



Roles and Responsibilities in a School Based Mentoring Partnership
Bellevue Independent School District High School Bigs Program
Duration: 2023-2024 School Year

Responsibilities of Big Brothers Big Sisters of Greater Cincinnati:

- Assign a BBBS Staff member to work in partnership with school on a tiered level (i.e. school principal level and teacher level) to coordinate program logistics, recruitment, enrollment and bring the program to fruition in accordance to BBBS & school standards.
- Provide insurance coverage for all youth and volunteer participants.
- Provide full screening of all volunteers, to include:
 - Volunteer Application
 - Private in-person or virtual interview
 - Collection of references
 - Collateral information (on an as-needed basis)
- Provide full screening of all students.
- Provide appropriate pre-match training to all volunteers.
- Provide on-going training opportunities for all volunteers.
- Assist school with identification of students that would be appropriate to participate in the program.
- Match Bigs and Littles based on needs and common interests.
- Plan sessions for Bigs and Littles to meet on a regular basis (a minimum of 45 minutes per meeting weekly).
- Provide activities for program meetings.
- Coordinate schedules of the Big and Little to find a time for their consistent meetings that are appropriate and least disruptive for the Big, Little, and teacher.
- Contact both the Big and the Little on a regular basis and provide support to each match.
- Meet with individual teachers to discuss individual match issues and program logistics on an as needed basis (e.g. when matches are made or when matches are closed)
- Plan and coordinate summer communication between volunteers and youth.
- Collect evaluations of matches and program during the course of the school year (surveying at the beginning of the school year and end of the school year).
- Share outcomes/feedback specific to the school at key points during the year.
- Report on successes, challenges, and opportunities within the partnership to the school/district at the end of each year.

- Help with student referrals during the spring so that matches can start at the beginning of the next school year.
- Recognize the school-based mentoring program as a year-round program.

Responsibilities of the School /Office of the Principal:

- Promote the BBBS Partnership with school personnel to enhance collaboration efforts
- Identify an official school liaison for partnership to be in regular communication with BBBS staff in regards to program logistics.
- Provide a consistent location that is conducive to one-on-one BBBS programming. This space should allow for:
 - Child Interviews to take place during the school day
 - Group programming to occur during the school year on Wednesdays from 2:15 PM to 3:15 PM
 - Individual matches to meet on a one-on-one basis during the school day
 - Match support to occur during the school day
- Provide access to student records (i.e. grades, suspensions, attendance and principal office referrals) of participating students whose parents have given written consent.
- Provide student attendance to BBBS staff the day of the mentoring program so Bigs can be informed of any absences of their Littles.
- Disciplinary action from the school will not include prohibiting the student from meeting with his/her Big.
- Promote the completion of a survey (per participating student) with all teachers.
- Provide schedules of students to assist the BBBS staff person in coordinating meeting times for the individual matches.
- Maintain goal number of matches. This project has a goal of 10 active matches during the school year. Therefore, if students leave school, lose interest in the program, or are dismissed from the program, school will work to replace those spots with newly recruited students.
- Recognize the school-based mentoring program as a year-round program.
- Cost per match is \$1,500, which BBBS will incur. Recognize BBBS as an active partner in any grant opportunities.

Responsibilities of School Liaison:

- Serve as the official school liaison for Big Brothers Big Sisters of Greater Cincinnati
- Provide BBBS staff person with updated contact information and preferred methods of contact.
- Be available to meet with BBBS staff person on at least a monthly basis.
- Assist BBBS staff person in recruiting children to be part of the School-Based program. This will include:
 - Dispensing and collecting student applications.
 - Assisting the BBBS staff person find appropriate times to complete the interviews at the school.
 - Maintaining a waiting list of additional students that would potentially like to be involved.
- Promote good attendance by ensuring students are aware of program meeting times and locations. This may include passing out reminder flyers and making announcements to remind students to meet.
- Attend at least one formal meeting each semester to evaluate the program.

Bellevue High School Representative: _____ Date: _____

Title: _____

Grandview Elementary Representative: _____ Date: _____

Title: _____

BBBS Representative: _____ Date: _____

Title: _____