

# Community Based Match Guidelines



- The Big agrees to spend time with the Little, **approximately** 2 times per month or more for an average of 8 hours throughout the month. Big Brothers Big Sisters stresses the importance of quality time versus quantity time.
- The match relationship is one-on-one. Bigs will not bring others along on the outings until established as a match. Parents/guardians will not ask that they or the siblings be included in the outings.
- The Big is expected to conduct themselves in a respectful and appropriate manner, as a role model to the Little, including use of appropriate language and dress attire. Big Brothers Big Sisters prohibits the consumption of alcohol in the presence of the Little. Big Brothers Big Sisters also prohibits the involvement of any illegal activities, including the use or sale of drugs by anyone related to the match.
- Background checks are done on the Bigs and the Bigs' adult household members during the enrollment process and every 3 years then after. Any Big with an arrest or convictions after the match has been made, must notify Big Brothers Big Sisters staff of the occurrence.
- Big Brothers Big Sisters must have monthly contact with the volunteer, parent/guardian, and child, as a part of the agency guidelines, throughout the first year of the match. Be sure to respond to agency calls and to each other's calls as well. After the first year, contacts with Match Support will be quarterly. Please be mindful of these contacts and respond to our Match Support promptly. We will do our best to try and contact you at a time that is most convenient for you. Contacts may include:
  - Phone calls-Must be an over the phone contact (or in person) at least 50% of the time.
  - In-person-Must be an in-person contact (or over the phone) at least 50% of the time.
  - Email-Questions may be emailed to be filled out and returned to Match Support.
  - Text-Can be used to set up a time that would work for a match contact.
- All parties in the match must notify Big Brothers Big Sisters staff, and each other, of changes in address, phone number, e-mail address, or living situation. If changes in current information is not updated with staff, this could result in the closure of the match.
- Big Brothers Big Sisters has required documents to be filled out the third month and annual anniversaries of the match. It is expected that the Big, Little, and parent/guardian will follow through with completing these surveys upon receipt of them.
- Any information shared with a Big by or about children or families in the program must be kept confidential. A breach of this agreement may result in dismissal from the program.
- Big Brothers Big Sisters supports internet safety. While matched in our program, "friending" each other on Facebook or any other social media is strongly discouraged. Privacy concerns of all parties must be respected. Volunteers must get parent's permission to post any pictures of information on social media/internet regarding the child. The child's last name or location should NEVER be used when posting any information. The match may take photos of their outings, however, be mindful by not posting any photos that are inappropriate (i.e., swimsuit photos).

- Bigs are to always be in eyesight of their Little except for going to the bathroom and changing rooms. If staff members are present, it is the Big's responsibility to ask staff to keep an eye on their Little, if the Big must step away.
- Activities at the Big's home are allowed after being matched for 3 months. The Big must always be present. The Little should not be left alone with anyone other than the approved Big. The Little should not be left unattended at any time out in the community. The Big should always have eyesight on the Little.
- Big Brothers Big Sisters DOES NOT ALLOW overnight visits between the volunteer and child at any time. Should extenuating circumstances occur, the Executive Director may make an exception if the match has been together for a minimum of 1 year. Accordingly, violations of this policy may result in the closure of the match.
- Bigs must provide a separate area for a child to change clothes, bathe, or shower.
- Only approved Bigs may transport the Little in their vehicle. The Big must always observe all traffic laws and wear a seatbelt in the proper manner. Per Wisconsin State Law, the Little must always be properly restrained in the vehicle. Big Brothers Big Sisters asks that the Little ride in the back seat until the age of 12.
- If anyone within the match needs to cancel an outing, please be respectful and give as much notice as possible. Please be mindful of everyone's time and schedules and make every attempt possible to keep scheduled outings scheduled.
- In case of the need for emergency medical treatment for the Little, an effort should be made to contact the parent/guardian first. If immediate treatment is needed, the Big may go to the nearest emergency room or call 911. The Big should carry their Big Brothers Big Sisters I.D. card which includes medical information regarding the child. The Big must report medical emergency to the agency within 24 hours.
- Big Brothers Big Sisters asks that parents/guardians never withhold outings between the Big and the Little as a form of punishment or disciplinary action for the Little.
- Any Big having firearms, weapons, and or ammunition in their home, must keep them locked up in a secure place. If a Big would like to participate in activities which involve the use of firearms, and or other weapons, the Big must first obtain written permission from the parent/guardian and then provide the permission slip to Big Brothers Big Sisters staff.
- Matches should focus on free or low-cost activities. Emphasis is on time spent, not money. Bigs and Littles' families should not lend or borrow money from each other at any time.
- Bigs should be mindful to whether physical touch, such as a hug, is comfortable to a Little or not. Matches should be sensitive to personal boundaries at all times.
- The Big should never come between a parent and Little. The Big should respect a parent/guardian's role and authority.

- The parent/guardian should always ask a child about the activity each time they return home, including where they went, what they did, who participated, and how they felt about the outing.
- The Little should tell a parent/guardian and Match Support if they ever feel uncomfortable or unsafe with something that occurs within their match.
- Big Brothers Big Sisters is a mandatory reporter. Any allegations made regarding abuse must be called in to the abuse registry for investigation. If disclosure occurs when staff is not available, reports of suspected child abuse or neglect in Washington County may be reported to the local law enforcement or to Washington County Human Services Department at 262-335-4888.
- Extra support of the Big is provided in many ways throughout the match: Big Talks (Facebook group), newsletters, website, match calls, training videos, programs, etc. The Big can reach out to Big Brothers Big Sisters staff at any time during the match to learn more.

I understand and agree to follow the listed policies above. If any questions, concerns, or issues arise, I will contact my Match Support Specialist for discussion and guidance.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

