.



College & Career Readiness – Big Brothers Big Sisters provides activities for our youth to help prepare them for college and career. This includes such activities as: scholarship opportunities, Toolkit for College night, college visits, FAFSA Workshop, Career Exploration Night, etc. These activities are open to all current and past Littles as well as High School Bigs.

Dr. Potter Bigs on Campus Mentoring Initiative – We are partnering with St. Cloud State University, Spanier Bus Service and the St. Cloud School District (ISD 742); 7th grade AVID (Advancement Via Individual Determination) students will be bussed to SCSU where they will be matched with an employee of SCSU. They will meet twice a month on campus. The AVID program works primarily with students of color, low income, or those whose families are first generation college students. The purpose of this initiative is introduce the students to college and also provide professional adult mentors to the students.



Bridging Generations - Big Brothers Big Sisters recruits and engages volunteers age 55+ to share their time and life experiences thru youth mentoring. This initiative makes a positive impact across the generations and offer long-lasting effects. Often times we hear potential mentors say, “I wish I would have done that when I was younger,” thinking they are, in their opinion, “too old.” We have found great success in mentors age 55+, both for the mentor and the youth.

Sports Buddies - This initiative provides opportunities for adults who are passionate about sports to help build friendships and model good sportsmanship. It provides the opportunity for youth to experience sporting and recreational events that were once out of reach. Also, it is an opportunity for sports teams/organizations to get involved by hosting sports clinics, fishing events, etc. and providing tickets to events for our matches and families to participate in.



Big Couples – Two adults can team up to mentor a youth. “Couples” may be a spouse, significant other or close friend. As a Big Couple, the two mentors provide a child with a team of support.

Big Families- We wouldn't want to ask a parent to choose between spending time with their children or a youth in our program. Instead, the youth can become a part of the family's activities. A couple or individual with a child or children all benefit when adding a “Little” to their family.



High School Bigs - We provide a unique opportunity for High School Students to volunteer as mentors in our School-Based program. High School Bigs must be in the second semester of their freshmen year or older.

All Volunteers are Required to Demonstrate the Following Attributes:

- Sincere desire to be personally involved with a child, helping him or her to realize their potential.
- Ability to communicate with youth openly and without judgment.
- Strong listening skills and the ability to establish a relationship based on honesty and respect.
- Sensitivity to people of different educational, socio-economic, cultural or racial backgrounds.
- Reasonable flexibility and tolerance toward attitudes and values different from their own.
- Volunteers must agree to follow agency procedures and policies.

TRAINING:

- All volunteers are required to complete an in-person orientation, which includes child safety and other agency guidelines, child abuse prevention, cultural competency, information on the role of a mentor and tips for being a successful Big.

SUPERVISOR: Once matched, Big Brothers and Big Sisters are supervised by a Match Support Coordinator.

BENEFITS:

Being a Big Brother, Big Sister, Big Couple or Big Family is a rewarding and enjoyable experience.

- Leave a legacy through your gift of friendship.
- Impact the future through your Little.
- Meet other Bigs and Littles.

Understanding Cultural Dynamics

The journey of building cultural connections

“Culture is more than a collection of artifacts and holidays. It is, in its broadest sense, a set of values, attitudes, beliefs and rules for behavior by which we organize and give meaning to the world.” Carol Brunson Phillips

Everyone – families, neighbors, communities, and organizations all have culture. Culture is often invisible “just the way we do things around here.”

Our culture gives us unique lenses through which we give meaning to experiences, events and relationships. Even though someone may look like us, he or she is still likely to differ

from us in family composition and tradition, religion, class, region, ethnicity, etc. As such, it is important to remember that all matches are likely to be intercultural relationships. Cultural understanding and learning are essential to building authentic connections in an intercultural context.

BBBS wants to support all program participants in building meaningful, caring and respectful relationships. Here is a definition of cultural competence for you to use as a lens and resource.

The qualities of a good intercultural communicator and relationship builder are:

- Self Awareness –
The ability to reflect and process one’s own biases, prejudices and areas of struggle. The willingness to explore one’s history, both personally, and within a social context, and relate this to their place in the world today.

- Empathy –
The ability, or willingness to try, to recognize and emotionally respond to another’s struggles and/or joys by drawing connections to one’s own life experiences. Those unable to do this should still be able to validate another’s experiences as real and true for them and respond accordingly.

- Flexibility/Tolerance for Ambiguity –
The ability to adapt and integrate various changes, outward and inward, with minimal resistance. Also, the ability to recognize and respond to differences in communication styles, work behavior and cultural norms in a way that reflects a level of acceptance and appreciation. The ability to recognize in depth and breadth information available to us about individuals, cultures and concepts and the ability to contextualize information.

- Curiosity –
Willingness to explore and learn things with our conscious and subconscious knowledge base and experience.

- Patience –
The recognition and acceptance that relationship building and change take time and energy. People will differ in their paths to change. In order for transformation to take place, support and encouragement are needed.

- Courage –
Willingness to accept and embrace discomfort when new experiences, information, emotions and relationships are encountered.



Ten intercultural tips for working with youth

1. Take time to reflect on your own cultural background and values, particularly regarding your own beliefs about youth/adult relationships.
2. Take time to learn about your Little's culture and lifestyle.
3. Recognize that differences can, but need not, be a source of conflict.
4. Avoid prejudging youth and families. It limits you and them.
5. Acknowledge that cultural differences are likely to exist. They provide an opportunity for you and your Little to expand your understanding of one another.
6. After acknowledging differences exist, be interested and seek to understand.
7. Remember that all cultural groups have values, attitudes, beliefs and behaviors that make sense in their own context. Even though they may be different than yours, they are valid.
8. Don't expect reciprocity. People from different cultures express themselves differently.
9. Don't use cultural differences as an excuse for inappropriate behavior.
10. Remember intent does not equal impact. Even with the best of intent, you and your Little may have cultural misunderstandings. Acknowledge the impact these misunderstandings may have on your Little. Assume good intent from your Little towards you and model ways to take responsibility for negative impacts that result from misunderstandings.

Boundaries, Roles and Problem Solving

Some things to consider concerning boundaries with your Little:

- Never promise to keep a secret.
- Be respectful of youth and family's privacy.
- Before making assumptions seek more information and ask open-ended questions.
- Guidelines for sharing personal information:
 - Are you comfortable and willing to share?
 - If you are willing, is it appropriate to share?
 - Part of determining the appropriateness includes determining your intentions. Why are you sharing the information? Is it about you? Or about the child?

- Values, Beliefs and Opinions:
 - Use statements such as “I believe, I think, In my opinion.” Then follow up with “What do you believe? What do you think?”
- Touch can be confusing for adults and kids. Some general guidelines for touch:
 - Don’t pick up kids or let them jump on you.
 - Have them sit next to you rather than on your lap.
 - Hugs are okay as long as you or your Little asks first.
- Utilize the Match Support Team:
 - Seek support from staff.
 - Report information about things that concern you.
 - Remember that staff can help find additional resources for families.
 - You are a Mandated Reporter. BBBS staff are also Mandated Reporters. It is against the law not to report suspected abuse or neglect to a local child protection or law enforcement agency. If you suspect child abuse or neglect, talk with your Match Support Coordinator and he/she will assist you in making a report.
- You are not allowed to babysit Littles or Little’s siblings. This includes High School Bigs.

••• Ages and Stages of Child Development

If you haven’t had recent experience with a child in the age group you’ll be matched with, we have some information to help you work successfully with your Little. Below are age categories with some general characteristics of children in each of the four different age categories. These are to help you understand what your Little might be like depending on his/her age. They also include some suggested activities.

As you read through these categories:

- Keep in mind that they are generalizations.
- While they may provide a description of children in general, you may encounter something slightly different with your Little. This does not mean that there is something wrong with your Little. It may mean that they are not like the average child.
- Sometimes a child’s development may be delayed because of trauma or negative experiences or simply a slower or faster development than others, so the stage they’re in at present may not correlate to their age in years.

5-7 YEAR OLDS

General Characteristics

- Eager to learn, easily fatigued, short periods of interest.
- Learn best when they are active while learning.
- Self-assertive, boastful, less cooperative, more competitive.

Physical Characteristics

- Are very active and need frequent breaks from tasks. They like to do things that are fun and involve use of energy.
- Need rest periods.
- Large muscles are well developed. Activities involving small muscles are difficult (i.e., working on models with small pieces).
- May tend to be accident prone.

Social Characteristics

- Like organized games and are very concerned about following rules.
- Can be very competitive. May cheat at games.
- Are very imaginative and involved in fantasy playing.
- Are self-assertive, aggressive, want to be first, and boastful.
- Learn best through active participation.

Emotional Characteristics

- Are alert to feelings of others, but are unaware of how their own actions affect others.
- Are very sensitive to praise and recognition. Feelings are easily hurt.
- Inconsistent in level of maturity evidenced; regress when tired, often less mature at home than with outsiders.

Mental Characteristics

- Are very eager to learn.
- Like to talk.
- Their idea of fairness becomes a big issue.
- Have difficulty making decisions.

Developmental Tasks

- Sex role identification.
- Early moral development.
- Concrete operations - the child begins to experience the predictability of physical events.

8-10 YEAR OLDS

General Characteristics

- Interested in people, aware of differences, willing to give more to others but expects more.
- Busy, active, full of enthusiasm, may try too much, accident prone, interest in money and its value.
- Sensitive to criticism, recognize failure, capacity for self-evaluation.

- Capable of prolonged interest, may make plans on own.
- Decisive, dependable, reasonable, strong sense of right and wrong.
- Spend a great deal of time in talk and discussion, often outspoken and critical of adults although still dependent on adult approval.

Physical Characteristics

- Are very active and need frequent breaks from tasks to do things that are fun for them and involve use of energy.
- Bone growth is not yet complete.
- Early maturers may be upset with their size.
- May tend to be accident prone.

Social Characteristics

- Can be very competitive.
- Are choosy about their friends.
- Being accepted by friends becomes quite important.
- Team games become popular.
- Worshipping heroes, TV stars, and sports figures is common.

Emotional Characteristics

- Are very sensitive to praise and recognition. Feelings are hurt easily.

- Because friends are so important during this time, there can be conflicts between adults' rules and friends' rules. You can help by your honesty and consistency.

Mental Characteristics

- Their idea of fairness becomes a big issue.
- Are eager to answer questions.
- Are very curious, and are collectors of everything. However, they may jump to other objects of interest after a short time.
- Want more independence, but know they need guidance and support.
- Wide discrepancies in reading ability.

Developmental Task

- Social cooperation.
- Self-evaluation/Skill learning
- Team play.

11- 13 YEAR OLDS

General Characteristics

- Testing limits, "know-it-all attitude."
- Vulnerable, emotionally insecure, fear of rejection, mood swings.
- Identification with admired adult.
- Bodies are going through physical changes that affect personal appearance.

Physical Characteristics

- Small muscle coordination is good, and interests in art, crafts, models and music are popular.
- Bone growth is not yet complete.
- Early maturers may be upset with their size.
- Are very concerned with their appearance, and very self-conscious about growth.
- Diet and sleep habits can be bad, which may result in low energy levels.
- Girls may begin menstruation.

Social Characteristics

- Being accepted by friends becomes quite important.
- Cliques start to develop outside of school.
- Team games become popular.
- Crushes on members of the opposite sex are common.
- Friends set the general rule of behavior.
- Feel a real need to conform. They dress and behave alike in order to "belong."

- Are very concerned about what others say and think of them.
- Have a tendency to manipulate others (“Mary’s mother says she can go. Why can’t I?”).
- Interested in earning own money.

Emotional Characteristics

- Are very sensitive to praise and recognition. Feelings are hurt easily.
- Because friends are so important during this time, there can be conflicts between adults’ rules and friends’ rules.
- Are caught between being a child and being an adult.
- Loud behavior hides their lack of self-confidence.
- Look at the world more objectively, adults subjectively, critical.

Mental Characteristics

- Tend to be perfectionists. If they try to attempt too much, they may feel frustrated and guilty.
- Want more independence, but know they need guidance and support.
- Attention span can be lengthy.

14- 16 YEAR OLDS

General Characteristics

- Testing limits, “know-it -all attitude.”
- Vulnerable, emotionally insecure, fear of rejection, mood swings.
- Identification with admired adult.
- Bodies are going through physical changes that affect personal appearance.

Physical Characteristics

- Are very concerned with their appearance and very self-conscious about growth.
- Diet and sleep habits can be bad, which may result in low energy levels.
- Rapid weight gain at beginning of adolescence. Enormous appetite.

Social Characteristics

- Friends set the general rules of behavior.
- Feel a real need to conform. They dress and behave alike in order to “belong.”
- Are very concerned about what others say and think of them.
- Have a tendency to manipulate others (“Mary’s mother says she can go. Why can’t I?”).
- Going to extremes, emotional instability with “know-it-all” attitude.
- Fear of ridicule and of being unpopular.
- Strong identification with an admired adult.

- Girls usually more interested in boys than girls, resulting from earlier maturing of the girls.

Emotional Characteristics

- Are very sensitive to praise and recognition. Feelings are easily hurt.
- Are caught between being a child and being an adult.
- Loud behavior hides their lack of self-confidence.
- Look at the world more objectively, adults subjectively, critical.

Mental Characteristics

- Can better understand moral principles.
- Attention span can be lengthy.

Developmental Tasks

- Physical maturation.
- Formal operations.
- Membership in the peer group.
- Relating to the opposite sex.

Some Suggested Activities:

Age			
5-7	8 -10	11-13	14-16
Bake and frost cut out cookies	Start a scrapbook with a page for pictures of favorite things	Watch a TV program and identify negative stereotypes	Figure out how to program your DVR player
Fly a kite on a windy day	Go on a camera scavenger hunt to find odd objects to photograph	Look up your state on the internet: major industry? Biggest cities?	Research what happened on the day and year each of you was born
Go on a walk and collect interesting rocks, leaves or other items	Make greeting, get well or holiday cards to give to special people	Build and paint a bird house – watch for occupants	Check out the classified ads and discuss what each job requires in terms of education and experience
Visit a local	Make a bug cage and	Rent rollerblades	Visit a fish market, meat market or

park	catch lightning bugs together	and learn to skate, safely	other place where food is not prepackaged
Make a present for someone special	Visit the zoo at feeding time	Make a list of people you admire – look them up on the internet	Go out for dinner at an ethnic restaurant; who else is eating there? Favorite dishes?
Play UNO, Crazy 8s, Old Maid	Read a selected book out loud and record it	Take a long ride on public transportation to the end of the line	Explore a new radio station together; discuss ads and target audience
Play bad mitten or croquet	Play Miniature golf or go bowling	Visit the Humane Society and offer to walk the dogs	Plan, shop for ingredients and cook dinner
Go for a walk and find interesting places to practice “balancing”	Play Monopoly, Life, Sorry, hangman	Mow the lawn or wash the car together	Go to a concert featuring a favorite performer
Have a peanut butter and jelly sandwich picnic	Go on a field trip to the museum – focus on one exhibit and discuss it	Play computer and video games together	Try mastering something difficult: juggling, cooking a soufflé, water color painting
Visit a pet store and decide which is the oddest pet	Call ahead and visit the local fire station or police station	Plan and plant a garden or visit a community garden and offer to help	Watch a professional or semi-professional sporting event

Dress Code

Volunteers are asked to dress appropriately.

- Be aware of logos and designs on clothing and baseball caps to ensure that they are suitable for children (Examples may include logos/designs using alcohol or drug images, bad language, sexually explicit, etc.)
- Undergarments should never be shown even when bending or lifting arms overhead.
- Tops should be modest and cover your stomach and chest.
- Volunteers are expected to be positive role models in every aspect including dress and appearance.

Official Policies and Guidelines

Big Brothers Big Sisters requires all volunteers who work with children to abide by the following policies while they are involved in the program.

If you have questions about these official policies, please contact the Match Support Team at 320.253.1616.

Alcohol

- Use of alcohol is prohibited while in the company of a Little Brother or Little Sister.
- No alcohol consumption should take place before or during a scheduled agency/match activity.
- Violation of this policy may result in the volunteer being released from the program.

Drugs

- The agency will not accept a volunteer into the program who is currently using illegal substances.
- The agency prohibits the use of any illegal substances by a volunteer while matched with a Little Brother or Little Sister.
- Violation of this policy will result in the volunteer being released from the program.

Tobacco

- Use of tobacco products, including electronic cigarettes are prohibited while in the presence of a Little Brother or Little Sister.
- Violation of this policy could result in the volunteer being released from the program.

Giving Medication:

- Volunteers are not allowed to give Littles any medication (prescription/non-prescription) without written permission and administering directions from the parent/guardian.

Firearm/Weapon Safety

- Volunteers must disclose ownership of any weapons or firearms to BBBS staff. BBBS staff will notify the parent/guardian of this ownership.
- In the home: All firearms must be locked/secured and inaccessible to the Little Brother or Little Sister.
- Personal firearm/carry and conceal – Volunteers are prohibited from carrying, possessing or using firearms including but not limited to, pistols or other weapons while Littles are in the Bigs' care and while at BBBS sponsored events, at the BBBS office or at off-premise locations, unless for hunting or target practice purposes. This policy applies to all volunteers, including but not limited to those who have a valid permit to carry a pistol. An exception to this policy would be in the case of Law Enforcement Officers who are employed by a Law Enforcement Agency.
- No Little Brother or Little Sister is permitted to use a firearm until they have completed a gun safety course and are at least 12 years of age.
- Parent/Guardian must give his/her consent for a child to use a firearm on a match activity (target shooting, hunting) and must have a signed release on file with the Match Support Coordinator. Game farms and target ranges are preferred locations for this type of activity.
- Violation of this policy could result in the volunteer being released from the program.

Conflict Management

It is BBBS' objective to resolve problems and complaints promptly, keep the resolution as close to the source as possible, and offer graduated steps for further discussion and resolution at higher levels of authority as necessary. Child safety is BBBS' highest priority in resolving conflicts among adults (e.g., between a Big Brother or Sister and his/her Little's parent/guardian). We encourage the person who believes there is a problem to talk directly to the person with whom they have a conflict. If the discussion does not resolve the issue, the adults involved in the conflict should discuss the situation with their Match Support Coordinator.

Confidentiality

Given the nature of the program our Bigs may be introduced to sensitive and extremely personal information about the child with whom they are matched. Every Big Brother and Big Sister in the program must agree to treat all information pertaining to areas of concern and background with strict confidentiality. You are to share private information only with the parent/guardian and with BBBS.

BBBS encourages confidentiality between the volunteer and child. In order for a trusting relationship to develop, friends need to feel confident their thoughts and feelings will not be shared with others without their permission.

However, there are certain things that must not be kept secret:

- Anytime a Big is concerned about the health or well being of the Little
- Anytime a Big learns about or suspects physical, emotional or sexual abuse or neglect.
- The Big and/or BBBS is required by law to report the actions to the proper authorities.

Online Social Networking

BBBS recognizes that online social networking (Facebook, Twitter, Snapchat, LinkedIn, Kik, Instagram, blogs, etc.) has become a very popular communications tool and that many of our Big Brothers/Sisters and Little Brothers/Sisters use these websites. In general, personal use of social networking sites is typically for communication between peers, including friends and family. BBBS wants to reiterate that your relationship with your Little is that of a mentor in addition to a friend. Not all social networking sites are designed to support mentoring relationships.

Please proceed thoughtfully when inviting or accepting an invitation from your Little to a social networking site. If you have any doubts, please contact your Match Support Coordinator and/or postpone your invitation or acceptance. If you do choose to participate in a social networking site with your Little, you must adhere to the following guidelines regarding any postings related to your match or affiliation with BBBS:

- Do not participate in any online communication with/about your Little unless you have discussed this with the parent/guardian or Match Support Coordinator and have received their approval.
- Never post any pictures of your Little online if there is not a signed release on file with BBBS.
- Never post the last name of your Little, or his/her parent/guardian.
- Never post any contact information for your Little.
- Never post any identifying information about your Little (child's home address, school the child attends, where the parent works, etc). Honor confidentiality guidelines within your match; be cautious when posting.
- Be aware of other postings on your page that are not BBBS related or are inappropriate for minors. Know that as a BBBS volunteer you are a role model at all times. Please ensure that all contents are appropriate and kid-friendly.
- When in doubt about whether or not something is appropriate to post, consult with your Match Support Coordinator prior to posting.

Failure to adhere to these guidelines may result in the termination of your match.

Activities in the Volunteer's Home

Home visits and activities in the volunteer's home are strictly prohibited for the **first three months** of the match to **allow for the healthy development of the match relationship**. To qualify, the following criteria must be met and approved before any home visits or activities in the home may occur:

- Big, Little, and Parent/Guardian is in compliance with the match agreement and all program policies and ground rules are being followed.
- Big and Little must meet with the Match Support Coordinator to complete the three month Strength of Relationship Survey.
- The Big, Little and Parent/Guardian consistently demonstrate good judgment, reliability and communication. Big must have prior parent/guardian approval for each activity occurring in the home.

Permission for activities in the home may be revoked at any time by the Big, Little, Parent/Guardian or BBBS staff. Frequent, excessive or exclusive visits to the Big's home will not be permitted. Match activities should include a wide range of activities other than at the home. The Match Support Coordinator has the authority to restrict the volunteer and Little's activities at the volunteer's home if there are concerns regarding the safety level or appropriateness of such visits. In that case, the parent/guardian and volunteer will be informed of the professional staff's decision.

Overnight Match Activities

Overnights may be permitted under the following circumstances:

- **The match relationship must be in the Community-Based Program for at least 1 year.**
- Before an overnight activity, the **match must get approval** from the agency and from the parent/guardian **at least 3 weeks prior** to the overnight.
- The Big has demonstrated good judgment and reliability.
- Match must have an annual meeting with all parties before match is eligible. Both the parent/guardian and the volunteer must sign a statement indicating that they have received a copy of the agency's overnight policy and agree to follow its terms.

Overnight activities should be reserved for special occasions and will not exceed four per year. The agency recommends that overnights only occur when special activities, events, or opportunities arise that promote youth education, life skills, leadership development, career exploration, and/or participation in outdoor sports/environment activities.

All overnight activities must adhere to the following guidelines during the entire visit:

- The Big is responsible for the supervision of the Little and for providing a safe and secure environment for him/her. The child should not be left unsupervised or in the care of someone else.
- Use of alcohol, drugs and/or tobacco is prohibited when with the child.
- Under no circumstances should a volunteer and a child sleep together in the same bed or sleeping bag.
- Matches are expected to follow BBBS child safety policies and guidelines.

Child Safety Guidelines

The following safety guidelines were designed to protect program participants from harm, identify potential areas of risk and define ways to minimize liability. Bigs will be expected to follow these rules while matched with a Little Brother or Little Sister. Contact us at 320.253.1616 with any questions or concerns.

Personal boundaries:

- Respect the child's need for personal space and privacy.
- Provide separate/private areas for child to use the restroom, change or bathe.
- Showering with or bathing a child is not permitted.
- Affection is best expressed through positive or affirming comments.
- Upon the child's permission, physical affection may be expressed using a handshake, high five, pat on the back or hug.

- Sitting on laps, massage, or touch of any private areas (genitals, breasts, buttocks) is not permitted.
- Wrestling and tickling are not permitted.
- Never sleep or nap with a child in the same bed, sleeping bag or sofa.
- Contact your Match Support Coordinator if there are any concerns about your Little's boundaries or expressions of affection.
- Consult with the parent/guardian before discussing values, sexuality, religion and/or life choices with your Little.
- Never come between the parent/guardian and child; respect the parental role/authority.

Discipline/setting limits

- Verbally, physically and/or emotionally abusive means of discipline are never allowed.
- State expectations for behavior and any boundaries.
- Verbally address behavior concerns; clarify what needs to change or happen.
- If the child does not respond, take him/her home and inform the parent/guardian. In the case of the School/Site-Based program take him/her back to the classroom or notify the Site Coordinator.

Abuse, neglect, maltreatment and safety issues

- Both Bigs and BBBS staff are mandated reporters.
- Report any suspicions you have to your Match Support Coordinator for consultation.
- If you believe your Little is in immediate danger, contact legal authorities and follow up with BBBS after the call has been made.

Pet care/control (Only applies to Community-Based Bigs)

- Littles should be introduced to pets carefully. Be aware that your Little may have no experience with animals.
- Consider the child's fears and allergies; establish boundaries and instruct him/her about appropriate care and treatment of a pet.
- Make sure a pet is secured if he/she does not like children.

Gift giving, donations and work for pay

- Gifts are okay for birthdays, holidays, special events or recognition of personal achievements. Let your Match Support Coordinator know if you purchase a gift for your Little. Value of the gift should not exceed \$25. Staying in the \$5 to \$10 range is preferred.
- Donations (furniture, clothing, money, computers, bikes, etc.) to Little/family must be discussed and approved by your Match Support Coordinator.
- Providing opportunities for the child to earn money should be discussed with the parent/guardian and approved by the parent/guardian and your Match Support Coordinator.

Personal stressors / life changes

- Inform your Match Support Coordinator of life changes, such as job loss, relationship break-up, pregnancy, marriage, physical health, mental health, finances, DUI, driving privileges suspended, auto insurance cancellation, etc.

- Update your Match Support Coordinator of any of changes in job, address, phone email, work schedule, availability, etc.
- Update your Match Support Coordinator of changes in your Little's family, significant other, living situation, placement, health issues, safety issues, availability, inappropriate requests, etc.

Community-Based Match Guidelines

Involving family members/friends on match activities

- Remember matches are meant to be primarily one-to-one relationships.
- If another adult/child will be participating in a match activity, parent/guardian permission is needed.
- Contact your Match Support Coordinator with any questions.

If the child gets sick

- Take the child home and inform the parent/guardian of the child's symptoms
- Never give medication to your Little unless given written permission from the parent/guardian.

If accident or injury occurs

- Non-Emergency:
 - Apply basic first aid (bandage, ice, etc.).
 - Decide whether the activity can continue.
 - Notify your Little's parent/guardian of the injury.
- Emergency:
 - Make the necessary arrangements to address medical needs.
 - Notify your Little's parent/guardian.
 - Report accident/injury to your Match Support Coordinator.

When using the public restrooms

- Walk the child to any public restroom to ensure safety.
- Wait for your Little either in the restroom or just outside of restroom.

When returning child home after a match activity

- Walk the child to the door to ensure his/her safety.
- Check in with the parent/guardian at this time, letting him/her know how the activity went.
- Communicate any concerns about your Little privately with his/her parent/guardian.

When riding in or operating motor vehicles

- General safety rules must be followed.
- Seatbelts must be used.
- The Minnesota Safety Council recommends children under the age of 13 sit in the back seat. Children should be 4'9" tall and/or 90 pounds before sitting in a front seat with airbags.

- Effective July 1, 2009, New Minnesota Law states: A child cannot use a seat belt alone until they are age 8 or reach 4'9" tall (whichever comes first). It is recommended to keep a child in a booster based on height, rather than age.

Supervision and transportation of child/youth

- Bigs are responsible for the supervision of Littles at all times from the start to finish of a match activity.
- At no time should a child be left unsupervised or left with someone else during a match activity.
- Others are not allowed to transport Littles (friends, family, roommates, partners, etc.).

Movies, video games, media, internet

- Volunteers and parent/guardians are responsible for determining age-appropriate content/ratings in all media forms when with a child.
- Viewing rated R (under 17 requires a parent/guardian) or NC-17 (no one under 17 admitted) movies or playing video games rated M (Mature-17+) is not allowed.
- Exercise caution and careful consideration when viewing movies rated PG-13 (parents strongly cautioned—some material may be inappropriate for children under 13) or playing video games rated T (content suitable for ages 13 and older) with your Little. If your Little is under the age of 13, you must get the parent/guardian's permission first.
- Viewing any media content with explicit sex, graphic violence or pornography is not acceptable while with your Little.
- Consult with your Match Support Coordinator for further consultation or clarification of these rules.

Activities that are not permitted (not covered by Big Brothers Big Sisters liability insurance)

- Activities that involve free falling such as bungee jumping, hang gliding, parachuting or parasailing.
- Flights on private planes, helicopters, sailplanes, hot air balloons or blimps.

The following activities are permitted but extreme caution must be used at all times and all safety guidelines must be followed. Parent/Guardian permission is also required before the youth can participate.

- Activities that involve shooting a projectile at another person such as paintball, airsoft, etc. Protective gear must be worn.
- Boating, wake boarding, and water skiing but no aerial tricks. Youth cannot operate a personal watercraft without the proper certification (which can be obtained at age 12). Life preservers must be worn on any watercraft.
- Riding all-terrain vehicles, including three-wheelers and four-wheelers, snowmobiles, motorcycles, dirt bikes and go carts. Helmets must be worn. Littles are only allowed to be passengers until they complete the proper certification.
 - Youth can be certified to operate an ATV and snowmobile at the age of 12. For more information on certification classes check out <https://www.dnr.state.mn.us/safety/vehicle/index.html>.
- Rock climbing (no free climbing), scuba (pool only), and white water rafting only with a professional/certified guide or proper certification.

School/Site-Based Match Guidelines

- **Littles and their Bigs are not allowed to meet off school/site grounds** unless attending a Big Brothers Big Sisters staffed activity. School/Site-Based Bigs are not allowed to provide transportation to their Littles, or walk them home, under any circumstances.
- **If you will not be able to meet with your Little** during your designated time, please follow the procedures directed by your School/Site-Based Coordinator at the time of your match to ensure your Little is aware.
- **Keep the relationship primarily one-to-one** – A good one-to-one friendship offers something the child will look up to and admire. Keep your involvement with other students in the classroom minimal as this may affect your relationship with the child.
- **Develop relationships with the staff and teacher's at your Little's schools** – By knowing the staff and teacher's at your Little's school, they will be a valuable resource to you throughout the school year. They can update you on your Little's progress in the classroom, let you know of important school days, and will help you to feel welcomed in their school environment.
- **Follow sign-in procedures** at your Little's school and wear BBBS identification during all visits.
- **If your Little gets sick** please walk him/her to the school nurse or to the Site Coordinator.
- **When using the restrooms** walk your Little to the restroom and wait for your Little either in the restroom or just outside of restroom.
- **At the end of the activity please walk your Little back to the classroom** and remember to sign out before leaving the building.
- **Please meet with your Little in an open area** - when meeting in a classroom or conference room please leave the door open.

Who should report suspected child abuse or neglect?

Anyone may voluntarily report suspected child abuse or neglect to the local child protection or law enforcement agency. Minnesota law requires professionals who work with children and families and their delegates to make a child protection report if they know or have reason to believe:

- A child is being neglected or abused.
- A child has been neglected or abused within the preceding three years.

Anyone who reports child abuse in good faith is immune from civil liability. The reporter's name is confidential and accessible only if the reporter consents or by court order. The inconvenience of reporting is offset by one simple fact: the action you take could save the life and spirit of a child and provide a family with much needed support.

It is against the law to not report suspected abuse or neglect to a local child protection or law enforcement agency.

Where to report suspected abuse or neglect

Immediate danger – If you know or suspect that a child has been abandoned or is in immediate danger (such as recent sexual assault or a serious physical assault), contact your local law enforcement agency right away.

No immediate danger – If the child is not in immediate danger, but you have reason to believe a child has been maltreated:

- Contact your Match Support Coordinator immediately. They are there to assist and offer support during the reporting process.
- Reports need to be made within a 24-hour time period after the suspected abuse or neglect has occurred. A written report is required within 72 hours of the report (see back of handbook for report form). Your Match Support Coordinator is available help complete the written report.
- Contact the child protection unit of the county social service agency the child resides.

If you are unsure – If you are unsure whether you should make a report, call your Match Support Coordinator and he/she will assist you.

Bullying is a widespread and serious problem that can happen anywhere. It is not a phase children have to go through, it is not "just messing around", and it is not something to grow out of. Bullying can cause serious and lasting harm.

Although definitions of bullying vary, most agree that bullying involves:

- **Imbalance of Power:** people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves
- **Intent to Cause Harm:** actions done by accident are not bullying; the person bullying has a goal to cause harm
- **Repetition:** incidents of bullying happen to the same the person over and over by the same person or group

Types of Bullying

Bullying can take many forms. Examples include:

- **Verbal:** name-calling, teasing
- **Social:** spreading rumors, leaving people out on purpose, breaking up friendships
- **Physical:** hitting, punching, shoving
- **Cyberbullying:** using the Internet, mobile phones or other digital technologies to harm others

If your Little is being bullied, or bullying others, please notify your Match Support Coordinator.

Resource: StopBullying.gov, an official U.S. Government Web site managed by the Department of Health & Human Services in partnership with the Department of Education and Department of Justice.

Introducing Match Support

Check in with your Match Support Coordinator – Contact with your Match Support Coordinator is required on a regular basis to keep your match open with BBBS. Communication will primarily happen over the phone but can also be done in person at BBBS events, or via email from time to time. Please make every effort to return our calls in a timely manner so we can provide you with the best possible support in your match.

As an affiliate of Big Brothers Big Sisters of America, **we are obligated to report on the progress of each match in our program on a scheduled basis.** Additionally, because we are checking in with you regularly, we are able to provide match liability insurance for every volunteer in our program. Finally, by being aware of match activities and any issues that may arise, **we are better able to support your match.**

To achieve compliance in this area, our Match Support Coordinators are expected to discuss your match with you every month for the first year and quarterly after that. If this contact is not maintained it puts both our ability to provide insurance and our standing with the national BBBSA organization at risk. In addition, it limits our ability to successfully advise and support your match. Therefore, it is essential that you, as a volunteer in our program to return phone calls and emails from your Match Support Coordinator in a reasonable amount of time. If we attempt to have contact with you 3 times and do not receive a return call, your match could be suspended. If there is still no contact your match could be closed.

E-Newsletter – As a Big you will receive an email newsletter from us once a month. In this E-newsletter, we highlight upcoming activities being offered by our agency for matches and various other things in the community that your match can take advantage of.

Agency Activities – BBBS offers several agency-sponsored activities. These events are a great way to meet other matches and staff members. A few examples include ice skating, movies, fishing, and picnics. You can find an activity calendar on our website with more details.

Special Events – We offer a number of large events for matches/Bigs to participate in throughout the year including an annual picnic, Big Celebration for mentors, our annual Bowl for Kids' Sake event, and our annual Magic Moments Gala (for adults only).

Connect With Us Online

There are more ways than ever to connect with the BBBS community online. Share ideas and receive agency updates by joining us on Facebook. Just search for "Big Brothers Big Sisters of Central Minnesota." You can also find us on:



Become a fan of BBBS on Facebook ([facebook.com/bigbrothersbigsisterscentralmn](https://www.facebook.com/bigbrothersbigsisterscentralmn))



Check out our website (<http://www.bbbscentralmn.org/>) for agency news, activity information, merchandise, photo galleries, and more

Top 10 Recommendations for a Successful Match

1. Keep appointments and be consistent.

- When you follow through, it sends a positive message to your Little by letting him/her know that the time you spend together is important to you, which will help build trust in your relationship.
- If there is a time when you can't get together with your Little, make plans to call, or write to keep communication going.

2. Communicate openly and regularly.

- Talk with the parent/guardian to clear all plans ahead of time and make sure to communicate if there is a change in your schedule or availability.
- Be honest about things you are not comfortable or happy with.

3. Keep up with your monthly match support contacts.

- Monthly support contacts are important to ensure safety and to help you through challenges and celebrate triumphs in your match. If BBBS does not have contact with you on a monthly basis, the match may be suspended or closed.
- Promptly return all communication from your Match Support Coordinator including phone calls, emails and surveys.

4. Set boundaries and keep them.

- Create clear boundaries and expectations with your Little and his/her parent/guardian regarding things like money, amount of time spent together, communication expectations, etc.
- Address concerns as they arise; do not wait until it becomes a larger issue.

5. Be Patient.

- Friendships don't often develop over night. Be patient with this process.
- Take the time to get to know one another and learn about each other.

6. Make a calendar.

- Develop a regular schedule for activities. The family and Little will know what to expect and they can be sure to be available and ready.
- Decide on one time each week that you plan to talk/check-in with your Little. You can also use this time to confirm your next meeting.

7. Create a budget.

- With your Little, talk about how much money can be spent each month on your activities.
- Each time you plan something, talk about how it will fit in the budget and what you may need to change or do the following month. Remember, we encourage free and low-cost activities!

Example: Month 1

Activity	Cost
	\$
	\$
Monthly Budget (Total)	\$

8. Be flexible.

- We all have busy lives and sometimes activities get cancelled or don't go as expected.

9. Have realistic expectations.

- Many volunteers get discouraged when they are not able to see the direct impact of their mentoring experience. Many times the effect of your friendship is not seen directly. You may need to adjust your expectations to prevent burnout and frustration.
- Seek out the support of your Match Support Coordinator or other Bigs in the program.

10. Be yourself!

- Have fun; be silly; be yourself!

Relationship Development



Valuable Relationships

As every experienced Big will tell you, the friendship takes time to develop. It is a different experience for every Big and Little, and no doubt your friendship will be unique.

However, there are some **common stages** that most match friendships will go through at different times, usually depending on the level of trust that has been established.

HONEYMOON STAGE

From the first meeting to approximately the four-month date.

What does this stage look like?

- You both are trying to figure out each other.
- Littles may try to get their Bigs' approvals or impress them.

What can you do to move it along?

- Without prying, learn facts about your Little and reference them in your conversations: e.g. favorite things, best friend, where they've traveled.
- Be consistent and flexible, do what you said you were going to do.
- Be patient and remember that relationships have ups and downs, and don't "happen" by themselves.

GROWTH STAGE

From approximately the four-month date to the one-year date.

What does this stage look like?

- This is the most crucial time regarding the development of the Big/Little relationship.
- This is the time that may be a turning point in the relationship.
- It is common, around the four-month date, that your Little will begin testing you to see what you are really about and how much he/she can get away with.
- Your Little may be observing you to find a reason not to trust you.

What can you do to move it along?

- Show your Little that he can trust you, through your reliability, consistency, and time together. As trust develops, your Little will probably begin sharing bits of information here and there with you.
- Keep in close contact with your Match Support Coordinator for ideas.
- Recognize and praise accomplishments
- If you need to give advice or address behavior problems, give reasons; avoid "shoulds."

MATURITY STAGE

This stage begins somewhere around the one-year anniversary date.

What does this stage look like?

- You will notice your relationship with your Little has become more positive and realistic and match activities are less structured.
- Most Bigs have shed their preconceived notions regarding the match and their Little.
- As the friendship matures, you will see the maturity of your Little as he/she grows and develops.

What can you do to move it along?

- Identify past shared experiences and enjoy shared "jokes."
- Learn something new to both of you, together.

TRANSITION AND "CLOSURE"

- This transition should be handled in a sensitive, thoughtful, and caring way.
- Recognize that you have made an impact at some level on your Little.
- The Little you now know is probably not the same Little with whom you were initially matched. Changes probably have occurred. Celebrate the experience as much as you can together - highlights and hurdles.
- If the transition of closing the match is not approached carefully, a child can be hurt by the experience. Our staff will work with you and your child to help you with this transition.

MATCH COMPLETION

Addressing Completion in Your Match

Addressing Completion in Your Match

At some point most mentoring relationships end. Sometimes they end because the match just doesn't fit or one of the parties has moved or changed schools, or life circumstances have changed. Regardless, positive match completion is an important part of healthy relationship management. Consequently we would like to point out some important aspects of successful match completion.

Remember Closure in Your Life

First, consider a time in your life when you experienced the end of an important relationship. Perhaps it was a break-up, divorce, etc. How did this event make you feel? How was it handled? How could it have been addressed in a different, more positive way? What practices do you have regarding endings and transitions?

Consider Your Little

Next, consider how ending the relationship may affect your Little. Often, the youth in our programs have already lost significant adults in their life and this could be an additional loss.

Littles may feel they are at fault, feel hurt, abandoned or angry. They may also act indifferent. If handled inappropriately, completion can have a very negative impact on a Little. Ask about what practices your Little may have about endings or transitions.

Consider Your Feelings

It is helpful to acknowledge your own emotions. Your feelings may range from guilt to frustration and from sadness to relief. Remember that match completion is common and that honesty around the situation is helpful. Consider this an opportunity to say goodbye in the most healthy, respectful way. If addressed properly, match completion can be a positive experience.

Steps to Completion

It is BBBS' commitment to ensure closure is handled in the most respectful, positive way possible. Therefore, we ask Bigs to participate actively in completion and adhere to the following:

- Notify a match coordinator as soon as the need for completion is identified (a 30 day notice is preferable).
- Develop a completion plan with a match coordinator. Your Match Support Coordinator is there to support you in completion and also provide you with helpful resources.
- Inform Little that the match will have to end. State the reasons for the completion and let them know the date of your final visit.
- Focus on the positive aspects of the match. Perhaps share photos, stories, etc. Matches often make a farewell project such as a memory book or cards.
- Make sure the last match visit is special in some way.
- Allow the Little an opportunity to discuss completion if they desire.
- Acknowledge that the closure is also difficult for you as the Big. Use this event as an opportunity for a teachable moment. Discuss how moving on is a part of life.
- Be clear with your Little about what they can expect from you next. If you tell them you are going to write or call them, make sure you follow through with your promise.

BBBS appreciates your commitment and follow-through in this process. We recognize this can be very difficult for all involved. We are dedicated to supporting you in match completion and hope you will work with us to ensure a positive mentoring experience for all involved.

Activity Ideas

Commitment to Learning:

1. Take a walk together and collect interesting leaves, rocks, etc.
2. Take a class together.
3. Research about famous inventors/explorers/discoverers.
4. Learn to sew, mend, knit or quilt.
5. Learn how to fix a bike.
6. Visit a museum together.
7. Work on a home project such as painting or gardening.
8. Visit a college together.
9. Get a chemistry set and do your own experiment.

10. Visit a music store and learn about different instruments.
11. Get a library card, check out a book and read/discuss with your Little.
12. Learn words in a foreign language.
13. Visit a pottery place and watch a potter throwing on a wheel.
14. Look up new words in the dictionary and learn three new words a month.
15. Learn how to make homemade ice cream.
16. Make a bead necklace or bracelet.
17. Learn how to use a camera; take pictures and make an album.
18. Visit a farm together.
19. Teach healthy eating habits: nutritious meal preparation and wellness.
20. Teach simple first aid skills.
21. Attend a play together.
22. Help your Little with homework and school projects.
23. Teach your pet a new trick.
24. Teach your Little how to swim.
25. Try a new recipe together.
26. Make fresh squeezed-orange juice.
27. Play board games.
28. Teach your Little how to write a resume.
29. Talk about career interests.
30. Use a magnifying glass to examine all sorts of things.
31. Learn how to program a computer.
32. Learn new games using math skills.
33. Ask your Little for help with a project you have been working on.
34. Make a book together. Cut out magazine clippings for pictures and write a fictional story.
35. Learn how to canoe.
36. Learn a simple magic trick together.
37. Tour the State Capitol.
38. Start a stamp/coin collection.
39. Plant a vegetable or flower garden.
40. Buy a yo-yo and learn how to do tricks with it.
41. Go on a camera scavenger hunt at the arboretum.
42. Learn a dance together.

Positive Values:

43. Volunteer in the community together.
44. Help with a Habitat for Humanity project.
45. Read to residents in a nursing home.
46. Deliver Meals on Wheels.
47. Ring bells for the Salvation Army.
48. Teach respect of the environment. Pick up litter together. Recycle.
49. Engage with charitable organizations during the Holiday season.
50. Do something together for an elderly friend or neighbor.
51. Read biographies of people who did great things; talk about how your Little is a great person.
52. Teach your Little how to care for pets.
53. Set up a roadside lemonade stand and give the benefits to a local cause.

Social Competence:

54. Use a globe to locate friends and talk about places you would like to visit.
55. Plan an imaginary trip around the world.

56. Make food from around the world and learn how people in those countries live.
57. Surf the Internet to find a website from a foreign country.
58. Ask your Little to share his/her opinion about an important topic.
59. Encourage your Little to write letters to the editor of your local newspaper about issues that are important to him/her.
60. Teach one another customs and rituals from each of your backgrounds.
61. Teach your Little about voting.
62. Dine at a restaurant and talk about manners.
63. Share family pictures.
64. Discuss with your Little what qualities make a good friend.
65. Explore your Little's career interests and shadow someone in that career.

Positive Identity:

65. Use a book of names to find the meaning of each of your names.
66. Help your Little write a letter to the President. Request a photo so your Little will receive a picture and packet of information in the mail.
67. Invite your Little to sell old clothes and toys at a garage sale.
68. Role-play meeting new people so your Little gains confidence in possibly unfamiliar situations.
69. Engage in activities that require creativity.
70. Work out at home or at a gym.
71. Volunteer to visit your Little's classroom and talk to them about your career.
72. Talk with your Little about what he/she wants for his/her future.
73. Write a poem about one another and share.
74. Help your Little make a list of all the people who love him/her.
75. Write a letter to your Little on you anniversary: explain how much this friendship means to you.
76. Let your Little teach you something new.
77. Make something to celebrate your friendship.
78. Eat lunch with your Little at school.
79. Take your Little to a sporting event to the high school/college of his/her dreams.
80. Help your Little compose a letter to his/her congressional representative regarding an issue of importance to your Little.

College Scholarship Opportunities



The three Big Brothers Big Sisters agencies in Minnesota (BBBS of Central Minnesota, BBBS of the Greater Twin Cities, and BBBS of Southern Minnesota), through generous donations from the Federated Insurance Foundation and the donors to the Federated Challenge, have established a scholarship program to assist current and past Little Brothers and Little Sisters, as well as High School Big Brothers and Big Sisters, who plan to continue their education in a non-four year postsecondary program at an accredited Minnesota school that is focused on apprenticeship, certificate, trade school, technical or community college. Scholarships are offered each year for study at an accredited institution of the student's choice.

Eligibility:

Applicants to the Federated Challenge Scholarship for Big Brothers Big Sisters Agencies in Minnesota must:

- Be a current or past Little Brother or Little Sister or High School Big Brother or Big Sister for a minimum period of 18 months prior to application deadline date, and have been matched through either Big Brothers Big Sisters of the Greater Twin Cities, Big Brothers Big Sisters of Central Minnesota or Big Brothers Big Sisters of Southern Minnesota.
- Be a U.S. citizen or have permanent resident status.
- Have attained a high school diploma or GED (or will have graduated prior to the term for which the scholarship application is being submitted).
- Be enrolled or plan to enroll part-time or full-time in a non-four year program at an accredited Minnesota postsecondary school that is focused on apprenticeship, certificate, trade school, technical or community college.
- Have a minimum grade point average of 2.0 on a 4.0 scale (or its equivalent).
- Have completed the FAFSA.

Awards:

- If selected as a recipient, the student will receive an award ranging from \$1,000 to \$5,000. Funding can be applied toward tuition, fees, books, and other necessary expenses related to the particular program or training (i.e. tools, materials, cookware, etc.).
- Scholarships are a one-time award. Students may re-apply each year, but funding cannot exceed \$5,000 per year, and will not continue beyond the established time necessary to complete the program or degree.

To Apply:

- Application deadlines are May 1st and October 1st
- Contact Ann Matvick at amatvick@bbbscentralmn.org or (320) 258-4517 to get a copy of the application.



WWBD Memorial Scholarship

BriAnna Kruzel is a former Little Sister and High School Big Sister (Big Brothers Big Sisters of Central MN), who passed away suddenly and unexpectedly in September 2013. BriAnna's family would like to carry forward BriAnna's legacy.

BriAnna's experience with the Big Brothers Big Sisters program was quite unique. When her father was deployed in Iraq, BriAnna began as a Little Sister in the program. Years later, BriAnna decided to become a High School Big Sister as a way to provide the same experience to another child. BriAnna was matched with a Little Sister whose father was deployed overseas, which helped them form an instant bond. BriAnna was able to relate to her Little Sister and provide advice and support. BriAnna was a dedicated friend and mentor for over two years. She was selected as the 2013 High School Big Sister of the Year for her outstanding commitment to the program and her Little Sister. She was also honored by the St. Cloud Optimist Club with the "Youth Appreciation Award" for her work with Big Brothers Big Sisters.

BriAnna's family would like to honor her memory by awarding a scholarship to a High School Senior who is a current/past Little Brother/Sister or High School Big Brother/Sister who has some of the same characteristics that BriAnna had. BriAnna was a very hardworking, dedicated student who worked diligently at achieving the best grades that she could. BriAnna may not have received the "A" that she was striving for but would never throw in the towel.

BriAnna believed strongly in giving and volunteering. She was an active member of Big Brothers Big Sisters, volunteered with Sartell Community Education, her church, and would help anyone that needed assistance. She was also a person who believed in loving each and every person that she came across. She was strong in her faith, she didn't judge anyone and was compassionate towards everyone. BriAnna had a contagious smile that would light up a room. Since BriAnna passed away her family and friends have decided to live out the mission of WWBD by evaluating situations in their own lives by asking themselves "What Would Bri Do?" Please check out <http://wwbdinc.org> to learn more about WWBD and BriAnna.

BriAnna's family would like to honor her memory by awarding a current/past Little Brother/Sister or High School Big Brother/Sister with a \$500 scholarship to a college of their choice. Payment of scholarship will be awarded after submitting proof of completion of first semester of college.

Eligibility Requirements:

- The applicant must be a current/past Little Brother/Sister or High School Big Brother/Big Sister in the Big Brothers Big Sisters of Central MN program.
- The applicant must be a senior in high school.
- The applicant must have been matched thru Big Brothers Big Sisters for at least 18 months.

Contact Ann Matvick at amatvick@bbbscentralmn.org or (320) 258-4517 to apply.

Tax Deductions for Volunteers

Volunteers of Big Brothers Big Sisters may be able to deduct certain expenses incurred while doing volunteer work as well as other contributions to the agency for federal income tax purposes. An accountant or tax lawyer should be consulted to answer any specific questions pertaining to individual situations.

Spread the Word!

Becoming a Big Brother/Sister/Couple/Big Family is a wonderful, exciting experience. Tell your friends, family, and co-workers about your experiences with your Little Brother/Sister!

If you know someone who you think would be a wonderful "Big" for a child, encourage that person to apply. We are always looking for volunteers!

If you would like posters or brochures for advertisement, please let us know!



RESOURCE PAGE

AGENCY CONTACT INFORMATION

General Line (320) 253-1616
Fax (320) 253-1702
Toll Free 1-888-600-1616
Address 203 Cooper Avenue North, Suite 162
St. Cloud, MN 56303

PROGRAM SUPPORT TEAM

	Direct Line	Email
Ann Matvick*	(320) 258-4517	amatvick@bbbscentralmn.org
Liza Fetterley**	(320) 258-4532	lfetterley@bbbscentralmn.org
Beth Marquette	(763) 688-0205	bmarquette@bbbscentralmn.org
Jessica Holmgren	(320) 258-4512	jholmgren@bbbscentralmn.org
Amanda Sylla	(320) 258-4519	asylla@bbbscentralmn.org
Tasha Bruns-Notsch	(320) 258-4516	tbrunsnotsch@bbbscentralmn.org
Mary Bechtold	(320) 258-4538	mbechtold@bbbscentralmn.org

*Program Director ** Program Coordinator

After hour's emergency contact:

Jackie Johnson (320) 292-9235 or Ann Matvick (320) 249-8769

HUMAN SERVICE AGENCIES – CHILD PROTECTION

Benton County (320) 968-5087
Morrison County (320) 632-2951 or 1-800-269-1464
Stearns County (320) 656-6225
Sherburne County (763) 765-4000
Wright County (763) 682-7400

LAW ENFORCEMENT

Benton County (320) 968-7201
Morrison County (320) 632-9233
Stearns County (320) 251-4240
Sherburne County (763) 765-4000
Wright County (763) 682-1162

COMMUNITY HELP LINE

United Way 2-1-1

REPORT OF CHILD MALTREATMENT

I. Date and Time of Report: _____
To Whom Reported: _____

II. Reporter's Name: _____
Address: _____
Phone #: _____ Fax #: _____
Title or Position: _____

III. Name of Alleged Victim: _____
DOB: _____
Address: _____
Phone #: _____

IV. Parent(s) Name: _____
Address: _____
Phone #: _____

Names and DOBs of other children in the home (if known):

V. Name of Alleged Offender: _____
Address: _____
Phone #: _____
Relationship: _____

Description of Maltreatment: (Please include specific information, statement of child, dates , description of any injuries, witnesses, etc.)

Signature of Reporter