

Site Based Match Guidelines



- The Big agrees to spend time with the Little, approximately 2 times per month at the designated site location (school/Boys and Girls Club) and/or agency events.
- The match must agree to follow the additional Boys and Girls Club and/or school guidelines along with Big Brothers Big Sisters guidelines provided.
- The match relationship is one-on-one. Bigs will not bring others along when meeting with their Little. Parents/guardians will not ask that they or a sibling be included in the time that the match is together.
- 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.
- Background checks are done on Bigs 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 Big and Little, 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. Contact with the parents/guardians is required at a minimum of twice per year. 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, email 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 during 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 documents upon receipt of them.
- 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 or 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 time together, however, be mindful by not posting any photos that are inappropriate.
- 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.
- The Little should not be left alone with anyone other than the approved Big. Littles should not be left unattended at any time during their time together. The Big should always have eyesight of the Little.

- If anyone within the match needs to cancel their time together, please be respectful and give as much notice as possible to the school and each other.
- 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. Bigs must report medical emergencies to the agency within 24 hours.
- Big Brothers Big Sisters asks that parents/guardians never withhold time with their Bigs as a form of punishment or disciplinary action for the Little.
- 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.
- Bigs should never come between a parent or child. Bigs should respect parent/guardian's role and authority.
- The parent/guardian should always ask a child about the activity each time they return home, including how they felt about the activity.
- 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 for the Big is provided in many ways throughout the match: Big Talk (Facebook group), newsletters, email, phone calls, website, training videos, 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: ____/____/____

