 

**Big Brothers Big Sisters**

 **Of Centre County**

**Volunteer Application Process**

Dear Potential Big,

Thank you for your interest in mentoring a child through Big Brothers Big Sisters. We are so happy that you have decided to volunteer with our program. We hope it will be a rewarding and fun experience for both you and the Little with whom you are matched.

You have already started the process by reaching out to a BBBS team member and/or attending a volunteer orientation session and acquiring this application packet. The following is an outline of the steps that remain in becoming a Big. Please read these instructions carefully.

1. Attend a **Volunteer Orientation**. Call 814-237-5731 for upcoming dates or check on our website at [www.ccysb.com](http://www.ccysb.com).
2. Complete the **Volunteer Application**.
3. Provide contact information for **references** who can speak to us about your character and any observations that they may have about your interactions with children. We will need contact information for one family member (if you have a spouse/significant other, they must be listed as your family member reference), one work/school reference and one personal reference who is a non-relative who can serve as a reference. In addition, if you have worked with children in the past – as a volunteer or in a paid position – we will need a reference from each organization/agency/person you worked or volunteered for.
4. You will receive a call or email to schedule an **in-person interview** once we have your completed application. The interview will take 2 hours. Please bring your **driver’s license** & **car insurance** card to your interview. During COVID-19 times we may be able to conduct the interview by Zoom.
5. **PA Child Abuse History Clearance**: You are responsible for completing this check online. Once you complete your application you will receive step-by-step instructions via email. When you receive the results, you will need to provide those to BBBS so we have a copy for your file. Electronic copies are accepted.
6. You must complete an **FBI Fingerprint Background Check.** Once you complete your BBBS application you will receive step-by-step instructions via email to complete the FBI check. Online registration and in-person fingerprinting are required. This is no cost to you. We will provide you a code to use.
7. Additional background checks will be completed by staff to adhere to the BBBS standard of a layered national, state, and local background check. Checks completed are, but not necessarily limited to: **PA State Police Record Check, Magisterial District Courts Docket Sheet lookup, National Sex Offender search, social media search, etc. We can accept current clearances if they’ve been completed within the last year.**
8. **Volunteer Training** is offered online. Training is mandatory and must be completed **prior to being matched with a Little.** The online training can be completed at your home. You do not have to complete the online training in one sitting. You can start, stop and then resume when it’s best for you.
9. Once all of the above steps are complete, if you are determined to meet program qualifications to become a mentor, the below listed steps will occur. You must complete all steps to be eligible to be a big, however, completing all these steps does not guaranteed acceptance into the program.
10. A meeting will then be scheduled with a Case Manager. At that time, the Case Manager will profile a child for a match. The Case Manager will review the **Safety Guidelines and Volunteer Agreement** with you.
11. Now it is time to **Meet Your Little** and start having **FUN!**

Please feel free to call us at 814-237-5731 with any questions you may have as you go through the volunteer application process. Thank you again for having interest in mentoring a child!