



NOTICE OF CONTRACT RENEWAL

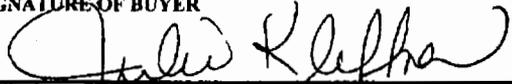
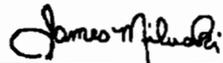
State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://content.oa.mo.gov/purchasing-materials-management>

CONTRACT NUMBER C312149001	CONTRACT TITLE Amachi Mentoring Program to Children of Incarcerated Parents
AMENDMENT NUMBER Amendment #002	CONTRACT PERIOD July 1, 2014 through June 30, 2015
REQUISITION NUMBER NR 931 YYY14708194	VENDOR NUMBER 4306690850 0
CONTRACTOR NAME AND ADDRESS BIG BROTHERS BIG SISTERS OF EASTERN MISSOURI 501 N GRAND BLVD ST LOUIS MO 63103	STATE AGENCY'S NAME AND ADDRESS Department of Corrections 2729 Plaza Drive Jefferson City MO 65109
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The State of Missouri hereby exercises its option to renew the contract. All other terms, conditions and provisions of the contract, including all prices, shall remain the same throughout the above contract period and apply hereto. SIGNATURE OF CONTRACTOR IS NOT REQUIRED ON THIS DOCUMENT.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: Julie.kleffner@oa.mo.gov Phone: (573) 751- 7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 6/26/14
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT Karen Boeger	



NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://www.oa.mo.gov/purch>

CONTRACT NUMBER C312149001	CONTRACT TITLE Amachi Mentoring Program to Children of Incarcerated Parents
AMENDMENT NUMBER Amendment #001	CONTRACT PERIOD July 1, 2013 through June 30, 2014
REQUISITION NUMBER NR 931 YYY13708291	VENDOR NUMBER 4306690850 0
CONTRACTOR NAME AND ADDRESS BIG BROTHERS BIG SISTERS OF EASTERN MISSOURI 501 N GRAND BLVD ST LOUIS MO 63103	STATE AGENCY'S NAME AND ADDRESS Department of Corrections 2729 Plaza Drive Jefferson City MO 65109
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The State of Missouri hereby exercises its option to renew the contract. All other terms, conditions and provisions of the contract, including all prices, shall remain the same throughout the above contract period and apply hereto. SIGNATURE OF CONTRACTOR IS NOT REQUIRED ON THIS DOCUMENT.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: Julie.kleffner@oa.mo.gov Phone: (573) 751- 7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 5/13/13
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT  James Miluski	

c 312149001 A# 001

DIVISION OF PURCHASING AND MATERIALS MANAGEMENT
 CONTRACT RENEWAL/AMENDMENT
 ROUTING GUIDE

NR 931 YYY 13708291

Action Performed	Route	Initials	Date
1. Initiate Preparation Instructions (If applicable)	Buyer	JJK	5/7/13
Renewal <input checked="" type="checkbox"/> Amendment _____ Admin. _____			

- ____ (1a) % Increase with Signature Required
- ____ (1b) \$ Increase with Signature Required
- ____ (2) Asking to Extend
- (3) No Increase, Signature not Required
- ____ (4a) % Increase, Bond Required, Signature Required
- ____ (4b) \$ Increase, Bond Required, Signature Required
- ____ (4c) No Increase, Bond Required, Signature Required
- ____ Per Bond \$ _____ Sur Bond \$ _____
- ____ Other -- See Attached

Increase/Decrease	Description
(1)	renewal period of 3
\$ ____%	_____
\$ ____%	_____
\$ ____%	_____

2. Prepare Renewal/Amendment	Section Support	DT	5/7/13
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HB600 Follow Up <input checked="" type="checkbox"/> No Follow up	Blind/Shelter Participation Follow Up / No Follow up	M/WBE Participation Follow Up / No Follow up
Date: 5-7		

Contractor's Email Address: K slaughter @ bbb semo.org

3. Approve Renewal/Amendment	Buyer	_____	_____
agy: Lisa Meyer	Purch Mgr.	_____	_____
	Section Mgr.	_____	_____
	Assist. Dir.	_____	_____

4. Reproduce and Mail Amendment if signature is required	Section Support	P	P
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5. Prepare Award of Renewal/Amendment & Statewide Notice	Buyer	_____	_____
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6. Type Acceptance Language & Statewide Notice	Section Support	_____	_____
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7. Approve, Sign Award & Statewide Notice	Buyer	JJK	5-7-13
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	Purch Mgr.	_____	_____
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	Section Mgr.	_____	_____
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	Assist. Dir.	_____	_____
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8. Process in SAM II AM <u>pm00060094</u>	Section Support	DT	5/13/13
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(8a) Advise MBE/WBE Report Coordinator of Completed Renewal/Updated Subcontractor Information	Section Support	_____	_____
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9. Process (Copy and Distribute) Renewal/Amendment	Section Support	DT	5/13/13
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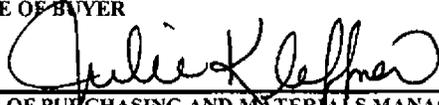
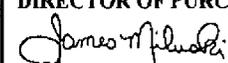
10. Image Document	Central Support	DT	6-6
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001



NOTICE OF AWARD

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://www.oa.mo.gov/purch>

SOLICITATION NUMBER B3Z12149	CONTRACT TITLE Amachi Mentoring Program to Children of Incarcerated Parents
CONTRACT NUMBER C312149001	CONTRACT PERIOD October 1, 2012 through June 30, 2013
REQUISITION NUMBER NR 931 YYY1208238	VENDOR NUMBER 43066908500
CONTRACTOR NAME AND ADDRESS BIG BROTHERS BIG SISTERS OF EASTERN MISSOURI 501 N GRAND BLVD ST LOUIS MO 63103	STATE AGENCY'S NAME AND ADDRESS Department of Corrections 2729 Plaza Drive Jefferson City MO 65109
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The proposal submitted by Big Brothers Big Sisters of Eastern Missouri in response to B3Z12149 is accepted in its entirety.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: Julie.kleffner@oa.mo.gov Phone: (573) 751- 7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE July 18, 2012
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT  James Miluski	



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
REQUEST FOR PROPOSAL (RFP)

RFP NO.: B3Z12149
TITLE: Amachi Mentoring Program to Children of Incarcerated Parents
ISSUE DATE: 06/01/12

REQ NO.: NR 931 YYY12708238
BUYER: Julie Kleffner
PHONE NO.: (573) 751-7656
E-MAIL: Julie.Kleffner@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 06/28/12 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

(U.S. Mail)	or	(Courier Service)
RETURN PROPOSAL TO: DPMM		DPMM
PO BOX 809		301 WEST HIGH STREET, RM 630
JEFFERSON CITY MO 65102-0809		JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective date of Contract through June 30, 2013

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Department of Corrections
2729 Plaza Drive
Jefferson City MO 65109

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 01/26/12). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Big Brothers Big Sisters of Eastern Missouri
MAILING ADDRESS 501 North Grand, Ste 100
CITY, STATE, ZIP CODE St. Louis, Missouri 63103

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Big Brothers Big Sisters of Eastern Missouri
IRS FORM 1099 MAILING ADDRESS 501 North Grand, Ste 100
CITY, STATE, ZIP CODE St. Louis, Missouri 63103

CONTACT PERSON Kristen Slaughter		EMAIL ADDRESS Kslaughter@bbbsemo.org	
PHONE NUMBER 314.361.5900		FAX NUMBER 314.633.0079	
TAXPAYER ID NUMBER (TIN) 43-0669085	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 12462357 4306690800	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 06/10/2012	
PRINTED NAME Becky James-Hatter		TITLE President/CEO	

Kristen Slaughter

From: Kristen Slaughter
Sent: Thursday, June 21, 2012 11:26 AM
To: 'Julie.kleffner@oa.mo.gov'
Subject: B3Z12149 - Big Brothers Big Sisters of Eastern Missouri Non-disclosure of information request

Julie -

Please find the following justification regarding our request for non-disclosure of information submitted in response to RFP B3Z12149, Amachi Mentoring Program to Children of Incarcerated Parents.

It is our every intention to be cooperative with the "Open Records" law regarding the majority of our proposal. There are two documents in our proposal that must not be disclosed to the public to ensure child safety. All documents submitted with our proposal with the exception of: 1) the volunteer interview and 2) the volunteer counselors/physicians questionnaire can be submitted for public viewing. Due to the following justifications we respectfully request and strongly encourage you to omit the Volunteer In-Person Interview and Counselors/Physicians questionnaire from disclosure:

- A key component to our child safety measures is the face-to-face volunteer interview. During this time we not only review the prospective mentor answers but also their reaction to the question. Body language, initial reaction, the first answer that comes to the prospective mentors mind requires that the prospective mentor has no knowledge of the questions they will be asked. Pre-determined answers to the interview would render this interview useless as we work to guarantee child safety.
- Our enrollment process (including volunteer interview) was actually created in conjunction with the FBI and the element of surprise is essential to the interview technique.
- There are actually websites and information online for pedophiles on how to remain undetected specifically during the Big Brothers Big Sisters screening process, Access to our volunteer interview would be a great source of information for these sorts of websites.
- In accordance with RSMo 610.021 7) Testing and examination materials, before the test or examination is given, or if it is to be given again, before so given again. Our interview and physician questionnaire could easily be considered a "test" for prospective mentors and therefore applicable for exception.

It is unprecedented that we have ever released the volunteer interview with any proposal besides our proposal to the State of Missouri four years ago. It is extremely important to us and imperative to child safety that this interview remain confidential. Thank you for taking our request into consideration. Our proposal will arrive in your office next week and we will include a copy of this email with the documents.

Kristen Slaughter

Big Brothers Big Sisters of Eastern Missouri
501 North Grand Blvd #100
St. Louis, MO 63103
Phone- (314) 633-0042
Fax- (314) 633-0079

www.bbbsemo.org - to volunteer, to donate, for great information



Big Brothers Big Sisters
of Eastern Missouri

501 North Grand Blvd., Ste 100
St. Louis, Missouri 63103

314.361.5900 Main Line

Melissa Bode
Senior Vice President, Major Gifts
314.633.0048
mbode@bbbsemo.org

ORIGINAL

Amachi Mentoring Program to Children of Incarcerated Parents
RFP NO: B3Z12149
June 28, 2012

SIGNED DOCUMENTS

Page One

Exhibit I

Exhibit J



Big Brothers Big Sisters
of Eastern Missouri

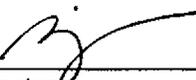
EXHIBIT J**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

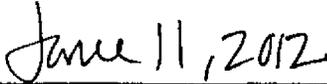
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Becky James-Hatter, President/CEO
Name and Title of Authorized Representative



Signature



Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

EXHIBIT I
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The offeror must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- | | |
|---------------|---|
| BOX A: | To be completed by a non-business entity as defined below. |
| BOX B: | To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm . |
| BOX C: | To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management. |

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (RFP Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing and Materials Management with all documentation required in Box B of this exhibit.

Authorized Representative's Name (Please Print)

Authorized Representative's Signature

Company Name (if applicable)

Date

EXHIBIT I, continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B - CURRENT BUSINESS ENTITY STATUS

I certify that Big Brothers Big Sisters of Eastern Mo. (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Becky James-Hutter

Authorized Business Entity Representative's Name (Please Print)

[Signature]

Authorized Business Entity Representative's Signature

Big Brothers Big Sisters of Eastern Mo.

Business Entity Name

6/11/12

Date

bjames@bbbsemo.org

E-Mail Address

As a business entity, the offeror must perform/provide each of the following. The offeror should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the offeror's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the offeror's name and the MOU signature page completed and signed, at minimum, by the offeror and the Department of Homeland Security - Verification Division. If the signature page of the MOU lists the offeror's name and company ID, then no additional pages of the MOU must be submitted;

AND

- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT I, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The offeror who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now BECKY JAMES-HATTER (Name of Business Entity Authorized Representative) as PRESIDENT?CEO (Position/Title) first being duly sworn on my oath, affirm BIG BROTHERS BIG SISTERS OF EASTERN MISSOURI (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that BIG BROTHERS BIG SISTERS OF EASTERN MISSOURI (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

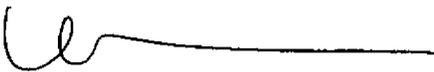

Authorized Representative's Signature
President/CEO
Title
bjames@bbhsem.o.org
E-Mail Address

Becky James - Hatter
Printed Name
6/11/12
Date
172816
E-Verify Company ID Number



MELISSA KRAEMER
My Commission Expires
January 29, 2013
St. Louis County
Commission #09741504

Subscribed and sworn to before me this 11 (DAY) of June (MONTH, YEAR) 2012. I am
commissioned as a notary public within the County of St. Louis (NAME OF COUNTY), State of
MO. (NAME OF STATE), and my commission expires on 1/29/13 (DATE).


Signature of Notary

6/11/12
Date

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION

MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and Big Brothers Big Sister of Eastern Missouri (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment Eligibility Verification Form (Form I-9) has been completed.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note).

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF THE SSA

1. Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of U.S. citizens.
2. The SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. The SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. The SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by the SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
4. SSA agrees to establish a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 3 Federal Government work days of the initial inquiry.
5. SSA agrees to establish a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment

Company ID Number: 172816

The foregoing constitutes the full agreement on this subject between the SSA, DHS, and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer Big Brothers Big Sister of Eastern Missouri

Kathy Martin

Name (Please type or print)

Title

Electronically Signed

12/19/2008

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please type or print)

Title

Electronically Signed

12/19/2008

Signature

Date

SECTION A

COST

1. Pricing Page
2. Exhibit F -- Budget/Price Analysis



Big Brothers Big Sisters
of Eastern Missouri

PRICING PAGE

Amachi Mentoring Program to Children of Incarcerated Parents - The offeror shall provide a firm, fixed total price per month in accordance with the provisions and requirements of this RFP. All costs associated with providing the required services including personnel, support, materials, supplies, administration, overhead, travel and family support services, shall be included in the stated price. (c/s code 95290)

Amachi Mentoring Program to Children of Incarcerated Parents

Item Number	Service Area	Firm, Fixed Total Price per month
001	Kansas City	<u>\$37,615.75 annual</u> <u>\$3,134.64 monthly</u>
002	Ozarks (Springfield and Jasper/Newton counties)	<u>\$21,064.82 annual</u> <u>\$1,755.40 monthly</u>
004	Central Missouri (Columbia)	<u>\$12,037.04 annual</u> <u>\$1,003.09 monthly</u>
005	Jefferson City	<u>\$6,018.52 annual</u> <u>\$501.54 monthly</u>
006	Eastern Missouri (St. Louis, Cape Girardeau)	<u>\$267,726.87 annual</u> <u>\$22,310.57 monthly</u>

page #

EXHIBIT F
BUDGET/PRICE ANALYSIS - COLUMBIA

The offeror should complete the following table in sufficient detail for information regarding the services proposed

Identify the proposed service area: Boone & Randolph County

Budget Categories	Quantity	Unit Price	Total
Professional Personnel (list by classification and name, if known)			
Program Director Kerrie Bloss	24.92 hrs @\$21.06	\$525.00	\$ 6,300.00
FICA @ .0765		\$	\$ 481.95
WC @ .0092		\$	\$ 57.96
		\$	\$
		\$	\$
		\$	\$
Total Professional Personnel			\$ 6,839.91
Support Personnel (list by classification and name, if known)			
Office Manager Karen Scott	164 hrs @ \$16.46	\$225.00	\$ 2,700.00
FICA @ .0765		\$	\$ 206.55
WC @ .0092		\$	\$ 24.84
		\$	\$
		\$	\$
Total Support Personnel			\$ 2,931.39
Travel Expenses (list)			
75 miles per month @ .50		\$ 37.50	\$ 450.00
		\$	\$
Total Travel Expenses			\$ 450.00
Materials and Supplies (list)			
Marketing/Program Supplies (brochures, other marketing, activity supplies)		\$ 85.25	\$ 255.74
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Materials and Supplies			\$ 255.74
Other Components/Overhead (List)			
Rent @ 10% x \$15,600		\$ 130.00	\$ 1,560.00
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Other Components/Overhead			\$ 1,560.00
Total Price (must equal the price quoted on the Pricing Page)			\$12,037.04

EXHIBIT F**BUDGET/PRICE ANALYSIS – JEFFERSON CITY**

The offeror should complete the following table in sufficient detail for information regarding the services proposed

Identify the proposed service area: Jefferson City

Budget Categories	Quantity	Unit Price	Total
Professional Personnel (list by classification and name, if known)			
Enrollment & Matching Specialist Scott Gehlert	3 hours per week	\$19.12	\$2,982.73
Enrollment & Matching Specialist Mike Bloemke	3 hours per week	\$14.85	\$2,316.60
		\$	\$
Total Professional Personnel			\$5,299.33
Support Personnel (list by classification and name, if known)			
1. Background Screening	6	\$10.00	\$60.00
2. MO Department of Revenue	6	\$5.00	\$30.00
3.		\$	\$
4.		\$	\$
5.		\$	\$
Total Support Personnel			\$90.00
Travel Expenses (list)			
1.		\$	\$
2.		\$	\$
3.		\$	\$
Total Travel Expenses			\$
Materials and Supplies (list)			
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
Total Materials and Supplies			\$
Other Components/Overhead (List)			
1. FICA \$5,299.32x .0765	\$5,299.32	\$.0765	\$405.40
2. WC \$5,299.32	\$5,299.32	\$.036	\$190.79
3. Program Events- Christmas Party, Hayride Swimming Party, Picnic	6	\$5.50	\$33.00
4.		\$	\$
5.		\$	\$
Total Other Components/Overhead			\$629.19
Total Price (must equal the price quoted on the Pricing Page)			\$6,018.52

EXHIBIT F**BUDGET/PRICE ANALYSIS – EASTERN MISSOURI**

The offeror should complete the following table in sufficient detail for information regarding the services proposed

Identify the proposed service area: (St. Louis City, St. Louis County, Jefferson County, St. Charles County, Cape Girardeau County, Scott County, City of Sikeston)

Budget Categories	Quantity	Unit Price	Total
Professional Personnel (list by classification and name, if known)			
Sr. VP, Program Quality Assurance Kate Dopuch	10%	\$	\$8,090
Sr. VP, of Accountability Kristen Slaughter	10%	\$	\$7,713
Evaluation & Outcomes Manager Crystal Lewis	25%	\$	\$9,359
Sr. Director, Volunteer Recruitment Vivian Gibson	50%	\$	\$25,500
Total Professional Personnel			\$50,661
Support Personnel (list by classification and name, if known)			
Dir. Of Impact Gianna Farr	25%	\$	\$10,664
Dir. of Impact- PT Rochelle Albright	50%	\$	\$8,925
Relationship Specialist, Team Development Amy Bopp	50%		\$14,280
Relationship Specialist, Team Development Kavitha Muthukrishnan	50%		\$14,790
Team Development, Southern Region Rachel Huebel	25%		\$7,250
Relationship Specialist, Southern Region Danielle McElwaine	50%		\$15,383
Director of Program, Western Region Ginny King	25%		\$10,000
Relationship Specialist, Western Region Jennifer Strenger	25%		\$7,650
Associated Director, Family Initiated Support Liz Kleiner	25%		\$9,720
Relationship Specialist Patti Watson	50%		\$14,280
Relationship Specialist Heide Villasenor	50%		\$14,701
Total Support Personnel			\$127,642
Travel Expenses (list)			
1. Mileage and Parking (.485 X 5,154 miles)		\$	\$2,500
2. Conferences/Meetings/Trainings		\$	\$2,200
Total Travel Expenses			\$4,700
Materials and Supplies (list)			

1. Supplies/Copies (15 staff- monthly cost of \$208.33X12)		\$	\$2,500
2. Printing/Advertising (\$9.30 a match X 268 matches)		\$	\$2,000
3. Postage (\$5.04 a match X 268 matches)		\$	\$1,350
Total Materials and Supplies			\$5,850
Other Components/Overhead (List)			
1. Benefits/Taxes (22% of salaries which includes, medical, dental, FICA, short term and long term disability)		\$	\$39,226.27
2. Telephone for 15 staff (\$333.33 a month X 12 months)		\$	\$4,000
3. Client/Volunteer Activities and Vol. Recruitment (268 matches X \$10 a match)		\$	\$2,680
4. Subscriptions and dues- for AIM database (primary database all staff utilize) and affiliate dues (\$458.33 a month X 12 months)		\$	\$5,500
5. Match and Liability Insurance(\$16 a match X 268 matches)		\$	\$4,288
6. Background Checks (\$10 a background check X 268 matches)			\$2,680
7. Occupancy (pro-rated for 15 staff- \$1,500 monthly X 12 months)			\$18,000
8. Professional fees- financial audit and IT consultant for ABC Intelligence Tool			\$2,500
Total Other Components/Overhead			\$78,874.27
Total Price (must equal the price quoted on the Pricing Page)			\$267,726.87

EXHIBIT F**BUDGET/PRICE ANALYSIS - OZARKS**

The offeror should complete the following table in sufficient detail for information regarding the services proposed

Identify the proposed service area: Greene, Webster, Polk, Lawrence, Taney, Stone, Jasper, Newton

Budget Categories	Quantity	Unit Price	Total
Professional Personnel (list) Includes salary, taxes, benefits			
Vice President, Program Erin Jaeger	5%	\$50,650.69	\$2532.53
Match Support Janice Frederic	25%	\$42,939.31	\$10,734.83
Total Professional Personnel			\$13,267.36
Support Personnel (list) Includes salary, taxes, benefits			
Marketing and Communications/Recruitment	5%	\$37,770.93	\$1888.55
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Support Personnel			\$1,888.55
Travel Expenses (list)			
Mileage	1200	\$.55/mile	\$ 660.00
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Travel Expenses			\$ 660.00
Materials and Supplies (list)			
Office Supplies, postage, etc.		\$	\$ 1674.59
Mentoring activities		\$	\$ 500.00
Volunteer Training		\$	\$ 1000.00
		\$	\$
		\$	\$
Total Materials and Supplies			\$ 3,174.59
Other Components/Overhead (List)			
Rent/Utilities/etc.	\$6,851 x 7%	\$	\$ 479.57
Telephone	\$13,895 x 5%	\$	\$ 694.75
Insurance		\$	\$ 900.00
		\$	\$
Total Other Components/Overhead			\$2074.32
Total Price (must equal the price quoted on the Pricing Page)			\$21,064.82

BUDGET/PRICE ANALYSIS – KANSAS CITY

The offeror should complete the following table in sufficient detail for information regarding the services proposed

Budget Categories	Quantity	Unit Price	Total
Professional Personnel (list)			
Senior Case Manager Laura Hambrecht	1	\$35,152.79	\$35,152.79
Case Manager Miles Farmer	0.085	\$29000	\$2462.96
		\$	\$
		\$	\$
Total Professional Personnel			\$37,615.75
Support Personnel (list)			
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Support Personnel			\$
Travel Expenses (list)			
Mileage to Amachi, MO Functions	0 miles/year	\$.50 per mile	\$ 0
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Travel Expenses			\$
Materials and Supplies (list)			
Marketing Materials	\$0 x 12 months	\$0	\$0
Client Recruitment	\$0 X12 months	\$ 0	\$0
Volunteer Recruitment	\$0x 12 months	\$ 0	\$0
		\$	\$
		\$	\$
Total Materials and Supplies			\$
Other Components/Overhead (List)			
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Other Components/Overhead			\$
Total Price (must equal the price quoted on the Pricing Page)			\$37,615.75

SECTION B

EXPERIENCE, RELIABILITY & EXPERTISE OF PERSONNEL

1. Exhibit A – Offeror Information
2. Exhibit B – Prior Experience
 - a. City of St. Louis Mental Health Board
 - b. Associated General Contractors
 - c. Heart of Missouri United Way
 - d. United Way of Greater Kansas City
3. Exhibit C – Expertise of Key Personnel
4. Exhibit D – Personnel Expertise Summary
5. Letters of Reference
 - a. Judge Michael Burton, Administrative Judge – St. Louis County Family Court
 - b. Dr. Jim Welker, Superintendent – Cape Girardeau Public Schools
 - c. Dr. Kenneth Dobbins, President – Southeast Missouri State University
 - d. Colonel Daniel Isom, Chief of Police – St. Louis Metro Police Department
 - e. Brad Markes, Partner, KPMG, LLP
 - f. Chad Clement, Senior Vice President – UMB
 - g. Andrea Bishop, Executive Director, Ozarks Counseling Center
 - h. Paul Williams, Chief of Police, City of Springfield
 - i. Marissa LeClaire, Associate Director of Student Engagement, Missouri State University
 - j. Dr. James Thomas, Community Impact Director, Heart of Missouri United Way
 - k. Becky Markt, Director, Youth Community Coalition



Big Brothers Big Sisters
of Eastern Missouri

EXHIBIT AOFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:

- a. *Provide a brief company history, including the founding date and number of years in business as currently constituted.*

The Big Brothers Organization first emerged in St. Louis in 1914 when Juvenile Court Judge Thomas C. Hennings, Jr. expressed dismay at the number of youth moving through his juvenile court room on a daily basis. Judge Hennings believed in the power of a positive role model in a child's life and the difference it can make. The Big Brothers Organization eventually merged, in 1976, with the Big Sisters agency to become Big Brothers Big Sisters. The agency has been a charter member of the United Way since 1922. Big Brothers Big Sisters remains true to our founders' vision of bringing caring mentors into the lives of children.

Big Brothers Big Sisters affiliates have always served children of incarcerated parents but in 2003 (9 years ago) **Big Brothers Big Sisters of Eastern Missouri (offeror) first launched a cohesive effort targeting these youth with the Amachi Program.** Amachi is a West African word meaning "who knows but what God has brought us through this child." With the help of Governor Holden, Lt. Governor Kinder, Attorney General Nixon and many others we successfully grew the Amachi program to more than 500 children of incarcerated parents served per year in Eastern Missouri.

As a result of our success in 2005, **Big Brothers Big Sisters of Eastern Missouri formed Big Brothers Big Sisters Amachi Missouri (offeror and subcontractors).** Amachi Missouri coordinates mentoring services for children of incarcerated parents across the State of Missouri utilizing Big Brothers Big Sisters affiliates located in Kansas City, Springfield, Columbia and Jefferson City in addition to the Eastern Missouri affiliate which has offices in St. Louis City, St. Charles and Cape Girardeau. Amachi Missouri has grown to be the **only statewide mentoring partnership** that is working to (1) expand its network of services to all counties in Missouri, (2) recruit volunteers from all sectors of the community – all faith-based organizations, businesses, state and local governments, college and universities, civic groups, (3) build relationships with local school districts to collect critical data on children's school attendance, behavior and math/reading scores and build community partnerships to help in these important areas. They are also the only mentoring partnership program that has a **memorandum of understanding with the Department of Corrections** that includes not only working with children of inmates, but also working to support the **re-entry of prisoners back into their families and communities.** Most recently we are especially focused on helping our recently released parents find employment. In fact, our **President/CEO currently sits on the Re-entry Project** with the Department of Corrections.

- b. *Describe the nature of the offeror's business, type of services performed, etc. Identify the offeror's website address, if any.*

Big Brothers Big Sisters of Eastern Missouri is a non-profit, 501(c)3 organization whose mission is to "build trusting and enduring relationships that encourage and support young people." We are the largest and most scientifically proven mentoring program in the State of Missouri. Big Brothers Big Sisters focuses on our kid's ability to "ABC" (Attend school, Behave while there, and experience Classroom success especially in reading and math). As a key intervention, we provide professionally screened and supported Big Brother and Big Sister mentors in 1-1 friendship based relationships with young people ages 5 to 18.

Big Brothers Big Sisters provides the infrastructure for Missouri volunteers who would like to make a difference in the life of a child through mentoring. The infrastructure includes screening of both the prospective mentor and the child/family, matching of an adult and child most likely to result in a long term friendship, professional support of the mentoring relationship throughout the life of the match and support services for the family.

The Big Brothers Big Sisters of Eastern Missouri (offeror) website is www.bbbsemo.org.

- c. Provide a list of and a short summary of information regarding the offeror's current contracts/clients for similar services

Current contracts	Summary
State of Missouri, Department of Corrections funding for mentoring children of incarcerated parents	For the past nine years, the State of Missouri has funded the mentoring relationships of children affected by incarceration. We have met or exceeded 100% of the outcomes each year and this past year we served 261 children through this funding.
Children's Trust Fund	In 2008, BBBS of Eastern Missouri received our first grant from Children's Trust Fund for the <i>Protecting Children of Prisoners Program</i> . This training program educates caregivers and mentors in our Amachi: Mentoring Children of Prisoners program on keeping children safe from abuse and neglect. Quarterly trainings for caregivers and mentors will utilize newly developed training materials and will consist of guest speakers, group discussions, planned activities, classroom education and ongoing support and case management.
City of St. Louis Mental Health Board with matching funds from the Missouri Department of Mental Health	BBBS of Eastern Missouri is continuing to serve the students of Loyola Academy in our tenth year of programming through our Loyola Academy After-School Mentoring Program. One-to-one mentoring is offered to the approximately 60 students in the school's 6 th , 7 th , and 8 th grades. Three years ago additional funding was received to pilot our ABCTODAY! Education Model in the St. Louis Public Schools. This pilot has been expanded over the past three years due to successful outcomes.
Missouri Mentoring Partnership (MMP) Consulting	For the past six years, BBBS of Eastern Missouri has provided MMP sites with the following services: <ul style="list-style-type: none"> • Technical assistance and consultation on all policies and procedures and other areas as needed. • Train MMP staff and community partnership board members on the required policies and minimum standards, quality assurances, and performance management • Conduct baseline audits for MMP Programs and provide recommendations for improvements
City of St. Louis Crime Prevention Funds	In 2011, BBBS of Eastern Missouri was granted \$49,000 in crime prevention tax funds to pilot an expansion of the ABCToday! Initiative reaching 100% of students at Langston Middle School. This initial pilot has been successfully implemented and is in the process of expanding to an additional school.
Office of Juvenile Justice and Delinquency Prevention (OJJDP) through Big Brothers Big Sisters of America	Big Brothers Big Sisters of America awarded BBBS of Eastern Missouri Juvenile Justice Initiative funds beginning January 2011 to run 18 months through June 2012. The goal of the initial round of funding totaling \$152,200 was to match 100 at risk and high risk youth with mentors to reduce incidences of juvenile crime and other risky behaviors. BBBSA awarded 25 grants from 370 affiliates. Beginning January 2012 we received an additional award for \$131,250 to serve 75 additional youth in a similar capacity. This second grant runs through June 2013.

- d. List, identify, and provide reasons for each contract/client gained and lost in the past 2 years.

BBBS of Eastern Missouri did lose funding in 2011 from the United States Department of Health and Human Services through the Mentoring Children of Prisoners (MCP) Program specifically funding expansion of our Amachi Program. After a competitive grant process, we were awarded a three year contract subject to annual appropriations. One year into our project 100% of the funding was cut and the MCP Program was eliminated from the federal budget. Although we were in the top 10% of agencies according to program data, our funding, as everyone else's, was eliminated.

Contract gained	Reason for contract gain
Children's Trust Fund	BBBS of Eastern Missouri's proposal was in line with preventing child abuse especially as it relates to the re-entry of prisoners into the family.
City of St. Louis Mental Health Board with matching funds from the Missouri Department of Mental Health	BBBS of Eastern Missouri's three year grant was up for renewal this year. The Mental Health Board has indicated that our agency is one of their most successful grantees and we have been awarded a new grant cycle including a 50% increase in funds to support our ABCToday! Initiative. Last year, we were one of three grantees to be highlighted by MHB during their anniversary celebrations.
City of St. Louis Crime Prevention Funds	BBBSEMO worked closely with local Alderman and the Public Safety Committee to secure funding through a competitive bid process. We were one of 12 organizations chosen due to our proven outcomes, track record and strong community partnerships in the City of St. Louis.
Office of Juvenile Justice and Delinquency Prevention (OJJDP) through Big Brothers Big Sisters of America	BBBS of Eastern Missouri was one of 35 agencies to receiving funding from our national headquarters out of 370 Big Brothers Big Sisters affiliates across the country. Not only did we receive this funding once but twice to serve at risk and high risk (formerly incarcerated) youth. Funding was awarded based on our application content, staff capacity, experience with the juvenile justice system, our history of strong and long matches and the financial stability of our agency. The second installment was based on the outcomes and metrics we delivered with our previous grant the prior year.

e. Describe past experience providing mentoring services and/or comparable family services to youth and families dealing with incarceration. Identify the total number of youth and families served as well as the number of years providing the service. Describe service provided and the method of which services were provided to the families previously served.

All services described below pertain strictly to **one-one-one youth mentoring** including a screened volunteer mentor matched with a child and professionally supported throughout the life of their match. The **service and method** in which it was provided are consistent with the program description throughout this proposal.

	Geographic Area	Incarceration Specific Work	Comparable Family Services
Offeror/Contractor	BBBS of Eastern Missouri	<ul style="list-style-type: none"> ➤ Amachi program started 9 years ago in 2003, 3,000 children served to date ➤ Served a total of 501 Amachi children in 2011 	<ul style="list-style-type: none"> ➤ Operating since 1914, more than 55,000 children served to date ➤ Served a total of 2,621 children in 2,200 families in 2011
Subcontractors	BBBS of Kansas City	<ul style="list-style-type: none"> ➤ Amachi program started in 2003, 1,144 children served to date ➤ Served a total of 417 	<ul style="list-style-type: none"> ➤ Operating since 1964, more than 27,193 children served to date ➤ Served a total of 1,740

	Amachi children in 2011	children in 1,502 families in 2011
BBBS of Central Missouri (Columbia)	<ul style="list-style-type: none"> ➤ Amachi program started in 2000, 1,000 children served to date ➤ Served a total of 72 Amachi children in 2011 	<ul style="list-style-type: none"> ➤ Operating since 1968, more than 10,000 children served to date ➤ Served a total of 730 children in 430 families in 2011
BBBS of Ozarks (Springfield)	<ul style="list-style-type: none"> ➤ Amachi program started in 2003, 500 children served to date ➤ Served a total of 84 Amachi children in 2011 	<ul style="list-style-type: none"> ➤ Operating since 1983, more than 16,000 children served to date ➤ Served a total of 1,032 children in 792 families in 2011
BBBS of Missouri Valley (Jefferson City)	<ul style="list-style-type: none"> ➤ Amachi program started in 2004, 150 children served to date ➤ Served a total of 42 Amachi children in 2011 	<ul style="list-style-type: none"> ➤ Operating since 1998, more than 900 children served to date ➤ Served a total of 210 children in 145 families in 2011

- f. *Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.*

Local Control:

Big Brothers Big Sisters of Eastern Missouri is an affiliate of Big Brothers Big Sisters of America. The organization is a private, 501c3 organization that is incorporated in the State of Missouri. It is run solely by a local Board of Directors. In fact, each Big Brothers Big Sisters (BBBS) organization in the State of Missouri is a separate organization incorporated in Missouri and run by a local community Board of Directors and a local CEO/Executive Director.

BBBS Amachi Missouri State Partnership:

BBBS of Eastern Missouri serves as the lead coordinating agency for Amachi Missouri. Each year, Big Brothers Big Sisters agencies review and renew a Memorandum of Understanding for Amachi Missouri which outlines the goals and roles of the state partnership. Every aspect of the partnership is executed in collaboration with the five BBBS agencies.

Affiliate Responsibility to BBBSA:

All BBBS agencies are responsible for ensuring that all national standards and required procedures are conducted. These standards address all aspects of operating a quality organization – governance, finance, program standards, personnel and legal. Particular emphasis is placed on program standards which outline such activities as volunteer screening, child safety standards, reporting and documenting. Many of these standards have been created over the past 30 years. In fact, our child safety standards were created with the assistance of the FBI.

- g. *Describe the knowledge of the Amachi Mentoring Program.*

Big Brothers Big Sisters of Eastern Missouri is the founder, creator and implementer of the Amachi Program in the State of Missouri. **Over the past nine years the program has grown to serve annually over 500 children of incarcerated parents in Eastern Missouri alone!** The Amachi program was originally introduced to us through Big Brothers Big Sisters of America (BBBSA) when the national movement partnered with Amachi's Founder Reverend Wilson Goode from Philadelphia. BBBSA led the charge to select high quality affiliates to expand the Amachi program. BBBS of Eastern Missouri was one of those initial affiliates selected to expand Amachi. The Eastern Missouri chapter then introduced the model to Missouri Elected officials, churches, non-profits, government partners and the Department of Corrections. From there, the Amachi Program was adopted by all Big Brothers Big Sisters affiliates in the State of Missouri. **Big Brothers Big Sisters is the only organization in the State of Missouri with Amachi experience.** Over the past nine years, with the help of the Department of Corrections, we have developed an infrastructure capable of serving thousands of Amachi children and their families. Three years

ago we developed what we call **Amachi Missouri 2.0** by **implementing ABCToday!** focused on Amachi kids Attendance, Behavior and Classroom success. **Amachi Missouri 3.0** is currently underway in partnership with the Department of Corrections, our Board of Directors and a donor base focused on **securing jobs for our incarcerated parents** as they re-enter the community.

EXHIBIT B

CURRENT/PRIOR EXPERIENCE

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Big Brothers Big Sisters of Eastern Missouri (Offerer)	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company:	St. Louis Mental Health Board
Address of Reference Company ✓ Street Address ✓ City, State, Zip	4144 Lindell Blvd, Ste 300 St. Louis, Missouri 63108
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Jennifer Rogers 314-535-6964 jrogers@stmhb.com
Dates of Services:	2006 to present
If service/contract has terminated, specify reason:	N/A
Dollar Value of Services	\$153,800 in 2011
Description of Services Performed	Population Served: At risk youth including children of incarcerated parents Service Performed: youth mentoring in St. Louis Public Schools, Loyola Academy, Marian Middle School, Family Initiated Program, pilot of ABCToday!

As the contact person for the company/client provided above, my signature below verifies that the information presented on this form is accurate. I understand that the information provided on this form is for verification purposes and does not address the quality of the services provided. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the offeror referenced above:



Signature of Contact Person Verifying Information

6/6/12

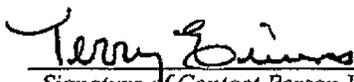
Date of Signature

EXHIBIT BCURRENT/PRIOR EXPERIENCE

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Big Brothers Big Sisters of Eastern Missouri (Offeror)	
Reference Information (Current/Prior Services Performed For :)	
Name of Reference Company:	Associated General Contractors of St. Louis & the Construction Careers Center
Address of Reference Company ✓ Street Address ✓ City, State, Zip	6301 Knox Industrial Drive St. Louis, Missouri 63139
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Terry Eivins 314-644-1525 x222 teivins@stl-cts.org
Dates of Services:	2004 to present
If service/contract has terminated, specify reason:	N/A
Dollar Value of Services	\$38,000 annually
Description of Services Performed	2011 Results: Served 45 students with a Big Brother or Big Sister, 3 were Amachi Specifically recruited youth and volunteers, completed screening process, trained and supported mentors, match relationship and family of the Little, provided education interventions consisted with ABC (Attendance, Behavior and Classroom success).

As the contact person for the company/client provided above, my signature below verifies that the information presented on this form is accurate. I understand that the information provided on this form is for verification purposes and does not address the quality of the services provided. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the offeror referenced above:


Signature of Contact Person Verifying Information

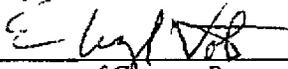

Date of Signature

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: <u>Big Brothers Big Sisters of Central Missouri</u>	
Reference Information (Current/Prior Services Performed For):	
Name of Reference Company:	Heart of Missouri United Way
Address of Reference Company ✓ Street Address ✓ City, State, Zip	1700 East Pointe Drive, Suite 201, Columbia, MO 65201
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Leigh Voltmer, 573-443-4523, Lvoltmer@uwheartmo.org
Dates of Services:	January 1, 2011 – December 31, 2011
If service/contract has terminated, specify reason:	na
Dollar Value of Services	\$100,000
Description of Services Performed	2011 Results: Recruit, interview, screen, train and support 117 at-risk children and their mentors. Forty-seven of these children were children of incarcerated parents.

As the contact person for the company/client provided above, my signature below verifies that the information presented on this form is accurate. I understand that the information provided on this form is for verification purposes and does not address the quality of the services provided. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the offeror referenced above:


Signature of Contact Person Verifying Information

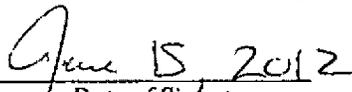
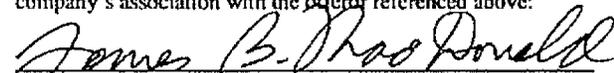

Date of Signature

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Big Brothers Big Sisters of Greater Kansas City	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company:	United Way of Greater Kansas City
Address of Reference Company ✓ Street Address ✓ City, State, Zip	1080 Washington Street Kansas City, MO
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Jim McDonald 816-559-4659 jimmacdonald@uwgkc.org
Dates of Services:	Ongoing
If service/contract has terminated, specify reason:	
Dollar Value of Services	\$110,000
Description of Services Performed	United Way of Greater Kansas City provides funding to BBBS of Greater Kansas City to provide mentoring services to children affected by the incarceration of a parent.

As the contact person for the company/client provided above, my signature below verifies that the information presented on this form is accurate. I understand that the information provided on this form is for verification purposes and does not address the quality of the services provided. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the offeror referenced above:


Signature of Contact Person Verifying Information

6/20/12
Date of Signature

EXHIBIT CEXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: <u>Relationship Specialist, Southern Region (Eastern Missouri)</u>	
Name of Person:	Danielle McElwaine
Educational Degree (s): include college or university, major, and dates	<ul style="list-style-type: none"> • Master of Science in Criminal Justice from Central Missouri State University, 2005 • Bachelor of Science in Psychology Minor in Criminal Justice from Central Missouri State University, 2003
License(s)/Certification(s), #(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion:	N/A
# of years experience in area of service proposed to provide:	2.3 Years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with Big Brothers Big Sisters Eastern Missouri for 2 years and 3 months.
Describe this person's responsibilities over the past 12 months.	Interviews volunteers and clients and evaluates for involvement in the program. Also uses appropriate characteristic and criteria to match individuals in mentoring relationships and primarily supports those matched individuals with either monthly or quarterly contact to ensure a safe, successful match which aligns with Big Brothers Big Sisters policy/procedure. Additionally, plans and facilitates after school programs at two Cape Girardeau Public Schools weekly during the school year. Also, provides additional events/activities for all Cape Girardeau area matches and families throughout the year.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> • State of Missouri Children's Division -Children's Service Worker II, 2007-2010 • United States Investigative Services -Investigative Technician, 2006-2007 • MetroTix -Tickets Sales Representative, 2006 • Johnson County Juvenile Detention Center -Detention Aide, 2003-2005 • Central Missouri State University -Community Advisor, 2000-2003
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Provides information to volunteers about program principles, expectations and the rewards of involvement in a mentoring relationship. Works with School Administration regarding recruitment, needs of students involved in the program, organizing tutoring schedules and programs throughout the year.
✓ Mentoring Services to Children and Families	Discusses and completes safety training with children and families prior to and throughout participation in the program. Teams the child with a volunteer based on specific preferences, personalities, etc. to ensure a compatible team. Provides resources for needs of families and children.
✓ Issues of Incarceration of the	Works with formerly incarcerated parents and families of incarcerated

Title of Position: <u>Relationship Specialist, Southern Region (Eastern Missouri)</u>	
Parents	<p>individuals to enroll/support their children in the program, as well as educating volunteers on the issues facing these families in order to facilitate positive match experiences.</p> <p>Member of Cape Girardeau Re-Entry Committee to assist in identifying and providing resources to individuals and their families, which are currently on probation/parole in Cape Girardeau.</p>

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Continue duties as required above
Specify the approximate number of hours per month this person is proposed for services	127 hours per month or 50%

Title of Position: <u>Relationship Specialist, Team Development (Eastern Missouri)</u>	
Name of Person:	Amy Bopp
Educational Degree (s): include college or university, major, and dates	<ul style="list-style-type: none"> • Master of Social Work from University of Missouri-St. Louis, 2011 • Bachelor of Science in Business Administration and Communications from Southwest Baptist University, 2007
License(s)/Certification(s), #(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion:	N/A
# of years experience in area of service proposed to provide:	8 months
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with Big Brothers Big Sisters for 8 months
Describe this person's responsibilities over the past 12 months.	Interviews volunteers and clients and evaluates for involvement in the Big Brothers Big Sisters program. Also using appropriate characteristic and criteria to match individuals in mentoring relationships.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> • University of Missouri-St. Louis -Research Assistant for the Jefferson County Family Drug Court, 2009-2011 • Swaton Language School -English teacher, 2007-2008
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Outlines program principles, expectations and the rewards of involvement in a mentoring relationship to volunteers and families. Assists in client recruitment efforts at Washington Elementary School and volunteers recruitment efforts at various events.
✓ Mentoring Services to Children and Families	Assists in special events hosted for mentors, mentees, and families (volunteer appreciation events, graduation parties, Mother's Day events). Currently in the process to becoming a Big Sister volunteer.
✓ Issues of Incarceration of the Parents	Works with formerly incarcerated parents and families of incarcerated individuals to enroll their children in Big Brothers Big Sisters. Educates volunteers on the issues facing these families in order to facilitate positive match experiences.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Continue duties as required above
Specify the approximate number of hours per month this person is proposed for services	127 hours per month or 50%

Title of Position: <u>Director of Impact (Eastern Missouri)</u>	
Name of Person:	Rochelle Albright
Educational Degree (s): include college or university, major, and dates	<ul style="list-style-type: none"> • Master of Social Work, Concentration in Child, Youth and Family, specialization in School Social Worker from Washington University in St. Louis, 2008 • Bachelor of Arts in Psychology/Sociology, minor in Childhood Studies from Case Western Reserve University, 2006
License(s)/Certification(s), #(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion:	N/A
# of years experience in area of service proposed to provide:	4
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed by Big Brothers Big Sisters since May 2008.
Describe this person's responsibilities over the past 12 months.	Supports teams to develop true enduring friendships, supervises teams according to support policy, and responsible for planning and contributing to agency ABC success.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> • Big Brothers Big Sisters -Associate Director for Family Initiated Division, June 2011-present • Big Brothers Big Sisters -Match Support Manager, January 2011-June 2011 • Big Brothers Big Sisters -Match Support Specialist, May 2008-January 2011
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Supervises teams and provides information regarding program policies, standards and coaching on expectations.
✓ Mentoring Services to Children and Families	Big Sister through Big Brothers Big Sisters since June 2007.
✓ Issues of Incarceration of the Parents	Assists volunteers in developing strong, enduring relationships with children of formerly incarcerated parents. Educates and supports volunteers on issues faced by these families as well as assisting families on reaching necessary community resources.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Continue duties as required above
Specify the approximate number of hours per month this person is proposed for services	50 hours per month or 50% (part time position)

Title of Position: <u>Senior Director of Volunteer Recruitment (Eastern Missouri)</u>	
Name of Person:	Vivian Gibson
Educational Degree (s): include college or university, major, and dates	Master of Nonprofit Management from Washington University, 2012
License(s)/Certification(s), #(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion:	N/A
# of years' experience in area of service proposed to provide:	8
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with Big Brothers Big Sisters for 8 years
Describe this person's responsibilities over the past 12 months.	Oversees all agency volunteer recruitment efforts, defines and implements recruitment strategies and maintains community, professional and governmental relationships. Supervises one Volunteer Recruiter.
Previous employer(s), positions, and dates	St. Louis Public Schools- Developed volunteer programs, recruited and managed volunteers, 1980-2003
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Provides information to potential volunteers regarding agency principles, expectations and rewards of involvement in a mentoring relationship.
✓ Mentoring Services to Children and Families	Big Sister through Big Brothers Big Sisters from 2003-2006
✓ Issues of Incarceration of the Parents	Provides information to potential volunteers regarding mentoring relationships with children who have parents or a family member who is incarcerated.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Continue duties as required above
Specify the approximate number of hours per month this person is proposed for services	127 hours per month or 50%

Title of Position: <u>Relationship Specialist, Team Development (Eastern Missouri)</u>	
Name of Person:	Kavitha Muthukrishnan
Educational Degree (s): include college or university, major, and dates	Bachelor of Arts in Film & Digital Media from Baylor University, 2010
License(s)/Certification(s), #(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion:	N/A
# of years experience in area of service proposed to provide:	1 year
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with Big Brothers Big Sisters for 1 year.
Describe this person's responsibilities over the past 12 months.	Interviews volunteers and clients and evaluates for involvement in the Big Brothers Big Sisters program. Also, uses appropriate characteristic and criteria to match individuals in mentoring relationships as well as training new school-based and community-based enrollment staff.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> •KWTX Channel 10-Newscast producer, 2011 •Baylor Lariat- Multimedia producer, 2010 •KCAU Channel 9- Editor/Reporter, 2010 •KTIV Channel 4- Editor, 2009
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Provides volunteers and families with information about program principles, expectations and the rewards of involvement in a mentoring relationship
✓ Mentoring Services to Children and Families	Applied to be a Big Sister in May 2012.
✓ Issues of Incarceration of the Parents	Works with formerly incarcerated parents and families of incarcerated individuals to enroll their children in the program as well as educating volunteers on the issues facing these families' in order to facilitate positive match experiences.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Continue duties as required above
Specify the approximate number of hours per month this person is proposed for services	127 hours per month or 50%

Title of Position: <u>Relationship Specialist (Eastern Missouri)</u>	
Name of Person:	Heidi Villasenor
Educational Degree (s): include college or university, major, and dates	Bachelor of Arts Degree from McKendree University, 2004
License(s)/Certification(s), #(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion:	N/A
# of years experience in area of service proposed to provide:	2 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with Big Brothers Big Sisters of Eastern Missouri for 2 years.
Describe this person's responsibilities over the past 12 months.	Builds and maintains trusting relationships with clients to support the mentoring relationship and the families involved. Conducts monthly and quarterly phone conversations with volunteers, parents, and children as well as in-person visits.
Previous employer(s), positions, and dates	Big Brothers Big Sisters of East Tennessee-Enrollment and Match Support Specialist, 2007-2010
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Supervises teams and provides information regarding program policies, coaches teams to manage expectations and sets clear boundaries to ensure a positive experience for all involved.
✓ Mentoring Services to Children and Families	Former Big Sister from 3/2008- 12/2009
✓ Issues of Incarceration of the Parents	Assists volunteers in developing strong and enduring relationships with children of formerly incarcerated parents, educates and supports volunteers on typical issues faced by these families as well as assisting families to find and utilize community resources.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Continue duties as required above
Specify the approximate number of hours per month this person is proposed for services	127 hours per month or 50%

Title of Position: Relationship Specialist (Eastern Missouri)

Name of Person:	Patricia Watson-Soluade
Educational Degree (s): include college or university, major, and dates	Bachelor of Arts in Political Science and Non-Profit Management & Leadership from University of Missouri-St. Louis, May 2010
License(s)/Certification(s), #(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion:	N/A
# of years experience in area of service proposed to provide:	8 months
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed by Big Brothers Big Sisters since October 2011.
Describe this person's responsibilities over the past 12 months.	Supports teams to develop true and enduring friendships and supervises teams according to national/local BBBS support policy.
Previous employer(s), positions, and dates	Jubilee Community Church- Administrative Assistant, 2009-2011
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Supervises teams and provides information regarding policies and standards. Also, provides and assists with coaching on managing expectations, building and sustaining healthy relationships.
✓ Mentoring Services to Children and Families	Youth Mentor at Jubilee Community Church (North St. Louis) since 2008
✓ Issues of Incarceration of the Parents	Assist volunteers in developing strong, enduring relationships with children of incarcerated parents. Educates and supports volunteers and parents on issues faced by children/families with incarcerated parents. Additionally, connects and provides families with resources throughout the St. Louis community.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Continue duties as required above
Specify the approximate number of hours per month this person is proposed for services	127 hours per month or 50%

Title of Position: <u>Program Director (Columbia)</u>	
Name of Person:	Kerrie Bloss
Educational Degree (s): include college or university, major, and dates	BSW, Central Missouri State University, Warrensburg, MO May 1995
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion:	BBBS of America: Program Management 1,2,3,4; Corporate Volunteer Partnerships, Train the Trainer Support, School Based Mentoring Symposium; HHS Mentoring Children of Prisoners Annual Conference
# of years experience in area of service proposed to provide:	13 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Kerrie has been in BBBS programming for thirteen years, before that in Social Service at Charter Hospital dealing with at-risk children.
Describe this person's responsibilities over the past 12 months.	Kerrie has overseen the Children of Prisoners program instructing all staff in interviewing, screening, training, matching and supporting mentors plus interviewing and supporting children of prisoners and their families.
Previous employer(s), positions, and dates	BBBS of Central Missouri 1999-present; Charter Behavioral Health Systems in Columbia 1997-1998; Orchard Place, Des Moines Children's Home 1995-1997 (mentally ill adolescents).
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring program administration	13 years in case management and program management for BBBS of Central Missouri
✓ Mentoring services to youth and families	13 years in case management and program BBBS CMO
✓ Issues of incarceration of the parents	8 years of working with children of prisoners in BBBS of America (2 years), OJJDP through the Missouri Department of Public Safety Title II program (4 years) and U.S. Department of Health and Human Services (4 years).
Staffing Methodology	
Describe the person's planned duties/role proposed herein:	Kerrie Bloss will supervise all program staff, teaching each person skills in interviewing, screening, matching, and supporting matches. She specifically is trained in needs of high risk children especially in situations when a parent is incarcerated.
Specify the approximate number of hours per month this person is proposed for services	Kerrie Bloss will work 66.67 hours per month on this project.

Title of Position: <u>Office Manager (Columbia)</u>	
Name of Person:	Karen L. Scott
Educational Degree (s): include college or university, major, and dates	Truman State University, One Year Secretarial Study, September - 1962/ May - 1963
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Jan Kelly Financial Business Manager Certification June, 1992
Specialized Training Completed. Include dates and documentation of completion:	
# of years experience in area of service proposed to provide:	5 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Full-time employee - February, 2007 - present
Describe this person's responsibilities over the past 12 months.	Over the past 5 years, Ms. Scott has served the agency as Office Manager and Fiscal Grant Specialist. This role has included the daily operational responsibilities of our agency as well as management of expenses and payment requests for our grant funding under the general direction of the agency's Executive Director. Considerable judgment in applying accounting principles and conceptual understanding of social service programs is required. She is responsible for conducting complex accounting and technical related work in the management of fiscal grants and overseeing the proper accounting of sub-contractors, agencies and sub-recipients' budgets, billing and fiscal operations to ensure compliance with contract agreements for grant appropriations. She coordinates the budget process, reviews the quality and accuracy of budget documents, analyzes costs, revenue projections and recommends changes. She monitors the cost performance of community programs and department administration for purposes of budget control and compliance with contractual agreements and recommends program funding changes as appropriate. Additionally, she develops, administers, and maintains appropriate and effective accounting systems and procedures for contract and project management.
Previous employer(s), positions, and dates	Our Family RV Center, Bookkeeper, July 2004 - January 2007 Landry's Work 'N Play, Inc, F&I & Office Operations Manager June 1999 - May, 2003 Acorn International Group, Import/Export Operations Manager, September 1992 - January 2000. Prodigy Child Development Center, Executive Assistant to CEO, June 1991 - September 1992
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
<input checked="" type="checkbox"/> Mentoring program administration	As one of the first staff members potential volunteers and clients (youth) meet with they enter our facility, Ms. Scott functions as one of our initial liaisons. The responsibility of knowledgeably addressing their immediate inquiries and establishing a welcoming and comfortable rapport is critical to our agency programs.
<input checked="" type="checkbox"/> Mentoring services to youth and families	Karen managed all budget aspects of the Children of Prisoners grant funding including timesheets, assignments, accounting.

Title of Position: Office Manager (Columbia)

✓ Issues of incarceration of the parents	n/a
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Staffing Methodology

Describe the person's planned duties/role proposed herein:	Karen Scott will manage all logistics of the program including budgeting, accounting, timesheets, assignments, payroll.
Specify the approximate number of hours per month this person is proposed for services	Karen Scott will work on this project 13.66 hours a month on this project.

Title of Position: Enrollment & Matching Specialist (Jefferson City)	
Name of Person:	Mike Bloemke
Educational Degree (s): include college or university, major, and dates	BS Social Work, Central MO State University 1972
License(s)/Certification(s), # (s), expiration date(s), if applicable:	n/a
Specialized Training Completed. Include dates and documentation of completion:	n/a
# of years experience in area of service proposed to provide:	30 years of which 25 years were with the Department of Social Services Children's Division
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with Big Brothers Big Sisters for 5 years
Describe this person's responsibilities over the past 12 months.	Interviewing volunteers and clients and evaluating for involvement in the Big Brothers Big Sisters program. Also using appropriate characteristic and criteria to match individuals in mentoring relationships as well as training new school-based and community-based enrollment staff.
Previous employer(s), positions, and dates	Missouri Department of Social Services 1976-2004 Jefferson City Area YMCA 2004-2007
Identify specific information about experience in:	
✓ Mentoring program administration	Provide information to volunteers and families as far as program principles, expectations and the rewards of involvement in a mentoring relationship
✓ Mentoring services to youth and families	Big Sister through Big Brothers Big Sisters since January 2008
✓ Issues of incarceration of the parents	Work with formerly incarcerated parents and families of incarcerated individuals to enroll their children in Big Brothers Big sister as well as educating volunteers on the issues facing these families in order to facilitate positive match experiences.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	<ul style="list-style-type: none"> • Complete the screening process for all prospective mentors and youth/families. This includes conducting face-to-face interviews with mentors, children and parent/guardians, securing references and collateral information, conducting home assessments/visits. • Complete the pre-match and matching process by determining, based on her experience with prospective mentors and children, which mentors and youth are most likely to develop a long-term friendship. • Prepare for and conduct the pre-match session providing background information to the prospective mentor and parent/child.
Specify the approximate number of hours per month this person is proposed for services	12 hours per month- 10%

Title of Position: Enrollment & Matching Specialist (Jefferson City)	
Name of Person:	Scott Gehlert
Educational Degree (s): include college or university, major, and dates	Bachelor of Science ,Criminal Justice, Missouri Western State University, May 1988
License(s)/Certification(s), # (s), expiration date(s), if applicable:	n/a
Specialized Training Completed. Include dates and documentation of completion:	n/a
# of years experience in area of service proposed to provide:	17 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with Big Brothers Big Sisters for over 12 years
Describe this person's responsibilities over the past 12 months.	Interviewing volunteers and clients and evaluating for involvement in the Big Brothers Big Sisters program. Also using appropriate characteristic and criteria to match individuals in mentoring relationships as well as training new school-based and community-based enrollment staff.
Previous employer(s), positions, and dates	Boys and Girls Club of the Capital City 2005-2006 Missouri Department of Social Services 1991-1998
Identify specific information about experience in:	
✓ Mentoring program administration	Provide information to volunteers and families as far as program principles, expectations and the rewards of involvement in a mentoring relationship
✓ Mentoring services to youth and families	Big Sister through Big Brothers Big Sisters since January 2008
✓ Issues of incarceration of the parents	Work with formerly incarcerated parents and families of incarcerated individuals to enroll their children in Big Brothers Big sister as well as educating volunteers on the issues facing these families in order to facilitate positive match experiences.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	<ul style="list-style-type: none"> • Complete the screening process for all prospective mentors and youth/families. This includes conducting face-to-face interviews with mentors, children and parent/guardians, securing references and collateral information, conducting home assessments/visits. • Complete the pre-match and matching process by determining, based on her experience with prospective mentors and children, which mentors and youth are most likely to develop a long-term friendship. • Prepare for and conduct the pre-match session providing background information to the prospective mentor and parent/child.
Specify the approximate number of hours per month this person is proposed for services	12 hours per month- 10%

Title of Position: <u>Case Manager (Kansas City)</u>	
Name of Person:	Miles Farmer
Educational Degree (s): include college or university, major, and dates	BS, Sociology, University of Kansas
License(s)/Certification(s), #(s), expiration date(s), if applicable:	None
Specialized Training Completed. Include dates and documentation of completion:	None
# of years experience in area of service proposed to provide:	5
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employee, 5 years
Describe this person's responsibilities over the past 12 months.	Miles has worked with our MCP program in addition to his regular workload working with referrals from the foster care system and the juvenile court.
Previous employer(s), positions, and dates	State of Missouri, Youth Services Worker, 2007.
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Hilltop Group Home, North Kansas City School District Initiative
✓ Mentoring Services to Children and Families	Miles has worked with youth and families in the BBBS program since 2007.
✓ Issues of Incarceration of the Parents	Miles has completed 48 hours of MCP specific training.
Staffing Methodology	
Describe the person's planned duties/role proposed herein:	Miles will assist in client management and staffing in the MCP program.
Specify the approximate number of hours per month this person is proposed for services	80

Title of Position: <u>Senior Case Manager (Kansas City)</u>	
Name of Person:	Laura Hambrecht
Educational Degree (s): include college or university, major, and dates	BS, Social Work, University of Central Missouri
License(s)/Certification(s), #(s), expiration date(s), if applicable:	None
Specialized Training Completed. Include dates and documentation of completion:	None
# of years experience in area of service proposed to provide:	4
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employee, 4 years
Describe this person's responsibilities over the past 12 months.	Laura is accountable for all service to high-risk youth in our program with a specific responsibility toward Amachi eligible youth.
Previous employer(s), positions, and dates	None
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Mentoring Program Administration	Troost Initiative, Boys and Girls Club Partnership, Ivanhoe Caring Communities Network
✓ Mentoring Services to Children and Families	Laura has worked with youth and families in the BBBS program since 2008.
✓ Issues of Incarceration of the Parents	Laura has completed 14 hours of MCP specific training.
Staffing Methodology	
Describe the person's planned duties/role proposed herein:	Laura will continue managing the Amachi program.
Specify the approximate number of hours per month this person is proposed for services	160

Title of Position: <u>Vice President, Program (Ozarks)</u>	
Name of Person:	Erin Jaeger
Educational Degree (s): include college or university, major, and dates	Missouri State University, Child & Family Development, 2000.
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Program Manager Training, 10/2010, Mental Health First Aid Training, 05/2010
Specialized Training Completed. Include dates and documentation of completion:	Mental Health First Aid Training, 05/2010
# of years' experience in area of service proposed to provide:	10
Describe person's relationship to offer or. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with BBBS since July 2006 (6 years)
Describe this person's responsibilities over the past 12 months.	Responsible for the overall operation and implementation of Program service delivery for the agency. This involves administrating and coordinating all functions necessary to carry out the program goals, objectives, and directives set by the CEO and the Board of Directors at all BBBSO offices. VP of Programs is also responsible for the agencies quality assurance and compliance at the local and national level and for the Agency Information Management System agency wide.
Previous employer(s), positions, and dates	Barrow County Family and Children Services in Winder, Georgia as a Family Independence Case Manager from 2001-2006.
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
<input checked="" type="checkbox"/> Mentoring Program Administration	Provide on-going support and training to all volunteers, children, and families. Served 1,032 children in 2011. Oversee financial assistance and scholarship programs along with supplying data as it pertains to program based grants.
<input checked="" type="checkbox"/> Mentoring Services to Children and Families	Provide ongoing services to children in families through positive one-to-one mentoring for the past six years. Track outcomes through Strength of Relationship and Youth Outcome Surveys.
<input checked="" type="checkbox"/> Issues of Incarceration of the Parents	Worked with families transitioning from prison to the work force through the TANF program at Dept. of Family and Children Services. Also, work extensively with children of incarcerated parents through BBBS Amachi Program for the past six years.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	To ensure overall operation and implementation of program service delivery model. Supervise case managers and make sure that all volunteers, families, and children receive quality support and continued training.
Specify the approximate number of hours per month this person is proposed for services	200

Title of Position: <u>Senior Case Manager (Ozarks)</u>	
Name of Person:	Janice Frederic
Educational Degree (s): include college or university, major, and dates	B.S. Criminal Justice, University of Central Missouri, 2006
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Mental Health First Aid Certification, 05/2010
Specialized Training Completed. Include dates and documentation of completion:	Mental Health First Aid 05/2010
# of years experience in area of service proposed to provide:	8 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed by agency for 3 years and 6 months.
Describe this person's responsibilities over the past 12 months.	Implementing and conducting orientation, monthly trainings for volunteers, supervising and providing support to a case load of 50+ matches, ensuring volunteer satisfaction and child safety. Screening volunteers with background checks, references and child abuse/neglect registries to ensure they are appropriate and eligible for our program.
Previous employer(s), positions, and dates	Children's Foundation of Mid-America, Foster Care Case Manager (11/2008-01/2010) Boys and Girls Town of Missouri, Child Care Worker (05/2006-05/2007), Johnson County Juvenile Center, Detention Aid, Community Service Site Supervisor, Impact Program Worker (11/2004-05/2006)
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
<input checked="" type="checkbox"/> Mentoring Program Administration	
<input checked="" type="checkbox"/> Mentoring Services to Children and Families	Conducts individual interviews with volunteers, children, and parents to learn the qualities and characteristics they are looking for to ensure a successful relationship. Provide Strength of Relationship Surveys and Youth Outcome Surveys to track progress and impact.
<input checked="" type="checkbox"/> Issues of Incarceration of the Parents	Emphasis in Juvenile Justice at UCM, panel member at Greene County Juvenile Center for Road to Reunification(2010)
Staffing Methodology	
Describe the person's planned duties/role proposed herein:	To ensure quality and ongoing match support. Assess needs of families and volunteers and provide tools to make them successful. Educate volunteers and the community on the statistics of at risk youth, children of incarcerated parents, and other high risk situations.
Specify the approximate number of hours per month this person is proposed for services	175 hours

EXHIBIT D**PERSONNEL EXPERTISE SUMMARY – EASTERN MISSOURI**

(Complete this Exhibit for any additional personnel not included on previous Exhibit. Resumes may also be provided)

Personnel	Background and Expertise of Personnel and Planned Duties
<p>1. <u>Rachel Huebel</u> (Name) <u>Relationship Specialist, Southern Region</u> (Title) <u>Relationship Specialist</u> (Proposed Role/Function)</p>	<p>Rachel received a Bachelor of Arts in Spanish and Global Studies: Hispanic Option from Southeast Missouri State University in 2010. She lived abroad in Queretaro, Mexico for 6 months, studying Spanish and Hispanic culture. In 2010, Ms. Huebel worked as a Social Coordinator Intern at Lucha Ministries in Virginia. Also, in 2010, she taught English and lead camps for Roma children in Poland, Czech Republic and Slovakia with the Cooperative Baptist Fellowship (2011). Currently, Ms. Huebel's work at Big Brothers Big Sisters as a Relationship Specialist in the Team Development Division. Her responsibilities include program customer service, enrollment and matching in the Cape Girardeau, Missouri office. Some specific duties include: volunteer and client interviews, assessment and matching of client and volunteers, and timely data input entry. Rachel also serves part-time as Children's Programming Director at Cape Nazarene Church in Cape Girardeau, MO.</p>
<p>2. <u>Crystal Lewis</u> (Name) <u>Evaluation and Outcomes Manager</u> (Title) <u>Evaluation and Outcomes Manager</u> (Proposed Role/Function)</p>	<p>Crystal received a Master of Public Policy from the University of Minnesota, Twin Cities in 2011 and a Bachelor of Social Work from the University of Missouri, Columbia in 2005. Ms. Lewis has 7 years of professional experience, including employment at the University of Minnesota, Center for Advanced Studies in Child Welfare as a Research Assistant from 2010-2011. Prior to Crystal's current role at Big Brothers Big Sisters of Eastern Missouri, she was employed at Big Brothers Big Sisters of Central Missouri as an Enrollment and Matching Specialist in 2009 and as a Match Support Specialist from 2006-2007. In these roles, she gained experience matching and supporting Bigs and Littles, some from families where a parent was incarcerated. In her current role at BBBSEMO, Ms. Lewis evaluates outcomes of Matches and acts as a liaison in collecting Amachi data for all agencies statewide. She also collects, analyzes and reports on BBBSEMO outcomes related to ALL matches (including Amachi matches), including academic, behavioral, social, juvenile delinquency, etc. Crystal also completes other grant reporting as necessary.</p>
<p>3. <u>Kristen Slaughter</u> (Name) <u>Senior Vice President of Accountability</u> (Title) <u>Senior Vice President of Accountability</u> (Proposed Role/Function)</p>	<p>Kristen received a Masters in Higher Education and Student Affairs in 1998 and a Bachelor of Communication in 1995, both from Florida State University. She has been employed at Big Brothers Big Sisters of Eastern Missouri since May 2001. Throughout her duration as an employee, Kristen has worked with clients in the program who have an incarcerated parent(s). In her previous role as the Director of School Based Programs, Ms. Slaughter oversaw the following: building partnerships, making matches, supporting matches, facilitating match activities, & participating in interviewing new potential staff members. In this capacity, Kristen provided mentoring services</p>

	to youth and families in the School-Based program. In her current role at BBBSEMO, Kristen oversees all efforts related to Performance Management, Performance Outcomes, Satisfaction and Compliance.
4. <u>Liz Kleiner</u> (Name) <u>Associate Director, Family Initiated Support</u> (Title) <u>Associate Director, Family Initiated Support</u> (Proposed Role/Function)	Liz received a Bachelor of Arts in Psychology from Southern Illinois University, Edwardsville in 2002. She has worked with Big Brothers Big Sisters of Eastern Missouri for ten years, starting as an intern. During Liz's tenure at the agency, she has visited prisons to encourage prisoners to enroll their children in the BBBSEMO program. Ms. Kleiner has assisted in enrolling and matching some of those families and she now supports these teams and families. Liz has strong relationships with two formerly incarcerated parents who have re-entered the community in the past few years as she has been supporting their children who are matched in the program. She has helped them find resources for jobs and other ways to help their families and she has also coordinated opportunities for these two specific parents to volunteer for BBBS, conducting trainings and other speaking engagements. Ms. Kleiner's current role is to promote trusting and enduring relationships for family initiated teams.
5. <u>Gianna Shockley Farr</u> (Name) <u>Director of Impact</u> (Title) <u>Director of Impact</u> (Proposed Role/Function)	Gianna received her Masters in Political Science with a concentration in urban and regional politics from University of Missouri-St. Louis in 2005. Her graduate studies and research focused on variables impacting the achievement rates of urban students. Ms. Shockley-Farr also holds a Bachelor of Arts in Mass Communications, also from University of Missouri-St. Louis (1997). Gianna has over 10 years' experience in retail store management prior to beginning a career working with non-profits (Loyola Academy of St. Louis and BBBSEMO). Her current responsibilities and duties at BBBSEMO include ensuring child safety for Littles, working with Bigs to build relationships with Littles, working with parents to assist as necessary and maintaining relationships with school partners. Currently, several of the Littles on Gianna's caseload have a parent that has been or is currently incarcerated.
6. <u>Virginia King</u> (Name) <u>Director of Program, Western Region</u> (Title) <u>Director of Program</u> (Proposed Role/Function)	Virginia received a Bachelor of Arts in Health Education from Luther College in 2005. She has past experience in education as a Substitute teacher and a year of experience as a School Based specialist with Big Brothers Big Sisters of the Greater Twin Cities. At Big Brothers Big Sisters of Eastern MO, Ms. King is the Director of Program for the Western Region, covering all of St. Charles County. She conducts volunteer and client interviews and completes other necessary steps to determine suitability for program involvement to ensure the Western Region reaches the goal of making 60 new matches per year. Virginia also supports a part-time caseload of matches by building relationships with families and volunteers, ensuring the safety of the matches, and helping them to develop their own relationships. Virginia is part of the agency Leadership Team representing the Western Region. Ms. King has experience working with several children who have had a parent incarcerated, or recently released from incarceration. She has provided those parents with resources to help them be successful after returning home. Virginia is also a member of the 180 Re-entry team, which serves St. Charles, Lincoln, and Warren Counties. She is a representative of Big Brothers Big Sisters of

	Eastern MO on that team and provides mentoring services to the children of offenders served by the 180 group.
<p>7. <u>Kate Dopuch</u> (Name) <u>Senior Vice President, Program Quality Assurance</u> (Title) <u>Senior Vice President, Program Quality Assurance</u> (Proposed Role/Function)</p>	<p>Ms. Dopuch began her career with BBBSEMO nearly eleven years ago after graduating with a Bachelor's Degree in Psychology. Her history includes beginning as a support staff member, quickly advancing to the Director of Community Based, Senior Vice President of Program, and now to her current position overseeing program policies and procedures to ensure quality services in alignment with best practices. Under her leadership, the agency has achieved a growth rate of approximately 30% in the total number of active teams served annually and has been recognized for the highest team retention rates among all Big Brothers Big Sisters affiliates across the nation. Kate has also participated in the School Based Research and served on the National School Based Mentoring Task Force to respond to this research and create a "best practices tool kit."</p>
<p>8. <u>Jennifer Stenger</u> (Name) <u>Relationship Specialist, Western Region</u> (Title) <u>Relationship Specialist</u> (Proposed Role/Function)</p>	<p>Jennifer Stenger graduated from Maryville University in 2007 with a Bachelor of Arts degree in Middle School Education. She has past experience in education as a Student teacher and Substitute teacher. She also worked in an intense after school reading program called Project Team. During the summer Jennifer worked as an Assistant Director at a local camp. At Big Brothers Big Sisters of Eastern MO, Jennifer is a Relationship Specialist, overseeing a full-time caseload of matches by promoting trusting and enduring relationships with families and volunteers, ensuring the safety of the matches, and developing and cultivating beneficial internal and external relationships. Jennifer also helps support the Program Director in conducting volunteer and client interviews and completes other necessary steps to determine suitability for program involvement to ensure the Western Region reaches the goal of 60 new teams. Jennifer has had experience working with several children who have had a parent incarcerated or recently released from incarceration through the Big Brothers Big Sisters program. She has provided those parents with resources to help them be successful after returning home, as well as helped the family's transition when parents are re-incarcerated.</p>



Circuit Court of St. Louis County

DIVISION 16
FAMILY COURT CENTER
501 S. BRENTWOOD BLVD.
CLAYTON, MISSOURI 63105

MICHAEL D. BURTON
ADMINISTRATIVE JUDGE
OF THE FAMILY COURT
(314) 615-1516

June 11, 2012

Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Dear Ms. Kleffner:

I am pleased to support Big Brothers Big Sisters of Eastern Missouri and Amachi Missouri in their efforts to serve children of incarcerated parents.

Big Brothers Big Sisters, a leader in youth mentoring in the State of Missouri, is committed to providing our youth with guidance, support and friendship. They have a proven record of success, and it continues to be one of the fastest growing and most prestigious in the acclaimed national network of nearly 500 affiliates. The agency recognizes and responds to some of the most pressing issues affecting our youth today.

As the Administrative Judge in the St. Louis County Family Court, I am fully aware of the incredible need for mentors. Without intervention, many young victims of abuse and neglect never stand a chance of succeeding in life. The situation becomes more critical when a young person is the child of an incarcerated individual. When a child feels abandoned, the impact is devastating. Sadly, there are not enough mentors available for the hundreds of children in our court system who so desperately need them.

As a former Big Brother, I can attest to the remarkable effect a caring adult can have on the life and future of a child. Should Big Brothers Big Sisters receive funding, I am ready today to refer mentors to those young people in my courtroom who have incarcerated parents.

Thank you for allowing me the opportunity to support Big Brothers Big Sisters in its efforts to serve children of incarcerated parents.

Sincerely,

The Honorable Michael D. Burton
Family Court Judge
St. Louis County



Southeast
Missouri State University

ONE UNIVERSITY PLAZA • CAPE GIRARDEAU, MISSOURI 63701-4799 • (573) 651-2000 • <http://www.semo.edu>

June 15, 2012

Ms. Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Dear Ms. Kleffner:

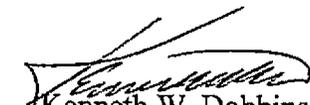
I am pleased to support Big Brothers Big Sisters in securing funding for the Amachi – Children of Incarcerated Parents Mentoring Programs. As president of Southeast Missouri State University; I have followed the progress of Big Brothers Big Sisters in Cape Girardeau for the past 12 years. I have been impressed by their attention to detail and their ability to creatively bring resources to the table for young people in Southeast Missouri.

The University has a long-standing history of supporting Big Brothers Big Sisters. In 2000, the University was the sole funding source for Big Brothers Big Sisters expansion to Southeast Missouri. More than 150 mentors from our University faculty, staff, and students choose to become Big Brothers and Big Sisters on an annual basis. The data and results produced by this organization all indicate that resources are well spent.

Big Brothers Big Sisters of Eastern Missouri is the seventh largest Big Brothers Big Sisters affiliate in the country. The youth involved in mentoring relationships benefit in many areas – academic performance, health, avoidance of substance abuse and delinquency, and in an improvement in their relationships with others. It is imperative that we provide our youth with the tools they need to be successful, productive, contributing members of our society.

Thank you for the opportunity to express my support of Big Brothers Big Sisters and the powerful difference it is making in the lives of our children.

Sincerely,


Kenneth W. Dobbins
President

C: Ashley Beggs

OFFICE OF THE PRESIDENT
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45



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Superintendent
Dr. James L. Welker

**Assistant
Superintendent**
Dr. Sherry Copeland

**Asst. Superintendent
Of Administrative
Services**
Neil Glass

**Chief Financial
Officer**
Misty Clifton

**Director of
Special Services**
Deena Ring

June 11, 2012

Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Dear Ms. Kleffner:

It gives me great pleasure to write this letter in support of Big Brothers Big Sisters and their proposal for mentoring youth of incarcerated parents.

As the superintendent of the Cape Girardeau Public Schools, I can speak first hand to the power of Big Brothers Big Sisters youth mentoring. Our successful Big Brothers Big Sisters mentoring programs are truly making a positive impact in the lives of those girls and boys involved.

I have been impressed by Big Brothers Big Sisters dedication to results and their work to ensure their program is providing a positive impact on the education of our young people. I recently learned of their work to secure child-by-child data pertaining to Little Brothers and Little Sisters attendance, behavior and classroom success in reading and math. Because we see Big Brothers Big Sisters as a partner in educating our youth, we are proud to provide this level of data to the organization.

Currently 23 % or 41 of the 177 kids matched with a Big Brother or Big Sister in our schools have a parent incarcerated. 20% of these 45 children have issues with attendance, 12.5% issues with discipline referrals, 21% are struggling with reading and 18% are struggling with math. These numbers actually show a decrease in issues as Big Brothers Big Sisters tenure is showing improvements in Amachi student performance.

We welcome the resources Big Brothers Big Sisters has brought and continues to bring to the table as we all work together to educate our young people.

Thank you for allowing me the opportunity to express my support of Big Brothers Big Sisters, and thank you for caring so much about our children here in Cape Girardeau and across the State of Missouri.

Sincerely,

James L. Welker, Ed.D.
Superintendent



COLONEL DANIEL ISOM, CHIEF OF POLICE

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METROPOLITAN POLICE DEPARTMENT

CITY OF ST. LOUIS • 1200 CLARK AVENUE • ST. LOUIS, MISSOURI 63103

June 12, 2012

Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Dear Ms. Kleffner:

I am writing this letter to express my strong support of Big Brothers Big Sisters of Eastern Missouri/Amachi Missouri and their work with children of incarcerated parents.

As the Chief of Police for the City of St. Louis, I know all too well the effects incarceration can have on prisoners, their families and, most especially, their children. Too many children live with the awful secret of having a parent incarcerated, and too many of these children will one day themselves end up in jail or prison.

I have learned through working directly with Big Brothers Big Sisters over the past 2 years, that they are a leader in providing quality youth mentoring, they fulfill their promises and hold themselves accountable to the highest of standards. They have successfully taken their 97 year old mentoring model and adapted it to serve a very special population – children of incarcerated parents. They have learned from experience what it takes to work with these children and families and their data clearly demonstrates their results.

I commend Big Brothers Big Sisters commitment to serve these children and I will work with them, as I have for the past 2 years, to develop and deliver a program that will truly make a difference in the lives of children of incarcerated parents. I will also work to assist them in recruiting my Police Officers to serve as Big Brother and Big Sister mentors.

Thank you for allowing me to express my support of Big Brothers Big Sisters of Eastern Missouri/Amachi Missouri. Children of incarcerated parents are in desperate need of quality programming and support, and we must all work together to ensure they are receiving that support. It is a privilege for the St. Louis Metropolitan Police Department to support these efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Isom".

Colonel Daniel Isom
Chief of Police
Metropolitan Police Department, City of St. Louis



KPMG LLP
Suite 1000
1000 Walnut Street
Kansas City, MO 64106-2162

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Internet www.us.kpmg.com

June 20, 2012

Mr. Michael Lawrence
Associate Executive Director
Big Brothers Big Sisters of Greater Kansas City
3908 Washington Street
Kansas City, Missouri 64111

Dear Selection Committee:

I am writing this letter in support of Big Brothers Big Sisters of Greater Kansas City. I believe in the organization's mission and personally know how much of a difference a positive role model can make in one's life.

Big Brothers Big Sisters of Greater Kansas City has been a fixture in the Kansas City community for the past forty-eight years. During that time, the agency has served more than 25,000 at-risk children. Research has shown that children who have a Big Brother or Big Sister are more likely to finish school, less likely to abuse drugs and/or alcohol, demonstrate improved self-esteem, and are less likely to be involved in the juvenile justice system. They are better able to relate to their community, their peers, the family, and other adults.

The MCOP/Amachi program is an ambitious and needed plan that will provide impactful mentoring service to the most at-risk children in our community, the children of prisoners in our justice system. Our company and our alumni have a significant number of Bigs in our ranks and, personally, I am proud to support Big Brothers Big Sister's efforts to serve more at-risk children in our community and will assist them in any way I am able.

Sincerely,

Brad Markes
Partner
KPMG LLP
Kansas City
phone - 816-802-5889
efax - 816-817-0388



June 12, 2012

Dear Selection Committee:

I am writing this letter in support of Big Brothers Big Sisters of Greater Kansas City. I believe in the organization's mission and personally know how much of a difference a positive role model can make in one's life. I have been involved with the organization for about three years, both as a Big Brother and as member of the Big Impact Group. I see first-hand how important the organization is to Kansas City's youth.

Big Brothers Big Sisters of Greater Kansas City has been a fixture in the Kansas City community for the past forty-eight years. During that time, the agency has served more than 25,000 at-risk children and has won numerous awards for its impact on the community, including the national agency of the year in 2011. Research has shown that children who have a Big Brother or Big Sister are more likely to finish school, less likely to abuse drugs and/or alcohol, demonstrate improved self-esteem, and are less likely to be involved in the juvenile justice system. They are better able to relate to their community, their peers, the family and other adults.

The MCOP/Amachi program is an ambitious and needed plan that will provide impactful mentoring service to the most at-risk children in our community, the children of prisoners in our justice system. Our company has more than a dozen Bigs in our ranks and, personally, I am proud to support Big Brothers Big Sister's efforts to serve more at-risk children in our community and will assist them in any way I am able.

Sincerely,

Chad Clement
SVP / Private Banking Client Manager
Ph: 913.967.6557
Chad.Clement@umb.com

Investment and Wealth Management

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Overland Park, KS 66204

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MS., MBA

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Dr. Marci Dowdy

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Debbie Milligan
Dan Ortega
Richard Schnake
Kendall Seal
Rachel Simons
Brittany Waugh
Brandon Welch
Craig Wright

Ozarks Counseling Center



June 14, 2012

Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Dear Ms. Kleffner:

I am pleased to support Big Brothers Big Sisters of the Ozarks and Amachi Missouri in their efforts to serve children of incarcerated parents.

The children and families of the Springfield Community continue to face tremendous challenges. Through the Amachi program, Big Brothers Big Sisters is reaching our community's most vulnerable population in order to break the cycle of poverty and incarceration. In addition, Big Brothers Big Sisters provides guidance to families to ensure success in the child's life. Big Brothers Big Sisters, a leader in youth mentoring in the State of Missouri, is committed to providing our youth with guidance, support and friendship.

As the Executive Director of Ozarks Counseling Center, I am fully aware of the incredible need for mentors. We work with many of the same families and enjoy the benefits of cross referrals. Big Brothers Big Sisters recognizes the need for some of the children they serve to benefit from our counseling services, and in the same way we recommend Big Brothers Big Sisters to some of the families utilizing our services. By partnering together we are taking a holistic approach to ensuring each child we serve has the best chances for a successful future.

Thank you for allowing me the opportunity to support Big Brothers Big Sisters in its efforts to serve children of incarcerated parents.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Bishop".

Andrea Bishop, MBA, MS
Executive Director

A United Way Affiliate



www.ozarkscounselingcenter.org 1550 E Battlefield St. Suite A, Springfield, MO 65804
Phone: 417.889.9011 Fax: 417.889.6307 Email: acc@ozarkscounselingcenter.org



June 18, 2012

Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Dear Ms. Kleffner,

I am pleased to support Big Brothers Big Sisters of the Ozarks and Amachi Missouri in their efforts to serve children of incarcerated parents. For more than 28 years in Springfield, Big Brothers Big Sisters of the Ozarks has paired children facing adversity with caring, responsible adult mentors. These mentors are trained to become a friend to guide them through their formative growth period.

As the Chief of Police in Springfield, Missouri, I am fully aware of the incredible need for mentors. Without intervention, many young victims of abuse and neglect never stand a chance of succeeding in life. The situation becomes more critical when a young person is the child of an incarcerated individual. When a child feels abandoned, the impact is devastating. Sadly, there are not enough mentors available for the hundreds of children in our community who so desperately need them.

As a former member of the BBBS Board of Directors in Tulsa, OK, and a supporter of the Amachi program in that community, I can attest to the remarkable effect a caring adult can have on the life and future of a child. Should Big Brothers Big Sisters receive funding, I am ready today to refer mentors to those young people and spread awareness of the need for mentors. I also serve on the "Every Child Project" advisory committee convened through the *Springfield News-Leader* and mentoring is a topic that we have identified as a priority and one that our community is very interested in garnering more support for. I believe if you put the word out that there is a need for mentors in our community then people will respond to address that need.

Thank you for allowing me the opportunity to support Big Brothers Big Sisters in its efforts to serve children of incarcerated parents.

Sincerely,

Paul F. Williams
Chief of Police

Police Department

Headquarters
321 E. Chestnut Expressway
Springfield, Missouri 65802

South District Station
2620 W. Battlefield Road
Springfield, Missouri 65807

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June 12, 2012

Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Ms. Kleffner,

It is my pleasure to write this letter of support for Big Brothers Big Sisters of the Ozarks Amachi MO program, which supports children of incarcerated parents. As the Associate Director of Student Engagement at Missouri State University I help to found the Big Ambassador organization in order to assist in leading students to support the organization, specifically through recruiting volunteers to become mentors. Also, as a former Big Sister I have witnessed firsthand the effects a positive, adult role model can have on a child.

This program opens the child to a relationship with a caring, responsible adult who can mentor them at a time in their lives when the need is the greatest. I believe the best way to prevent risky behavior is to help young people achieve their full potential. This mentoring program offers youth development strategies that focus on giving young people the chance to exercise leadership, build skills, and become involved in their communities while providing young people with safe and trusting relationships; healthy messages about life and social behavior; and appropriate guidance from a positive adult role model.

Missouri State University has enjoyed a long term partnership with Big Brothers Big Sisters of the Ozarks. In 2011 alone the University provided 521 volunteers to become mentors. In addition I have encouraged several staff and faculty to volunteer and get involved with the program.

Thank you for the opportunity to express my support of Big Brothers Big Sisters and the powerful difference it is making in the lives of our children.

Sincerely,

Marissa LeClaire Weaver
Associate Director of Student Engagement

OFFICE OF STUDENT ENGAGEMENT

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Heart of Missouri United Way

June 13th, 2012

Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Dear Ms. Kleffner:

I gladly write this letter to support Big Brothers Big Sisters as you seek to secure funding for the Amachi – Children of Prisoners Mentoring Program. As Community Impact Director of Heart of America United Way I work with Big Brothers Big Sisters as a funder. United Way has especially been concerned with the Children of Incarcerated Parents program because these children many times have risk factors far beyond those of most at-risk children.

I understand that BBBS of Central Missouri is one of five Missouri Big Brothers Big Sisters agencies that have formed Amachi Missouri to better serve state-wide needs of children. Heart of America United Way encourages the agencies from our local communities to collaborate locally and beyond in order to have a greater impact on our youth.

Through Community Impact, Heart of Missouri United Way seeks to ensure our children achieve their potential by increasing the number of our community's youth who are ready to succeed in school and life. For our children to succeed in school, we know that we need to ensure that they are healthy and avoid risky behaviors. School success, healthy decision making and avoiding risky behaviors can be instilled in our children by having good relationships with their Big Brother or Big Sister mentor. Both national and local research shows that risk factors are diminished in children when they have one-on-one attention of a Big Brother or Big Sister.

We must all strive to provide our children with the tools they need to be successful, productive, contributing citizens. May this process of renewing the Amachi Missouri partnership with the State of Missouri be successful so that the children that are served choose a positive path in life.

Sincerely,

Dr. James M. Thomas
Community Impact Director
Heart of Missouri United Way

VOLUNTEER.

1700 East Pointe Dr.
Suite 201
Columbia, MO 65201
tel: 573.443.4523
fax: 573.874.1285
www.uwheartmo.org



201 Switzler Street
Columbia, MO 65203

Phone: 573-449-1993
Fax: 573-443-0051
Email: yc2@columbiaha.com

June 16, 2012

Julie Kleffner
State of Missouri
Dept. of Purchasing and Materials Management
P.O. Box 809
Jefferson City, MO 65102-0809

Dear Ms. Kleffner:

It is my pleasure to write this letter in support of Big Brothers Big Sisters as they apply for funding for the Amachi Missouri Children of Incarcerated Parents program. Big Brothers Big Sisters was a founding agency of the Youth Community Coalition nine years ago. The agency has taken the lead in forming a Mentoring Collaborative to upgrade the marketing and training of mentors and staff of community agencies.

Since BBBS has the largest children of prisoners program in Columbia, they serve as a resource for all groups that have individual children of incarcerated parents in their programs. They have a proven record of success in working with children and youth that have great needs in academics, behavior, health, avoidance of substance abuse and delinquency.

Forty-three percent of Columbia's children are falling behind in academics in our schools. As Director of the Youth Community Coalition I am aware of the need for mentors. Without intervention some of Columbia's children never stand a chance. A role model in their lives gives them hope for the future. The leadership of a mentor can make the difference in success or failure.

Again, I stress the need for funding for this special group of children...children of incarcerated parents. The number is growing and their need is increasing. Thank you for your consideration of the Amachi Missouri Project.

Sincerely,

A handwritten signature in black ink that reads "Becky Markt". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Becky Markt
Director, Youth Community Coalition

Empowering Youth to Make Healthy Choices

SECTION C

METHOD OF PERFORMANCE

1. Exhibit E – Method of Performance



Big Brothers Big Sisters
of Eastern Missouri

EXHIBIT EMETHOD OF PERFORMANCE

The offeror should present a written plan for performing the requirements specified in this Request for Proposal. In presenting such information, the offeror should specifically address each of the following issues:

1. *Identify the number of children to be served by the offeror on an annual basis.*

Service Area	# of new matches
Eastern Missouri	268
Central Missouri	12
Missouri Valley (Jefferson City)	6
Kansas City	38
Ozarks (Springfield/Joplin)	21
Total	345

2. *Identify the cost per child and detailed justification demonstrating how the expenditure per child contributes to the delivery of the mentoring program.*

The following represents our detailed cost per child. As you will see in our proposal the infrastructure and program process of Big Brothers Big Sisters is very thorough requiring a significant amount of paid professional staff time to implement and oversee. The table below is a detailed breakdown of how this time is spent in our process.

Cost per Child = \$1,000

The cost to serve one youth for one year through our 4:1+1 Relationship Model

Service	Cost
Volunteer Recruitment/Child Identification	\$70
Volunteer Screening (<i>State Criminal Background and Child Abuse/Neglect Checks, Orientation, Interview, Reference Checks, Assessment and Recommendation</i>).	\$110
Child & Parent Assessment	\$90
Matching	\$25
Match Support (<i>Supervision, Training, Wrap Around Services, Evaluation, Activities</i>)	\$605
Overhead (<i>Insurance, Printing, Postage, Mileage, Occupancy</i>)	\$100
Total	\$1,000

The above expenditures are directly related to the delivery of high-quality services, following evidence-based practices which include:

- The BBBSEMO Recruitment Team conducts targeted **volunteer recruitment campaigns** designed to seek out those individuals who have the ability and desire to make an ongoing, long-term commitment to be a friend to a child who is facing adversity.
- All volunteer mentors are required to complete a **professional screening and training process**, designed in conjunction with the FBI and uniquely fitted for volunteer mentors. This process includes a written application, background checks and personal reference checks, orientation and personal interview, written assessment, recommendation and initial training all conducted by our professional program staff.
- Professional Program staff work with schools, community organizations and families to identify children who want and need a mentor. Staff meet with both parents and children to complete an **interview and assessment** to identify the child's needs, the type of mentor that will work best, and the child and parent's ability and

willingness to become a part of our program. We recognize that our services are most effective when we target those children and parents who are supportive and willing to actively engage in the program.

- Program staff work to create the best possible match relationship, identifying and selecting those mentors and youth based on interests, preferences, geographic location, etc. Once a match has been determined, a “pre-match” phone call or visit with the volunteer and parent/child is completed to ensure that all parties agree. Once agreed, a “celebration” is arranged in which all parties meet with one another and our program staff.
- A **professional support staff member is assigned to each relationship** to oversee its development, providing ongoing (monthly or quarterly based on the age of the relationship) support and supervision services to mentors, children and parents, as well as wraparound support services to parents and families. This step is essential to ensuring the success of the relationship.
- BBBSEMO consistently tracks and reports on **key performance metrics** to measure the success of our program and our youth. Metrics include relationship retention rates, strength of relationships, relationship quality, ABC education data success, and youth developmental outcomes.

Each of the above activities is essential to building strong and enduring relationships that produce real and lasting impact among our youth. In fact, it is this commitment to quality that has been recognized by Philanthropedia, who recently ranked Big Brothers Big Sisters as the **best of the best on a list of the most recommended, high-impact national nonprofits serving at-risk youth.**

3. *Describe the initial screening and intake process and identify eligibility requirements to be accepted into the mentoring program.*

All aspects of our screening and intake process are in accordance with general RFP requirements section 2.2.1 and are as follows for potential mentors:

Requirements of Mentors:

All prospective mentors must be professionally screened and complete all components of the screening process before matching which include:

Screening Components	Additional Information
Commitment to Time	All prospective mentors must make a minimum of a 12 month commitment to participate as a Big Brother or Big Sister mentor with a minimum weekly commitment of one hour a week for a total of 4 hours minimum per month.
Inquiry	Inquiry is typically completed over the phone. Program orientation is completed at this point as well as scheduling the initial interview if the prospective mentor is ready.
Application	The volunteer application captures pertinent contact and background information as well as the contact information of three references.
Interview	The interview is one-on-one and face-to-face and covers the prospective mentor’s background, childhood, occupational and educational information, home assessment, match preferences and their thoughts on their future. Interviews typically last approximately 90 minutes.
Assessment of suitability for the position	During the volunteer screening we look for a demonstration of the following attributes: a reasonably stable home life; appropriate motivation for service; reasonable flexibility and tolerance in approach to new situations and/or attributes and values different from his/her own; interest in and ability to work with children; respect for the safety of children; stable adjustment in vocation or work situations; healthy balance of age appropriate interests and activities; healthy balance of meaningful peer relations and healthy adjustment to childhood and adolescent socialization.
Three personal references	References include a relative and two friends they have known for at

	least two years with one being familiar with the prospective mentor home environment.
Home assessment	A home assessment is completed with information collected from both the prospective mentor interview and the personal reference familiar with the home environment. Should additional information be necessary in addition to these two tools, a Team Development-Relationship Specialist would make a visit to the home to view first hand.
Collection and assessment of relevant collateral information	On occasion additional collateral information is needed based on information obtained from the interview or references. Examples include professional counseling report, need for additional reference, need for home visit, motor vehicle driving record check.
Completion of mentor training	Prior to being matched with a child, all volunteers must be trained. Training is one-on-one during the interview and covers topics such as match expectations, communication issues, problem situations, the "dos" and "don'ts" of being a mentor, and such other topics. In addition to providing an initial training before the match is made, the agency offers ongoing training and educational opportunities for all mentors based on the needs of the child.
Security Clearance (Child Abuse and Neglect, Criminal Background Check)	Both contractor employees and mentors must complete a Family Care Safety Registry. Not only is this required before match and employment but also on an annual basis throughout the length of the match/employment. Background information is also secured from other states if the prospective mentor has recently moved to Missouri.
Policy for criminal background investigations	It is the Board approved policy of BBBSEMO that we complete a Family Care Safety Registry for each volunteer before they are matched, this background screening is also conducted annually, for every year a volunteer is matched in our program. The Family Care Safety Registry includes the following checks: <ul style="list-style-type: none"> • Criminal History records maintained by the Mo. State Highway Patrol • Sex Offender Registry records maintained by the Mo. State Highway Patrol • Child Abuse/Neglect records maintained by the Mo. Dept. of Social Services • Foster Parent Licensing records maintained by the Mo. Dept. of Social Services • Employee Disqualification List maintained by the Mo. Dept. of Health and Senior Services • Employee Disqualification Registry records maintained by the Mo. Dept. of Mental Health • Child Care Licensing records

Requirements of Youth:

All youth and parents must complete a screening process including:

Screening Components	Additional Information
Inquiry	Parents or caregivers must begin the inquiry stage for all youth. Inquiries are typically via phone, but also received from current offenders within Missouri State Institutions. During the inquiry, a brief orientation into the program is given to the caregiver and an interview is scheduled.
Application	Parents/Caregivers must complete a brief application that gives the agency basic demographic information on the family and youth.

Youth Interview	We conduct a one-on-one face-to-face personal interview with each youth enrolled in the program. This is a time for agency staff to get to know the youth, in order to identify the best match possible.
Training/Orientation to program components	Prior to beginning the interview, we conduct an orientation with each parent. During this orientation, we cover topics that will help them support their youth's match. At the time of youth's interview we also conduct a Sexual Abuse Prevention training with the guardian's permission.
Parent/guardian interview	We conduct a one-on-one face-to-face personal interview with each parent/caregiver. During this interview, we gain a better understanding of the family background, home environment and the parent's preferences for matching their youth with a volunteer mentor.
Home visit and assessment	We conduct both the youth and the parent/guardian interview in the home. This allows us to better prepare the volunteer mentor for the experience they will have in both the home and neighborhood.
Collection and assessment of relevant collateral information	On occasion, additional collateral information is needed based on information obtained from the parent or youth interview. Examples include a professional counseling report, a school report, or a doctor's report.

Policy Eligibility Requirements

Prospective volunteers must participate in an intake process by a member of the enrollment department, or agency employed designee, to determine his/her eligibility to serve as a mentor. BBBS shall not discriminate on the basis of race, ethnic background, gender, sexual orientation, or religious conviction.

Prospective volunteers must meet the following criteria:

- At least 18 years old and no longer attending high school
- Must have a valid driver's license and minimum state liability insurance, if using an automobile as mode of transportation
- Make at least a one year commitment
- Demonstrate willingness to abide by agency guidelines and policies
- Demonstrate the following attributes – reasonable stable home life; appropriate motivation for service; reasonable flexibility and tolerance in approach in new situations and/or attributes and values different from his/her own; interest in and ability to work with children; respect for the safety of children; stable adjustment in vocation or work situation; healthy balance in age appropriate interests and activities; healthy balance of self-reliance and interdependence; ability to develop and maintain meaningful peer relations and healthy adjustment to childhood and adolescent socialization.
- Relate appropriately to the interviewer and/or BBBS staff
- Be supported by spouse or significant other
- Not use illicit drugs, alcohol, or controlled substances in a routine and dependent manner
- Not be in treatment for substance abuse (volunteer can only be considered after a non-addictive period of two years)
- Not be convicted of a felony (volunteer may only be considered after a two year final discharge from parole and probation and then demonstrate a pattern of emotional and behavioral stability)
- Not be hospitalized for a mental disorder within the past three years
- Not have a seven year driving record with a history of driving while intoxicated, or repetitive pattern of moving violations, license suspension or multiple (at fault) personal injury or property damage accidents
- Not falsify information during the course of the intake process
- Not be previously accused, arrested, charged, or convicted of child abuse, neglect, or molestation
- Married Couples are eligible to participate in Big Brothers Big Sisters. Couples will adhere to the current intake procedures required for individual volunteers, and are interviewed independently. If one member of the couple is found unsuitable for the program, the couple is not accepted; nor can the other member of the Couple participate in the program as an individual volunteer (Big.)
- Individuals who are friends are eligible to participate in Big Brothers Big Sisters. TeamMates will adhere to the current intake procedures required for individual volunteers, and are interviewed independently. If one

member of the TeamMate is found unsuitable for the program, the TeamMate is not accepted; nor can the other member of the TeamMate participate in the program as an individual volunteer (Big).

Client Eligibility

Prospective clients must participate in an intake process by a member of the Team Development department, or agency employed designee, to determine his/her eligibility of program services. BBBS provides services on the basis of need for the service only and shall not discriminate on the basis of race, ethnic background, gender, sexual orientation, or religious conviction.

Prospective clients must meet the following criteria:

- 5-17 years of age*
- 11 years old or younger if matching in a cross gender match
- Reside in Eastern Missouri's service territory as defined by BBBSA.
- Demonstrate a desire to participate in the program and abide by agency guidelines.
- Demonstrate need for service (economically disadvantaged, poor social skills, few peers, lack of adequate support from a stable role model, etc.)
- Must not be diagnosed as psychotic
- Custodial parent/guardian must demonstrate a supportive attitude toward the program and its policies and guidelines.
- To be considered in the Amachi Children of Prisoners Program a child must have a parent currently incarcerated in a state prison at the point of inquiry.

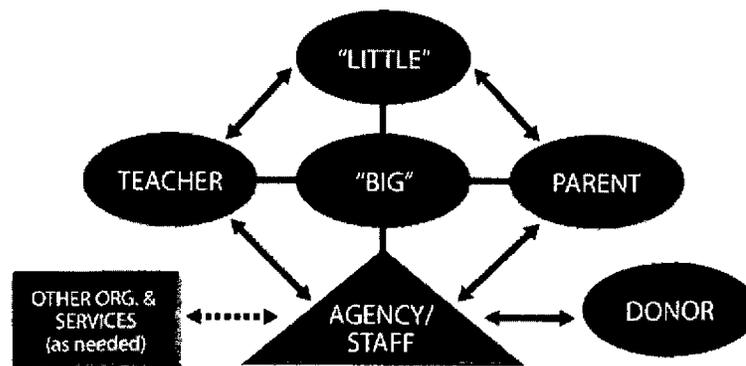
* Can be amended for Special Projects approved by the Board of Directors

4. *Provide copies of all forms used in the initial screening and intake process.*

Please find attached under the section entitled "Screening and Intake Process Forms."

5. *Describe the mentoring model utilized for the mentoring program and identify how the model is an established/recognized model that focuses on child safety, relationship development, quality, and conflict resolution.*

Big Brothers Big Sisters mentoring is centered on **one mentoring model with two points of entry for youth**. Youth enter our program through either the **Family Initiated Program**, with the parent/guardian initiating the enrollment process or **School Initiated Program** where one of our school partners refers a child and our staff approaches the parent to initiate the enrollment process. Children served through our School Initiated Program have the option to see their Big both at home and during the school day.



Traditional mentoring focuses on the mentor and mentee or 'Big' and 'Little,' but we know that it takes a whole team of caring adults to truly transform a young person's life. We use a 4:1+1 Relationship Model (as shown above), bringing together the four most important adults in a child's life – parents, mentors or ("Bigs"), teachers, and our own professional program staff. That way the Little is surrounded by the people who care about them the most. The +1 in this model represents the sixth member of the team – the donor, who makes all of this possible. As previously mentioned our model is based on a minimum of a 12 month commitment with visits at least four hours a month. The mentor mentee relationship is based on friendship development first and foremost followed by a trusting relationship built between all parties over time.

Overall Program Distinguishing Gold Standards

Established Model

1. Offeror Longevity - Big Brothers Big Sisters of Eastern Missouri has served **over 55,000 children in its 98 year history**. Although we have always served children of incarcerated parents, BBBS of Eastern Missouri launched a cohesive effort for these youth in 2003 and last year served over 500 youth with a parent incarcerated.
2. Subcontractor Longevity - All of our subcontractors have a similar history with Kansas City founded in 1964 and Big Brothers Big Sisters of the Ozarks recently celebrated their 25th anniversary. **All of our subcontractors across the state have had a cohesive effort to serve children of incarcerated parents specifically for three years and most have been doing this specific work for over eight years.**

Recognized Model

1. **Missouri Standards on Mentoring** – Big Brothers Big Sisters was chosen by the State of Missouri in 2006 to write Missouri's minimum standards related to youth mentoring programs administered by the Missouri Mentoring Partnership.
2. **Department of Corrections Memorandum** - Big Brothers Big Sisters Amachi Missouri is the **only mentoring partnership program that has a memorandum of understanding** with the Missouri Department of Corrections that includes not only working with children of inmates, but also working to support the re-entry of prisoners back into their families and communities. **Please find the signed MOU as an attachment to Exhibit E** referencing "question #5, Signed MOU with the Missouri Department of Corrections."
3. (OJJDP) - **Office of Juvenile Justice and Delinquency Prevention** - grants BBBS with a **Model Program title**, rating its mentoring model as an exemplary prevention program. In order to receive an exemplary rating, results of research must demonstrate eligible programs are of the highest caliber.
4. Blueprints - BBBS was 1 of 11 programs selected as a **Blueprints Model Program** (from a review of over 600 programs). According to the Blueprints Model Program literature, in order for a program to be recognized as a Blueprint Model Program it must meet "criteria of a very high standard-one that is difficult to meet". **Big Brothers Big Sisters is the only program in the state of Missouri to be identified by Blueprint for Violence Prevention as a prevention program that is effective in violence prevention**. Only 11 prevention and intervention programs were identified as meeting strict scientific standards of program effectiveness. The 11 model programs, called Blueprints, have been effective in reducing adolescent violent crime, aggression, delinquency, and substance abuse.
5. (SAMHSA) - **Substance Abuse and Mental Health Services Administration** named BBBS an **Effective Program** (Effective Programs meet all criteria of Model Programs with the exception of disseminating their work through SAMHSA). Only when a program demonstrates successful results on a consistent basis will it be potentially considered as an effective program.

Youth Safety

1. Relationship Specialist - **Each mentoring relationship is assigned a Relationship Specialist**, who is committed to helping the volunteer and child build a strong friendship and assist with any problems or concerns when they arise. This support piece has been proven to be the greatest structural component in keeping matches together. The degree to which Team Support is completed, including services for the family and our close relationship with family and school, certainly sets Big Brothers Big Sisters mentoring apart from others and is a key assurance of child safety.
2. Strong Relationships - Big Brothers Big Sisters full-time Relationship Specialists carry a caseload of approximately 100 matches allowing them to **personally build a relationship with the parent, child and mentor**. Contact with the Parent/child and mentor happen every month and follow both legal and quality policy's set forth by the Board of Directors and in line with Big Brothers Big Sisters of America's proven structure.
3. Commitments - We are serious about providing a safe environment for our volunteers and children. In addition to our well established screening and supervision processes, we: (1) update our background checks **annually**; (2) provide **safety training to our children** (3) maintain comprehensive insurance on all our matches and (4) provide volunteers with a 24 hour emergency number.

Relationship development

1. Strong Relationships - We understand that what happens in a family or at school can affect the mentoring relationship, therefore, we are also in **regular contact with the parents/guardians and teachers**. We are available to assist the family or school in times of need. (i.e. Little Brother or Little Sister needs glasses or a bed; family needs utility assistance, Little Brother or Little Sister needs a tutor, etc.)
2. Large Service Area - Our Missouri **service area is geographically far reaching** and allows us to continue to serve children even when their families are in transition.
3. One-on-One - Our matches are based on a **one-to-one ratio**; one mentor is matched with one child.
4. Time Requirements - We follow closely the findings of scientific research which requires that the "matched mentor" spend a **minimum of 4 hours a month**, in-person, with a child to build a successful relationship, resulting in positive changes.

Quality

1. Length of Match - We believe strongly that **match longevity matters**, in fact, the research is clear on this topic. Our average length of match **well exceeds the 12 month requirement** in both our family initiated and school initiated programs and **over 95% of our matches report that they either have a "true friendship" or a "developing friendship"** with their Little Brothers and Little Sisters.
2. Commitment to Results - Our mentoring model is **scientifically proven both nationally and locally** and we track over 15 outcome areas monthly and annually to maintain that status. We are committed to making a measurable contribution to the collective effort to create: (1) Educated Citizens (2) Safe Neighborhoods and (3) Healthy Families.
3. Faith Based Partners - Through our Amachi – Mentoring Children of Prisoners program, we have a **strong connection to the faith-based community** and have developed relationships that result in mentor recruitment and additional support services for both our community and school based programs.

Conflict resolution

1. There are 5 key partners in any Big Brothers Big Sisters team – the child, mentor, parent, teacher, and our agency Relationship Specialist (RS) who serves as the "hub" of all services. The relationship our RS develops with each partner is critical to situations where conflict resolution is required. A key benefit in our School Initiated program is the RS (also known as a Director of Impact or DOI) who is embedded in the school and has direct access to the Principal, Teachers and students Monday through Friday. It should be noted that the 6th vital partner on the team is the donor who makes all of this work possible.
2. Should the situation require further assistance outside of our RS control, Big Brothers Big Sisters has a number of institutional partners that serve as referral sources such as counseling services.
3. Consistent and ongoing training serves as a proactive step to preventing conflict and teaching partners how to react in times of need.
4. Big Brothers Big Sisters also maintains an emergency pager system every day, 24 hours a day should an emergency situation arise on a match outing or at the home of one of our families. There have been a number of situations where this pager has successfully been used to get emergency support.

3rd Party Empirical Research

In 1995, Public/Private Ventures, a renowned research and social policy firm based in Philadelphia found that young people matched with a Big Brother or Big Sister are:

- 46% less likely to start using drugs;
- 27% less likely to start drinking;
- 52% less likely to skip school;
- 33% less likely to engage in violent behavior.

In 1999, an evaluation of five Big Brothers Big Sisters school-based mentoring programs found that:

- 64% of the students developed a more positive attitude toward school;
- 58% achieved higher grades;
- 55% were better able to express their feelings;
- 64% had higher levels of self-confidence;
- 62% were more likely to trust their teachers.

Most recently in 2009, Harris Interactive conducted proprietary research for Big Brothers Big Sisters of America on the **long term outcomes of children** matched with a Big Brother or Big Sister mentor for one or more years. The study surveyed adult Little Brother and Little Sisters against their peers (similar social and economic backgrounds) who did not receive Big Brothers Big Sisters mentoring. Findings indicated Big Brothers Big Sisters mentoring specifically is linked to breaking the cycle of poverty.

Among the study's specific findings:

- Big Brothers Big Sisters alumni were **75% more likely** than non-alumni to **have received a four-year college degree.**
- Alumni were **39% more likely** than non-alumni to have a current household **income of \$75,000 or higher.**
- Approximately **two in three alumni** were **extremely or very satisfied with life** compared to just over one in three non-alumni.
- A majority of alumni (**62%**) **perceive themselves to have achieved a higher level of success** than their peers who were not involved in Big Brothers Big Sisters. This was twice as many as the 31% of non-alumni who report being more successful than other people they grew up with.

6. *Describe the one-on-one mentoring with a child who has an incarcerated parent that develops positive goals in areas such as academics, behavior, or career.*

- a. **Trusted friendship** - All Big Brothers Big Sisters mentoring relationships are structured around the prerequisite of building a friendship first and foremost. Our nearly 100 year history coupled with scientific research indicates that when a child has a trusted and caring relationship with an adult, they are much more likely to listen to and learn from their mentor.
- b. **ABCToday!** - Through a unique pilot started in Cape Girardeau and eventually expanding to the rest of the State, Big Brothers Big Sisters is securing education data, child-by-child and directly from the school system, for children matched with a Big Brother or Big Sister. Data pertains to attendance, behavior, classroom success in both reading and math and the child's ability to advance to the next grade level. This data is used to allow our Relationship Specialists/Directors of Impact to set appropriate educational and behavioral goals based on facts, and implement a plan of action utilizing all of our team partners – the child, mentor, parent and teacher. Interventions are implemented as needed to improve deficit areas and positive data is celebrated. Big Brothers Big Sisters recently approached the Southeast Missouri State University President with a need for tutors determined as a result of this data. Dr. Kenneth Dobbins reviewed the data, clearly saw the problem and dedicated 80 hours a week of paid work study university students to serve as tutors to children in Big Brothers Big Sisters. In St. Louis Public Schools attendance is a critical issue. Interventions have ranged from the purchase of alarm clocks to addressing family structure changes (high school student had to stay home until his younger brother got on the bus as mom worked the morning shift). Recently our ABCToday! Intelligence Tool was created as an early warning system that houses data for thousands of children so we can sort, analyze and triage at the click of a button. The tool also combines the child's school data with our agency information on the child's match and family life.
- c. **Goal setting** – Big Brothers Big Sisters works from the initial point of match to determine goals for the match based on the child's education assets and needs. Our substantial Match Support model allows our Case Management staff to work one-on-one with each match to ensure educational goals are being met and alter the course of action as needed through a customized child-by-child process. All academic and behavioral goals are attained while ensuring the mentor stays in a friendship based and supportive role. For example, if a child is failing math and it is determined a tutor is needed, the agency finds a math tutor. The mentor does not tutor the child but they support the work the tutor is doing by getting the child ready to see the tutor, asking how the tutoring session went, what did they learn, and emphasizing the importance of math skills for their future.
- d. **Career exploration** – Big Brothers Big Sisters has launched a worksite component of our program for matches that allows youth to visit various businesses and career locations to learn more about possible employers, the jobs they offer and what training/education it takes to secure those jobs. The field trip type

visits are voluntary allowing the child the opportunity to opt in to learn more vs. being forced to participate.

7. *Identify specific activities which demonstrate how a goal will be reached, and/or allows the child to demonstrate achievement of the goal.*

Goal	Specific Activities	Youth demonstrated achievement
Improve academics	<ul style="list-style-type: none"> • The agency works to determine obstacles preventing achievement ranging from securing an alarm clock to securing resources to eradicate chronic head lice. • The agency and the mentor celebrate and encourage participation in the first day of school with a school supply drive and a raffle for everyone who attended. • The Big is encouraged to call a few days a week to check on school, homework and/or a big test. • The Big is encouraged to attend school functions, get to know the teachers and ask about grades. 	The mentor asks for and celebrates grades, report cards and no missed days of school. The child is able to celebrate positive achievements.
Expand the child's interest	<ul style="list-style-type: none"> • The match is encouraged to engage in activities new to the child. • The child is encouraged to take an active role in determining the new activities he/she wants to do. • The mentor is encouraged to take the child outside of their neighborhood and explore new areas. • The Relationship Specialist measures their activities and offers suggestions of new and exciting opportunities. • The Relationship Specialist also plans group activities with other matches that the match may not be able to do on their own – tour of the firehouse, camping trip. 	n/a
Increase self esteem	The match will engage in activities where the child can be successful such as going to the zoo and identifying the animals by reading the signs.	The youth is successful in the activity at hand. Mentor communication ensures the child realizes their success and the mentor celebrates the success.

8. *Describe how mentors work with the child to set goals and accountability, provide a positive way of looking at life, model a new way to solve problems, introduce hope, provide focus, and provide a realistic vision of the future.*

a. Time – The time our mentors spend with the youth and the activities they choose to participate in all work to achieve goals. Activities are determined by the experiences the child needs to achieve the goal and/or as a reward for a goal or milestone achieved.

b. Staff role – At the point of match introduction, goals are determined for the mentor and the Relationship Specialist works back with the match to oversee execution. Once the match is established, mentors have the opportunity to revise goals as their experience with the youth grows. Mentors in conjunction with the youth determine a need and then set the goal with the Relationship Specialist who coordinates back with the

parent/guardian. The Relationship Specialist then assists with activities, ideas and other agency resources (tutors, counseling) that may be beneficial.

9. *Describe how mentors will develop a relationship to gain the child's trust and respect, so that the child feels free to express their feelings and opinions about any subject that arises and feels no pressure to talk.*
- a. **Consistency** – Mentors are trained prior to their match and throughout the life of the match on the importance of following through on promises and being reliable with the commitments they make to their Little Brother/Sister. The mentors are trained to be empathetic to the situations of the child, especially children of incarcerated parents, and the disappointments they may have experienced in the past.
 - b. **Friendship based activities** – The mentors are encouraged to engage in friendship based activities for the sole reason of developing a trusting and respectful relationship. Through activities like going to the park, baking cookies and going to the ballgame, youth are able to interact in a non-pressure environment.
 - c. **Communication** – Genuine, honest and respectful communication is a requirement for any friendship and a Big Brothers Big Sisters friendship is no different. Through our Relationship Development process, mentors continue to receive training on the importance of communication with their Little Brother/Sister. Communication with the family and the mentor's relationship with the family is also included in this ongoing training and certainly influences the youth's ability to trust and respect their Big Brother/Sister.
10. *Describe how mentors help the child cope with peer pressure, explore ways a child should be prepared to handle the consequences of their actions, become involve in socially acceptable activities, and would inhibit the child from initiating alcohol or drug use and delinquent behavior.*
- a. **True friendship** – When a mentor establishes themselves as a true friend in a trusted relationship with their Little Brother/Sister they become someone the child can listen to and learn from. Because of this, all of the positive role modeling the mentor does is absorbed by the child and ultimately, studies show, leads to increased self worth and responsibility. When a child's Big Brother/Sister hold's them accountable for their actions they start to hold themselves accountable for their own actions.
 - b. **Communication & accountability** – Communication is not only the key to developing a "true friendship" but also the key to holding our kids accountable for their decisions. Children need and want limits. Their mentor gives both positive and negative feedback to the youth and enforces limits for good and bad decisions.
11. *Identify how mentors take an interest in the child's school process and stress the importance of education to later success and influence good attitudes toward school, and their school performance.*
- a. **Asking** - Mentors simply ask and engage the child in conversation around their experience at school. When the child trusts and respects their mentor, the child cares about that mentors opinion. The child also knows that someone cares about their success in school. Support staff train volunteers to ask interactive questions – how was your day at school, what did you learn, how did that test go. Through asking questions and engaging the child in conversation, they can also role model and share experiences that the mentor has learned through their own experiences, i.e., that happened to me and here is how I handled it and what I learned.
 - b. **School activities** – Mentors are encouraged to attend activities at the child's school such as plays, assemblies and sporting games. They are encouraged to meet the child's teacher. We have had mentors choose to go along with the parent to parent teacher conferences. Our Directors of Impact help facilitate this interaction and extend invitations to school events. Many of our mentors have direct access to their Littles school during the school day and utilize the opportunity to have lunch with their Little.
 - c. **Agency role** – Our 94 year history has taught us that a relationship between the Relationship Specialist and the teacher/school adds much value to not only the mentoring relationship but ultimately the child's achievement and behavior at school. The Relationship Specialist plays a supportive role in accessing services for youth and families. We determine how the child is succeeding at school. Where there are issues we ask about what isn't working and how we can work back with the mentor, parent and institutional partners to determine a solution.

Specifically questions are asked about (1) attendance – are they getting to school, (2) behavior – are they behaving when they get there, (3) classroom success – are they at or above grade level in reading and math?

Our ABCToday! education initiative places a special focus on our kids Attending school. Many of our attendance interventions also affect attitude toward school and ultimately their school performance. The below table highlights specific responses each member of our teams may be encouraged to do:

If a child's ABC data indicates Attendance issues, then...			
School	Parent/Guardian	Relationship Specialist or Director of Impact	Big Brother or Big Sister mentor
<ul style="list-style-type: none"> - School wide adopt a student program (ex. CCC) - Designate attendance contact (whoever calls on the schools behalf) - Provide transportation - Inform Parents/Guardians of attendance policies and procedures - Random rewards - Have extra uniforms available to students in the case of an emergency 	<ul style="list-style-type: none"> - Inform school of moves or if they are homeless (also inform DOI/RS) - Get Little involved in extracurricular activities - Call school to verify each absence - Inform school and DOI/RS if Little has transferred or plans to transfer in the near future - Establish and enforce daily rituals (night before as well as morning of school) - If possible, inform teacher prior to absence and collect necessary homework and class work - Establish back-up student (sibling or neighbor) who can pick up make-up work - Don't let child stay home unless they are truly sick (if child seems anxious about going to school call the school and DOI/RS) - Make sure child is up to date on shots prior to the start of the school year - Establish a back-up plan to get to school - Meet and connect with other parents whose children consistently attend - Get involved with the school (PTO, PTC, etc) 	<ul style="list-style-type: none"> - Purchase alarm clocks for Parents/Guardians and Littles who keep sleeping in - Say things to Little's like "we missed you yesterday" or "great to see you today" - Connect Littles and/or Parents/Guardians to resources (glasses, uniforms, etc.) - Create magnet with school information (name of school, hours, phone number, address) - Provide students with planners/agendas if the school doesn't - Build parents community (newsletter, trainings, facebook group, parent leadership team) - Connect dots and facilitate interventions - Communicate with school support staff - Talk to Parent/Guardian and/or Little about why they aren't getting to school 	<ul style="list-style-type: none"> - Ask about school readiness (are you ready for school tomorrow? Ready for your test? Where's your bus stop?) - Re-affirm morning rituals - Call Little and talk about their day - Schedule lunch with Little at school. Use an agenda to plan outings - Talk about what excited the Big about school - Goal setting and long term planning (developmentally appropriate) - Call Little if they have been missing school and reiterate that the school misses them - Praise Little's for small successes/improvements - Set goals to be rewarded with a special outing (depends on match) - Talk to Little about why they aren't getting to school, relay to DOI/RS

12. Describe how mentors show the youth how to trust others, express negative feelings more productively, and generally become more able to relate effectively with others.

a. Role model – Mentors role model appropriate ways of handling a situation. Often times the youth has had many role models that may have shown them the exact way NOT to handle a situation. Simply by observing a caring adult handle a situation in a positive way they are able to learn to do the same. Although our relationships are based one-on-one, occasionally youth will have access to the mentor with their families (wife, children, and/or parents) and witness the mentor's healthy relationship with their families. Through observation and conversations with the mentor the youth learns of the importance of those relationships.

b. Perspective – Mentors are trained on how to teach our kids perspective, other ways of handling situations and ways of viewing a situation differently. Simply by conversation and posing another view our mentors are able to redirect their mentee and help them relate more effectively with others

13. *Describe how mentors work with the child to have a positive attitude toward their sense of competence and self-worth.*

a. Positive feedback – Because the mentors have developed a caring friendship with the child they are able to provide feedback in a way the child listens to and values. The mentor is trained to acknowledge positive decisions the child is making and encourage that behavior. They do this through a healthy and nurturing way often times in comfortable situations such as while watching a baseball game and mentioning in conversation.

b. Redirection – Not only do they provide positive feedback to good choices the child made but they also have the opportunity to redirect when a bad choice was made. They are coached by their Relationship Specialist to talk with the child about why they made the decision and help build their self-worth and responsibility to react differently the next time.

c. Friendship – Mentors, like any other friend, help make the best of a bad situation and build a more positive approach to a situation. Recently, we had a Little Sister who missed over 30 days of school due to chronic head lice. The agency worked back with the family to resolve the situation at home and the Big Sisters worked with her "Little" to rebuild her self-esteem issues. When Little Sister had her hair cut short to address the head lice, the Big Sister bought all sorts of fun bows for her hair and helped her with new ways of styling it all while telling her how much Big Sister loved her new haircut.

14. *Identify how mentors aid in career explorations and aid in expanding cultural horizons.*

a. Activities - The Big and Little engages in activities that both develop the mentoring friendship but also allow them to explore new places such as museums, zoos, concerts and lectures. From those activities conversations take place that encourage further learning. The agency also plans monthly match activities allowing matches to come together as a group and engage in new and unique activities such as a group museum tour, visit to the state capitol or group art class.

b. Preparedness - Mentors of our high school youth have often been matched for years and have a vested interest in seeing their mentee into the next phase of their life. Mentors guide the conversation around what opportunity that may be. They assist in exploring options - for some youth that is getting accepted into and securing financial aid for college and for others it is determining if there is a trade school interest. Mentors help with applications for college, trade school and scholarships. They work back with the Relationship Specialist and the family to determine needed resources ranging from sheets to a ride to college.

c. New horizons – Mentors are encouraged to take their mentee to work at least once a year to learn more about careers and opportunities. They talk with the mentee about their interests and work back with the Relationship Specialist to ensure they have the opportunity, through agency donors and partners, for job shadowing. All of this to give our young people a hands on learning experience.

15. *Describe the volunteer mentor screening process and provide copies of the forms utilized to determine eligibility to be a mentor.*

Step 1- Mentor Recruitment: A prospective volunteer is either recruited by one of our recruitment staff or self identifies their interest in becoming a mentor. They are either contacted by our staff or they call or go online and contact us for an inquiry of additional information.

Step 2 - Application: The prospective volunteer completes an application (including reference information) and criminal background/child abuse and neglect paperwork and is scheduled for a 1-1, face to face interview with one of our enrollment staff.

Step 3- Face-to-Face Interview: The prospective mentor completes their interview which lasts approximately 1.5 hours. At this point mentor training begins 1-1 with the prospective mentor including expectations and their response to scenario situations. The prospective mentor is given additional training information to review on their own following the interview.

Step 4- Collateral Information: Around the time of the prospective mentor interview, the Team Development staff are completing references and securing all of the background check information including a home assessment from at least one of the three required personal references.

Step 5 - Recommendation: Once all steps have been completed and all needed collateral information (counselor's reports, home visit, additional references) have been secured a recommendation for acceptance/rejection is made. The prospective volunteer's file is reviewed by an additional source and acceptance/rejection is finalized.

Step 5 - Training: Mentor training continues to take place throughout the life of the match and becomes more customized to the mentors' actual situation with their youth. We estimate that over a 12 month period mentors receive approximately 11 hours of training.

Step 6 - Prematch: Once the mentor has been accepted they are contacted by a Relationship Specialist in Team Development who reveals pertinent information about the mentee chosen for them. The volunteer then has the opportunity to accept or reject the chosen child. Once a mentor has accepted a child the Relationship Specialist then contacts the parent/guardian and reveals pertinent information about the mentor and allows the parent to accept or reject.

Step 7 - Match Party: Once all parties have accepted a match, the Relationship Specialist schedules a time for all parties to meet and get to know each other while the agency oversees. Following the Match Party matches are able to meet on their own and are officially assigned a Relationship Specialist in the Family or School Initiated team to assist their relationship development and provide support to the family.

Please find copies of forms attached under the section entitled "Screening and Intake Process Forms."

16. *Describe the mentor training and provide a copy of the training curriculum.*

Big Brothers Big Sisters has learned throughout the years that training must take place not just before the match is made but through the life of the match as well. We estimate that our volunteers receive over 10 hours of training in a twelve month period throughout the life of the match.

a. Prior to match – Mentors receive baseline training prior to the match which includes:

- What Big Brothers Big Sisters is all about – policies, mission, results, events and match activities.
- Importance of developing a trusted friendship – the mentor's role and how to develop and fulfill that role.
- Understanding the young person – their backgrounds, child abuse and neglect signs and how to report those to their Match Support Specialist and safety tips.

All mentors must complete this training before being matched with a child. Training takes place in a one-on-one setting during the initial match interview. The mentor is given a training packet to take home which includes questions on scenarios that must be returned. Answers are included in the assessment of the volunteer and used to determine what additional areas the mentor may need further training. The assessment is also review by the Relationship Development team upon match to determine communication and coping skills of the mentor.

b. During the match – The most beneficial piece of our training happens during the life of the match while the mentor specifically knows the situation of the child they are working with. For example, training on how to handle a child with ADHD is much more pertinent to the mentor when they know they are matched with an ADHD child vs. training prior to the match when they are unsure of the child they will be matched too. Training during the match is customized around common issues our mentors must address. The Relationship Development or Director of Impact determines training needs based on the situations our mentors are facing and personally

invite mentors on their caseload who would benefit. Past training topics include: sessions around the effects of parental incarceration on the child, needs of children in the Amachi program and the effects of bullying.

c. Amachi specific training - Along with the core mentoring training, mentors are given materials designed to address the specific needs of children of incarcerated parents. The agency work's with experts in the corrections, foster care and juvenile justice fields to design training and educational materials for the volunteers matched with this population of youth.

d. Match Support - Because every match is assigned a professional Relationship Specialist through the life of their match the mentor receives a significant amount of one-on-one training customized to their situations on a regular basis. This training is many times situation based and includes redirection and action steps.

Please find copies of forms attached under the section entitled "Volunteer Training."

17. *Describe the services provided to children and families after they have completed the mentoring program.*

a. Rematch - If a youths' match has closed for a positive reason (relocation, life change w/ mentor, etc.) they are applicable to be re-matched with a new mentor. A reassessment is completed to update their file and determine preferences for a new match.

b. Alumni Support - Completion of the mentoring program typically happens when a Little Brother/Sister graduates from high school. Although the oversight of Big Brothers Big Sisters is over, the majority of matches remain in contact and some mentors experience a need of additional resources for their Little Brother/Sister which the agency works to fulfill. Examples over the past year have included a ride to college, securing of a dentist to remove an abscessed tooth from an un-insured former Little Sister and securing a pro-bono Attorney to give advice on probating assets secured by a Little Sister whose parent had passed away.

18. *Identify the program standards and describe how support, monitoring, auditing, training, and quality assurance will be provided through those program standards.*

Big Brothers Big Sisters agencies have very strict and specific standards in the area of support, monitoring, auditing, training and quality assurance. Many of these are required by BBBSA.

Support and Monitoring - Every match is supported and monitored by a trained program professional. Every program professional must have a minimum of a bachelors' degree. The minimum standards require that each match must be contacted monthly for the first year of the match and quarterly after the first year. Of course, depending on many circumstances, the match may be contacted even more frequently. On each call, there are a number of questions that are asked to determine the "strength of the relationship" and there are also very specific questions that must be answered regarding child safety. The support and monitoring process also includes wrap around support. For example, if a child needs glasses, they agency will work to help find a sponsor.

Auditing - There are several levels of audits that are conducted within BBBS of Eastern Missouri. Internal audits involve the review of at least 5% of active match files. These audits are conducted to ensure that all agency policies and procedures are being carried out on a regular basis. External audits involve the review of files by local Boards and BBBSA. In addition some agencies have been added to the national Agency Information System (AIM) and now have reports tracking all monitoring and support compliance issues.

Training

Local Efforts - Every Big Brothers Big Sisters agency is required to have a comprehensive Program Management Manual (PMM) that serves as the basis of all location training programs. Each PMM must address specifically the standards set forth by BBBSA and have supportive local policies and procedures which guide the actions of all program staff. All policies and procedures that are created must be approved by the local Board of Directors. This PMM is used as an essential training tool. The PMM outlines exactly how to conduct a volunteer interview and how to handle a crisis such as a mandatory report. The PMM is the basic and most essential element of any training program.

In addition to the extensive training with the PMM, there are also other training modules: (1) brown bag lunches (2) case studies (3) issue reviews. Each one of these training methods are hosted by an agency on a regular or as needed basis. Training modules address "real life" situations and generate a great deal of conversation among program staff members.

Big Brothers Big Sisters of Eastern Missouri's agency training program is referred to as "Be There Academy" and a Director over the academy is currently being hired to facilitate a cohesive and extensive training program.

National Support – BBBSA has an extensive online training program. Every agency has access to these programs and are typically required for all staff. In addition, BBBSA hosts many different training programs at regional and national conferences and at least monthly online webinars and/or conference calls. Ensuring that staff is fully equip with the right training and the #1 priority of BBBSA and every local agency.

Quality Assurance –

Policies Established by Local Boards – the most fundamental feature of any great quality assurance program is the development and approval of standard policies and procedures. All BBBS have created and adopted a wide range of policies and procedures that govern agency operations.

Once adopted, each agency, on an annual basis must complete a review of each policy and procedure and ensure its full implementation. This quality assurance review is a part of the national mandate and each agency must complete and return to BBBSA each year.

In addition to the review of policies and procedures, BBBS agencies have a number of other efforts to ensure quality.

Strength and Length of Relationships – these are the two most important quality standards and are reviewed on a regular basis.

Youth Outcome Survey – YOS is a pre/post survey for youth that is comprised of eight (8) measures: scholastic competency, educational expectations, academic achievement, social acceptance, parental trust, risk avoidance, truancy and presence of a special adult.

File Reviews – Every year, each agency must review at least 5% of active files to ensure that all elements of the file are completed and up to date. This file review ensures that all critical information is up to date – criminal background checks, interviews and assessments, collateral information, and supervision and support notes.

19. *Identify outcomes measured by the offeror such as improvements seen in the youth by mentors, teachers, and parents in areas including self-confidence, academic performance, etc. as well as benchmarks utilized to determine the success of the offeror's mentoring program.*

a. Outcomes – Youth Outcomes Survey (YOS)

Big Brothers Big Sisters tracks outcomes through YOS in the following measures:

- Social acceptance
- Parental trust
- Scholastic competency
- Presence of special adult
- Education Expectations
- Attitudes toward risk (smoking, drinking, drugs, skipping school, hitting, breaking rules in school, being late for school)
- Truancy
- Grades

b. Benchmarks - There are two key benchmarks that indicate program success – strength and length:

1) **“Strength”** of the mentoring friendship - Our goal is to develop **“true friendships”** among our matches. A **“true friendship”** is defined as a match who will remain in contact long after Big Brothers Big Sisters involvement. Each month our Match Support Staff assign a **color code to each match** – green is a **“true friendship”** and red is a **“struggling friendship.”** Our red matches receive the highest level of support and resources into getting the relationship back on track and ultimately saving the match. All matches in their first six months are considered red matches. Mentors are surveyed on an annual basis as to what they consider their friendship level to be.

As of May 2012 our relationship levels were as follows:

2011 Calendar Year Actual	2012 End of Year Goal	May Actual
52% “green” 2% “red”	50% “green” <10% “red”	56% Green 4% Red

2) **“Length”** of the mentoring friendship - **Long lasting relationships are a key indicator of a mentoring programs success.** If mentoring relationships are staying together, most likely all other steps are taking place as they should from the initial screening process to match support. There are two key metrics that track length of match quality:

I. Match Retention – This metric indicates **how many of our matches are meeting the 12 month commitment.** It is the best metric to truly determine how many matches are really lasting beyond the 12 months. **72% of children matched in 2010 celebrated a 12 month relationship anniversary with the same Big in 2011.** Eastern Missouri has had the highest 12 month match retention among 370 national affiliates for the past three years!

II. Average Length of Match – This metric indicates of all the matches we work with on an annual basis, **what the average span of a match relationship is.** Currently our average length of match is over 22 months. Our oldest match is over 10 years old and we introduce 75 kids a month to their new Big Brother or Big Sister.

20. *Identify the measures and benchmarks of the outcomes specifically identified herein.*

Youth Outcome Survey

- 65.7% of Amachi matches experience a sense of social acceptance
- 83.1% of Amachi matches avoid risky behaviors (i.e. using tobacco, taking drugs, drinking alcohol, skipping school, hitting someone, or breaking rules in school)
- 94.8% of Amachi matches experience a sense of parental trust
- 92.4% of Amachi matches have positive educational expectations
- 66.0% of Amachi matches have a sense of scholastic competence

Benchmark Measures

Based on our experience of tracking retention metrics over the past 3 years we anticipate that 72% of children will celebrate a 12 month anniversary with their Big.

21. *Describe and submit the program evaluation tool.*

Designed by Big Brothers Big Sisters of America in partnership with Public/Private Ventures, BBBS of Eastern Missouri began using this new tool in 2009 to replace our Program Outcome Evaluation tool. The YOS was specifically chosen for its ability to track dimensional changes in youth linked with long term outcomes and to collect baseline data and compare with results. It includes pre and post surveys consisting of 32 questions that measure three core areas: relationships, academics and risk behaviors. Survey questions were taken from two Public/Private Venture studies where reliability and validity have been established. Program staff administer surveys to youth prior to being matched with their mentor and then, annually thereafter. Staff will typically conduct the surveys by phone or in-person with youth.

Please find the Youth Outcome Survey tool attached under the section entitled "Youth Outcome Evaluation Tool."

22. *Economic Impact to Missouri - the offeror should describe the economic advantages that will be realized as a result of the offeror performing the required services. The offeror should respond to the following:*

- *Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.*

BBBS will provide the infrastructure for 345 Missourians to serve as mentors to 345 Missouri youth. This infrastructure shall include recruiting the mentor, screening the mentor and parent/child and professionally supporting the mentoring relationship.

- *Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.*
- The average cost of incarceration is approximately \$20,873 per inmate per year. (Missouri Department of Corrections, 2011)
- Total cost to taxpayers associated with teen childbearing in Missouri is at least \$215 million per year. The average annual cost associated with a child born to a teen mother in Missouri is \$4,043. (National Campaign to Prevent Teen Pregnancy, 2004 & 2011).

These costs include increased public sector health care costs, increased children welfare costs, increased costs for prison systems and loss in revenue due to unpaid taxes. By preventing children from engaging in delinquent acts and becoming teenage parents we are helping to improve our Missouri economy. Big Brothers Big Sisters mentoring programs have been proven to do just that. *In 2011, approximately 98.1% of the youth involved in our mentoring programs avoided juvenile delinquency and less than 1% became a teen parent.*

Major benefits that result from BBBS mentoring programs in Missouri include: reduced juvenile delinquency and crime, improved school attendance, higher grades and high school graduation rates, and lowered risk of youth involvement in risky behaviors such as drug and alcohol and teen pregnancy. According to a 2007 study, conducted by the Mentoring Partnership of Minnesota, quality youth mentoring programs have been found to demonstrate a significant economic value. The economic returns measure the reduction in costs over time as well as the earnings to be attained by helping put at-risk youth on a path toward becoming productive adults. The study found that according to conservative estimates, *the state can expect a \$2.72 return for every dollar spent on effective mentoring programs.*

The researchers emphasize that this is a conservative estimate and in some cases the returns could be higher, especially when a program deals with very high risk populations such as children of incarcerated parents. *Big Brothers Big Sisters projects that a \$344,473 investment into Big Brothers Big Sisters mentoring would provide a return on investment of at least \$936,966.* These benefits include both the benefits to the individuals (youth) and the benefits to society at large. The individuals benefit through higher lifetime earnings, improved health and personal satisfaction; the society benefits from reduced spending on criminal justice and education, reduced public healthcare costs and the increased future taxes that those individuals will pay.

- *Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.*

Proposed service area	# of facilities (all office space)	# of Missouri employees
Eastern Missouri	3	68
Central Missouri	1	9

Missouri Valley	1	5
Kansas City	4	18
Ozarks	3	16
TOTAL	12	116

23. *Organizational Chart - The offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel.*

- *The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the offeror's organization.*

Please find the organizational chart attached under the section entitled "Organizational Chart."

24. *Along with a detailed organizational chart, the offeror should describe the following:*

- *How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance.*

Work conducted by BBBSEMO and the subcontractors efforts will be managed, controlled and supervised by BBBSEMO our Senior Vice President of Performance and Compliance. Their efforts will include:

- **Weekly goal tracking** - Each month the obligations for the grant will be tracked and reviewed each month.
- **Reporting** - All reporting requirements will be presented to all subcontractors in an initial training session. Agency liaisons will be appointment and will be expected to complete monthly reports on goals and other requirements for the grant each month.
- **Monthly Conference Calls** - These calls will be standing meetings and the meeting agenda will review the information to date and allow the team to do troubleshoot and brainstorm as needed
- Local Board and CEOs will be expected to sign **Memorandums of Agreement** accepting all reporting and compliance procedures.
- *Total Personnel Resources - The offeror should provide information that documents the depth of resources to ensure completion of all requirements on time and on target. If the offeror has other ongoing contracts that also require personnel resources, the offeror should document how sufficient resources will be provided to the State of Missouri.*

Big Brothers Big Sisters of Eastern Missouri, the largest one-to-one mentoring program in the State of Missouri, will assume a great deal of the "performance and compliance" listed in our proposal. We have demonstrated our capacity to do such work as we have, for the past seven years, been the organization selected by the Missouri Department of Social Services, to train, educate and monitor the agencies within the Missouri Mentoring Partnership (MMP).

Big Brothers Big Sisters agencies that serve as subcontractors have a long history of providing one-to-one mentoring programs to diverse populations of children and volunteers and are supported by the additional educational resources of Big Brothers Big Sisters of America. As represented in the organization chart and the budgets, appropriate time has been allocated to support the scope of work in this grant proposal.

Big Brothers Big Sisters of Eastern Missouri and subcontractors also have a record of delivery with the Missouri Department of Corrections. We have successfully managed this specific Amachi Program grant along with our subcontractors for the past five years and 100% of goals were met.

ATTACHMENT

Exhibit E – Method of Performance

Question #4:

“Screening and Intake Processing Forms”

CONFIDENTIAL SECTION

not to be included in open records due to screening process child safety issues



Big Brothers Big Sisters
of Eastern Missouri



Memorandum

To: File
From: Julie Kleffner *JK*
Date: July 13, 2012
Re: Proprietary Information

Big Brothers Big Sisters of Eastern Missouri requested that a portion of their proposal, specifically pages 116, 117, 119 - 126, 130 - 133, 159, 160, 166 - 174, 190, and 191, submitted in response to RFP B3Z12149 be considered proprietary and not be made available for public review. The determination was made that the information is proprietary pursuant to section 610.021, RSMo, and therefore has been sealed in the following envelope and will not be released to the public for review.



Big Brothers Big Sisters Case File Check Sheet

Client Check List

LB/LS: _____
(Highlight the correct program)

DATE	Community Based	Site Based	Big Futures
	Inquiry Card		
	Application	Application	Application
	Orientation/SAP	Orientation	Orientation
	Parent Interview	PG Phone Interview	PG Phone Interview
	Client Interview	Client Interview	Client Interview
	Consent To Release	Consent To Release	Consent To Release
	Collateral Information, if necessary	Collateral Information, if necessary	Collateral Information, if necessary
	File Staffed	File Staffed	File Staffed
	Reassessment	Reassessment	Reassessment
	Acceptance/Rejection Letter		
	Volunteer Presentation	Volunteer Presentation	Volunteer Presentation
	Matched To:	Matched To:	Matched To:
	Match Agreement	Match Agreement	Match Agreement

Revised 9/07



**Big Brothers Big Sisters
of Eastern Missouri**

Parent/Guardian Signature Form

Parent/Guardian Name: _____ Child Name: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Occupation: _____ Employer: _____ Email address: _____

What is the best way to contact you? Call at Home Call at Work Call on Cell Time: _____ Email

In case of an emergency, please contact (other than self):

Emergency Contact Person: _____ How do you know him/her? _____

Phone Number: (____) _____ Cell Home Alternate Number: (____) _____ Cell Home

Annual Household Income: Less than \$10,000 \$10,000- \$14,999 \$15,000- \$19,999 \$20,000- \$24,999
 \$25,000- \$29,999 \$30,000- \$34,999 \$35,000- \$39,999 \$40,000- \$44,999 \$45,000- \$49,999
 \$50,000- \$59,999 Other, please specify: _____

Statement of Understanding:

- I give my permission for my child to participate in the Big Brothers Big Sisters program.
- I understand that the BBBS agency is not obligated to match my child with a volunteer and that as a part of the enrollment process I might be asked to provide additional personal information.
- The Big Brothers Big Sisters professional staff may share such information with the other party(ies) when we feel it is in the best interest of the match. While the youth and the volunteer in the potential match are described to each other, no full names are used until a match has been agreed to by all persons. Any person in the proposed match has the right to not accept a match upon the information provided.
- I will not hold Big Brothers Big Sisters responsible for any damages which may occur because of participation of my youth in agency activities.
- If my child is matched with a Big Brother or Big Sister, I agree to support my child's match and to immediately report any concerns I might have to the Big Brothers Big Sisters staff.
- I give permission for the school to provide social and academic information about my youth to Big Brothers Big Sisters of Eastern Missouri (e.g. report cards, attendance reports, behavior reports).
- I give permission to have my youth complete a questionnaire containing questions about school, home life, and personal interests.
- I give permission to have my youth talk to a BBBS staff person about personal safety.

Parent/Guardian Signature: _____ Date: _____

I give permission to use my youth's visual/audio files and name for the purpose of publicity and reporting efforts by Big Brothers Big Sisters of Eastern Missouri.

Parent/Guardian Signature: _____ Date: _____



Big Brothers Big Sisters of Eastern Missouri

Saint Louis []
501 N Grand Ste. 100
St. Louis, MO 63103
Phone: (314) 361-5900
Fax: (314) 361-4484

Saint Charles []
1236 Jungerman, Ste. G
St. Peters, MO 63376
Phone: (636) 939-2227
Fax: (636) 928-3329

Cape Girardeau []
1610 N Kingshighway Ste. 305
Cape Girardeau, MO 63701
Phone: (573) 339-0184
Fax: (573) 339-1518

YOUTH APPLICATION

School: _____ School District: _____ Grade: _____

Youth: _____
Last First Middle

Youth's Date of Birth: ____/____/____ Youth's Gender: Male Female

Youth's Ethnic Background: African American White Hispanic Native American Multi-Racial Other

Parent/Guardian(s): _____
Last First Middle

Date of Birth: ____/____/____ Relationship to the Youth: _____

Address: _____ Apt. #: _____

City: _____ County: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell/Pager: _____

E-mail: _____ Best Time to call: _____

Employer: _____ Employer Address: _____

In case of an emergency, please contact (other than self):

Emergency Contact Person: _____ How do you know him/her? _____

Phone Number: () _____

Statement of Understanding:

- I give my permission for my child to participate in the Big Brothers Big Sisters program.
- I understand that the BBBS agency is not obligated to match my child with a volunteer and that as a part of the enrollment process I might be asked to provide additional personal information.
- The Big Brothers Big Sisters professional staff may share such information with the other party(ies) when we feel it is in the best interest of the match. While the youth and the volunteer in the potential match are described to each other, no full names are used until a match has been agreed to by all persons. Any person in the proposed match has the right to not accept a match upon the information provided.
- I will not hold Big Brothers Big Sisters responsible for any damages which may occur because of participation of my youth in agency activities.
- If my child is matched with a Big Brother or Big Sister, I agree to support my child's match and to immediately report any concerns I might have to the Big Brothers Big Sisters staff.
- I give permission for the school to provide social and academic information about my youth to Big Brothers Big Sisters of Eastern Missouri (e.g. report cards, attendance reports, behavior reports).
- I give permission to have my youth complete a questionnaire containing questions about school, home life, and personal interests.
- I give permission to have my youth talk to a BBBS staff person about personal safety.

Parent/Guardian Signature: _____ Date: _____

I give permission to use my youth's visual/audio files and name for the purpose of publicity and reporting efforts by Big Brothers Big Sisters of Eastern Missouri.

Parent/Guardian Signature: _____ Date: _____

Additional Information

1. Are you the Legal Guardian? YES NO
If no, Legal Guardian Name _____ Legal Guardian Number _____
Is there a person who shares custody of this youth? YES NO
If yes, is he/she aware of the youth's enrolment in BBBS? YES NO
2. *Other Parent*
Name _____ Phone: Home () _____ Work () _____
Address _____ City _____ County _____ State _____ Zip _____
3. Does your youth have a parent that is currently in a state or federal prison? YES NO
If yes, please provide their name and the facility where they are located: _____
4. Does your youth have any medical conditions that might affect him or her participating in activities with a Big Brother/Big Sister? (please list any medications currently taking and any allergies, including food allergies) YES NO
Please Explain: _____

5. Is there anything else we need to know before matching your youth with a Big? _____

6. Are there currently any other youth between the ages of 5 – 17 living in your home? YES NO
If yes, please list their Names and Ages: _____

7. Parents – Please Complete - For Statistical Purposes Only:

- Are you receiving any income assistance? YES NO
- Does your child qualify for free or reduced lunch program? YES NO
- Income Level of Parent/Guardian:
 \$0-\$10,000 \$10,001-\$15,000 \$15,001-\$20,000 \$20,001-\$30,000 \$30,001-\$50,000 \$50,001+
- Current Living Situation:
 One Parent: _____ Female _____ Male Two Parent Other Relative Group Home Foster Home Other

For Agency Use Only:

Date Received: _____
Date Entered in AIM: _____
Program Name: _____



Big Brothers Big Sisters
of Eastern Missouri

Dear _____,

I hope this letter finds you well. We are trying to reach you to update your child's information. If you are still interested in participating in our program please contact Jennifer at (314) 615-1098. If we have not heard from you by _____ we will assume you are no longer interested and your child's file will be closed. Have a great day and we hope to hear from you soon.

Thank you!

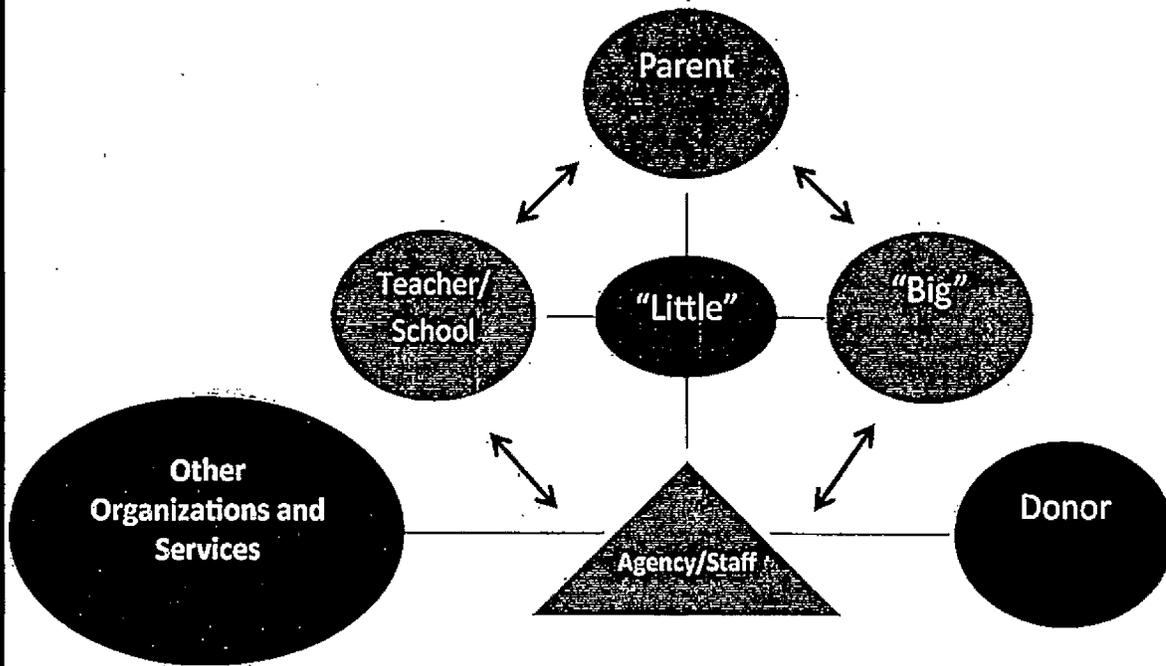


Big Brothers Big Sisters
of Eastern Missouri

We are happy to inform you that
_____ has/have been
accepted into our program! An Enrollment Specialist
will be in contact with you as soon as we identify a
possible Big Brother or Big Sister for your child(ren).
Thank you for your interest in the program!

If you have any questions or concerns, please
contact our office at 314.361.5900.

You Are An Important Part Of The Big Brothers Big Sisters "Team"



Big Brothers Big Sisters
of Eastern Missouri

What's Next?

Step 1: Your child's file is completed and you are told whether they are accepted.

Step 2: You are presented with information about a potential Big.

Step 3: If everyone agrees to it, the team meets for the first time!

Step 4: Regular follow-up from your Relationship Specialist begins.

BIG BROTHERS BIG SISTERS OF EASTERN MISSOURI
YOUTH CLINICAL TREATMENT SUMMARY FORM

Date _____ (Please print) Referring Professional: _____

Child's Name:

1. I am a ___psychiatrist___ psychologist ___social worker___ school counselor
___other: (please specify)_____

2. How long have you been seeing this child professionally?

3. Please describe the type and frequency of treatment/service you are providing to
the child? _____

4. Please attach information about or summarize below your diagnoses and other
relevant information about the child's problems. _____

5. Is the child on any medication at this time? If so, what type and for what reason?

6. Specifically, what social, academic, or personal problems does the child show in
school and/or with peers? _____

7. Describe the parent-child relationship. What are the major areas of conflict
between them? _____

8. What issues might the parent present if a Big Brother/Big Sister is assigned to the child _____

9. In what specific ways do you think a Big Brother/Big Sister can help the child?

10. Assuming acceptance, what type of individual, in your opinion, would be best for the child? Please be specific and include comments about age, background, etc.

Any other comments: _____

(Typed or printed named of Professional)

(Signature)

(Address)

(Address)

(Phone)

BIG BROTHERS BIG SISTERS OF EASTERN MISSOURI
PARENT CLINICAL TREATMENT SUMMARY FORM

Date _____ (Please print) Referring Professional: _____

Client's Name: _____

1. I am a ___psychiatrist___ psychologist ___social worker___ counselor ___doctor___ other: (please specify)

2. How long have you been seeing this person and in what capacity?

3. Please describe the type and frequency of treatment/service you are providing to the individual?

4. Please provide information about or summarize below your diagnoses and other relevant information about individual.

5. Is he/she on any medication at this time? If so, what type and for what reason?

6. Specifically, what social, academic, or personal problems does the individual exhibit?

7. Describe the parent-child relationship (if applicable).

8. Does the individual exhibit any issues with drug or alcohol abuse?

9. When was the last time you treated this individual?

10. What is your evaluation of the emotional and mental stability of the individual?

11. To your knowledge, does the individual receive assistance from any other professionals such as social workers, counselors, physicians, psychiatrists, etc.? (if so, please describe)

Any other comments/recommendations:

(Typed or printed named of Professional)

(Signature)

(Address)

(Address)

(Phone)



Big Brothers Big Sisters of Eastern Missouri

SCHOOL REPORT

Date:

Student's Name:

School:

Person Making Report:

Length of time you've known the student:

A. GENERAL BEHAVIOR

(Check appropriately)

- Anti-social Behavior
- Non-delinquent, but resentful of control and authority
- Relatively normal & conforming
- Tends to have few friends
- Daydreams, withdraws
- Other _____

B. SPECIFIC PROBLEM AREAS

- Parent-child Relationship
- Sibling Relationship
- School Adjustment
- Peer Relationships
- Parent Interest in school
- Economic Depression
- Physical Symptoms: nervous headaches, soiling, allergies, etc.
- Physical Disability:
Specify: _____
- Other _____

C. SCHOOL ADJUSTMENT

1. How would you rate this child's intellectual potential?

- High Above Average Average
- Below Average Low

Upon what is this rating based? _____

2. How would you rate this child's actual achievement in school?

- High Above Average Average
- Below Average Low

3. Please specify areas of child's -

Strengths:

Weakness:

4. Briefly describe the child's attitude toward the controls and discipline of the classroom and school setting.

5. Briefly describe the child's academic record in general.
 Improved Remained the same Declined

6. In what specific ways do you think a Big Sister/Big Brother can help the child?

7. In your opinion, what type of individual would be best suited to be with the child?

8. Any additional information or comments:

THANK YOU VERY MUCH FOR YOUR TIME!



Big Brothers Big Sisters
of Eastern Missouri

PARENT/GUARDIAN SIGNED STATEMENT

I received and will read:

- Big Brothers Big Sisters Confidentiality Policy*
- Big Brothers Big Sisters Communicable Disease Policy*

Parent/Legal Guardian Signature: _____

Date: _____

“Little Moments. Big Magic.”



Big Brothers Big Sisters
of Eastern Missouri

St. Louis Office
501 N. Grand Blvd., Ste 100
St. Louis, MO 63103
Phone: (314) 361-5900
Fax: (314) 361-4484

St. Charles Office
1236 Jungermann Rd., Ste G
St. Peters, MO 63376
Phone: 636.939.2227
Fax: 636.928.3329

Cape Girardeau Office
1610 N Kingshighway, Ste 305
Cape Girardeau, MO 63701
Phone: 573.339.0184
Fax: 573.339.1518

PERMISSION TO RELEASE INFORMATION-TWO WAY CONSENT

Youth's Name _____
Last First Middle

Youth's Date of Birth _____

I, _____ hereby authorize you, *Big Brothers Big Sisters of Eastern Missouri*, to release information to:

_____ for the purpose of providing knowledge concerning my son/daughter.

I also authorize _____ to release information to *Big Brothers Big Sisters of Eastern Missouri* for the purpose of providing knowledge concerning my son/daughter.

I understand this information will be used by *Big Brothers Big Sisters* in the assessment of my child to receive services and to provide ongoing support should my child be matched with a volunteer in the *Big Brothers Big Sisters* program.

Signature of Parent/Legal Guardian

Date



Big Brothers Big Sisters
of Eastern Missouri

501 N. Grand Blvd., Ste. 100
St. Louis, MO 63103
Phone: (314) 361-5900
Fax: (314) 361-4484

PERMISSION TO RELEASE INFORMATION

Name of Child: _____
Last First Middle

I am interested in my son/daughter being matched with a volunteer in the Law Enforcement field.

I, _____ hereby authorize *Big Brothers Big Sisters of Eastern Missouri*, to share my name, my child's name and our address for the purpose of conducting a Conflict of Interest Check with Law Enforcement at the point of pre-match. I understand this information will be used to help ensure my child receives an appropriate match with Big Brothers Big Sisters of Eastern Missouri.

Parent/Guardian Signature

Date



Big Brothers Big Sisters
of Eastern Missouri

501 N. Grand Blvd., Ste. 100
St. Louis, MO 63103
Phone: (314) 361-5900
Fax: (314) 361-4484

YOUTH PERMISSION TO RELEASE INFORMATION

Youth's Name _____
Last First Middle

Youth's Date of Birth _____

I, _____ hereby authorize you to release to *Big Brothers Big Sisters of Eastern Missouri*, the information indicated below for the purpose of providing knowledge concerning my son/daughter. I understand this information will be used by *Big Brothers Big Sisters* in the assessment of my child to receive services.

Signature of Parent/Legal Guardian Date

Name of Information Provider: _____

Address of Information Provider: _____

Phone Number of Information Provider: _____

Information Requested:

- Counselor's Evaluation
- Teacher's Evaluation
- Other: _____



Big Brothers Big Sisters
of Eastern Missouri

COMMUNITY BASED YOUTH REASSESSMENT

Youth's Name: _____

Child's Previous Match: (Check one) Premature Mature Closure Reason:

If it has been LESS than 2 years since the child was last interviewed in-person by Enrollment -- MSS will complete full reassessment (including questions on the back of the sheet).

If it has been MORE than 2 years since the child was last interviewed in-person by Enrollment OR if the child/family has experienced a major life change (new guardianship, moved homes, etc.)--MSS will complete ONLY Recommendation for Rematch. Enrollment will then complete the remaining reassessment.

**If a child is converting from SB to CB--MSS will ONLY complete the Recommendation for Rematch. Enrollment will complete the remaining reassessment.

Recommendation for Rematch:

Rate how well PG has communicated with the Agency in the past:

Describe personality of child:

Describe the type of Big that would be a good fit for this child:

Other comments:

Approve Disapprove Signed (MSS): _____ Date: _____

Parent

1. Does your child still show an expressed interest in our program? Why do you still want them in the program? What are you looking to achieve from the new match?.

2. What is your:
 Address/Phone Numbers:

HM: WK: CELL:

What is the make-up of your family today? Who lives in home? How do they get along?
(Absent Parent: Where are they, do they see child, How often, Are they supportive of Program)

How is your child's academic performance and school attendance? How do they get along with their teachers? Has this changed significantly?

What grade is your child in? What school does he/she attend?

How is your child's health (get details on any problems)? Are they currently taking any medications? Do they have any food or medical allergies? Do you have any dietary restrictions?

Have you noticed any recent changes in your child's behavior? How would you describe their behavior/personality?

Has your child been seen by a counselor or therapist since we last talked? If yes, what is the name, address and phone number of the counselor or therapist? (Must get Release Signed)

Do you anticipate any moves in the near future? (*Remind PG to please update BBBS if they move*)

3. What activities is your child interested in? What do they like to do on their free time? Are there any activities that ought to be avoided?

4. If applicable: What was the best thing about your child's last match? What did you like the least?

5. What are your preferences for a BB/BS (*i.e. age, race, gender, sexuality, religion*)?

6. If child has been matched before, please ask PG if child now qualifies for an Amachi match. If "Yes," get details.
 Yes No

Youth:

1. Are you still interested in our program? Why are you still interested? (Give your personal opinion on how invested child is in Program)

2. What activities are you interested in? What do you like to do in your free time?

3. What would you like to do with your BB/BS?

4. If applicable: What was the best thing about your last match? What did you like the least?

5. What are your preferences for a BB/BS (*i.e. age, race, gender, personality*)?

Date of Reassessment: _____ Completed by (MSS or EMS): _____



Big Brothers Big Sisters
of Eastern Missouri

SITE BASED YOUTH REASSESSMENT FORM

Youth's Name: _____

Child's Previous Match: (Check one): Premature Mature Closure Reason: _____

- If it has been **LESS** than 2 years since the child was last interviewed in-person by Enrollment -- MSS will complete full reassessment (including questions on the back of the sheet).
- If it has been **MORE** than 2 years since the child was last interviewed in-person by Enrollment **OR** if the child/family has experienced a major life change (new guardianship, moved homes, etc.)--MSS will complete **ONLY** Recommendation for Rematch. Enrollment will then complete the remaining reassessment.

****If a child is converting from SB to CB—MSS will ONLY complete the Recommendation for Rematch. Enrollment will complete the remaining reassessment.**

Recommendation for Rematch:

Describe personality of child:

Describe the type of Big that would be a good fit for this child:

Other comments:

Approve Disapprove Signed (MSS): _____ Date: _____

Youth:

1. Are you still interested in getting a BB or BS?
2. What kind of person do you want for a BB or BS?
3. What would you like to do with a BB or BS?
4. What activities are you interested in?

5. What would you like to be when you grow up?

6. If you could have three wishes, what would they be?

7. What are you afraid of?

8. Do you like school? Why or Why not?

9. What kind of grades do you make?

10. What is your favorite/ least favorite subject?

11. What sports do you participate in?

12. If applicable: What was the best thing about your last match? What did you like the least?

13. What are your preferences for a BB/BS (*i.e. age, race, gender*)?

Date of Reassessment: _____ Completed by (EMS or MSS): _____



Big Brothers Big Sisters of Eastern Missouri

Parent Disclosure Information

- This information is to help parents better understand disclosure of abuse
- This information is in no way meant to be used to make parents feel guilty or feel threatened that abuse is occurring with children. It is meant to better prepare them if a situation of disclosure would occur in the future or with other children they come into contact with.

Sexual Abuse Statistics

- 1 in 4 boys and 1 in 6 girls will be sexually abused in some form by their 18th birthday (Finkelhor, 1990)
- Over 90% of all sexual molestation is committed by the child knows and trusts (Darkness to Light, 2001-2005)
- 71% of child sex offenders are under age 35 (Burgess & Groth, 1984)
- The "typical" child molester abuses 117 children (National Institute of Mental Health, 1988)

Signs that a child may be sexually abused

- Sudden changes in behavior
- Disturbed sleeping patterns
- Child says an adult or another child is bothering him or her
- Fear of being left with a caretaker
- Problems in school
- Withdrawal from friends/family or a lack of trust in others
- Regression to bedwetting or thumb sucking
- Inappropriate and obsessive sexual awareness and sex play, initiating non-mutual sexual behavior with peers or other children
- Discomfort with undressing in front of peers, refusal to take off underwear
- Child suddenly acquires or is secret about new toys, money, etc. from an undisclosed source
- Fear of previously enjoyed places
- Swelling, bruises, bleeding, pain, or itching in the genital area
- Bloody, torn, or stained underwear
- Frequent physical complaints
- Pain during urination or defecation

It is important to note that children may not show all of these signs and if they show some of them it does not mean that abuse is occurring for certain.

How does abuse occur?

- Power and control
- Forcing, tricking, bribing, threatening, or pressuring
- Grooming

Communicating the abuse

Children communicate in the following ways:

- Language
- Behavior
- Emotion

Which do you think is the most important? Emotion is the most important- they may say things, but how they are reacting emotionally is more telling.

Why don't children tell they are being abused?

- Bribes
- Secrecy
- Threats
- Fear of abuser
- Fear of consequences
- Care about abuser

Disclosure is a process, in fact most of the time, disclosure happens on accident. When children are ready to tell, they will.

What should parents do when a disclosure is made?

- REMAIN CALM
- Let your child know that you love him/her and that you are very sorry that this happened.
- Tell your child that is not his/her fault, that he/she did not do anything wrong
- Let your child know that you are proud of him/her for having the courage to share this with you.
- Let your child know that telling you was the right thing to do.
- Teach the body safety rules and prevention skills to help your child feel safe again.
- DO NOT question your child.
- Report the disclosure to the Missouri Child Abuse Hotline and Local Law Enforcement at 1-800-392-3738

Prevention is just as important. To prevent child some tips are to:

- Give specific positive praise to your child
- Give constructive criticism instead of labeling your child
- Listen to your child
- Teach your child not to mindlessly obey when asked to do something which makes them uncomfortable
- Teach your child to be assertive
- Adequately supervise your children
- Know your children's caretakers and friend's parents
- Check references if you wish and make contact with other parents
- Follow your "gut instincts"

You can also try asking some of the following exercise questions to ensure your child knows what to do:

- What if a neighbor asks you to let him touch you on your private parts?
- What would you say?
- What would you do?
- Who would you tell?

POSSIBLE INDICATORS OF PHYSICAL CHILD ABUSE

Physical Indicators

- * Frequent or serious welts, bruises, burns, strap marks, cuts or swellings (especially on the face, mouth, torso, buttocks and thighs).
- * Bruises or abrasions that are the shape of a possible "weapon" (belt, strap, hand, cord, brush, etc.).
- * Bruises at different stages of healing and/or on multiple parts of the body.
- * Wearing high collars and long sleeves in warm weather.

When numerous bruises are at various stages of healing, the mandated reporter can also suspect abuse. The ages of bruises can be detected by the following consecutive colors:

- * red
 - * blue
 - * black-purple
 - * green tint, dark
 - * pale green to yellow
-
- * Burns that resemble an instrument (iron, poker, radiator, cigarette, stove coil).
 - * Burns that are intense in the middle and radiate out as if hot liquid were poured.
 - * Rope burns.
 - * Bite marks.
 - * Bald spots.

Reports from a Child

- * Child reports an incident about himself/herself.
- * Another child reports an incident or expresses concern.
- * Child does not want to go home - may arrive early or stay late frequently.
- * Frequent complains about soreness.

Inter-actional Indicators

- * Extreme responses to physical contact; wary of contact by adult or inappropriately eager for physical affection.
- * Excessive startle reflex.
- * Unduly afraid of parents.
- * Overly compliant.
- * Seems to provoke encounters of abusive treatment from adults and peers.
- * Unusually sensitive; very vulnerable to teasing.
- * Inability to form good peer relationships.

Behavioral Indicators

- * Behavioral extremes - excessively fearful or fearless of adult authority; unusually aggressive or extremely passive.
- * Repeated rages or hostile defiance.
- * Constant verbal or physical aggression.
- * Extremely timid and fearful.
- * Sudden changes in behavior, without any obvious reason.
- * Continual acting out - incorrigible.
- * Persistent lying or stealing (adolescents).
- * Regressive behavior - pants wetting, thumb sucking, whining (younger children).

Emotional Indicators

- * Persistent sadness or depression.
- * Extreme mood swings.
- * Cries often, especially when misbehaves or when other children cry.

A Parent's Role in Handling a Child's Disclosure of Sexual Abuse

Sexual Abuse Statistics

- 1 in 4 boys and 1 in 6 girls will be sexually abused in some form by their 18th birthday (Finkelhor, 1990)
- Over 90% of all sexual molestation is committed by the child knows and trusts (Darkness to Light, 2001-2005)
- 71% of child sex offenders are under age 35 (Burgess & Groth, 1984)
- The "typical" child molester abuses 117 children (National Institute of Mental Health, 1988)

Potential Signs of Sexual Abuse

- Sudden changes in behavior
- Disturbed sleeping patterns
- Child says an adult or another child is bothering him or her
- Fear of being left with a caretaker
- Problems in school
- Withdrawal from friends/family or a lack of trust in others

Potential Signs of Sexual Abuse, Continued

- Regression to bedwetting or thumb sucking
- Inappropriate and obsessive sexual awareness and sex play, initiating non-mutual sexual behavior with peers or other children
- Discomfort with undressing in front of peers, refusal to take off underwear

Potential Signs of Sexual Abuse, Continued

- Child suddenly acquires or is secret about new toys, money, etc. from an undisclosed source
- Fear of previously enjoyed places
- Swelling, bruises, bleeding, pain, or itching in the genital area
- Bloody, torn, or stained underwear
- Frequent physical complaints
- Pain during urination or defecation

Sexual Abuse – How It Occurs

- Power and control
- Forcing, tricking, bribing, threatening, or pressuring
- Grooming

How Children Disclose Abuse

Adapted from
CornerHouse

Ways Kids Communicate

- Language
- Behavior
- Emotions

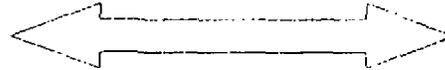


Why kids don't tell

- Bribes
- Secrecy
- Threats
- Fear of abuser
- Fear of consequences
- Care about abuser

Victim/Perpetrator Relationship Continuum*

Easier to Disclose More Difficult



Stranger Friend Siblng Caretaker Lover

*Adapted from Ahluwalia A. (1992) CornerHouse

Disclosure of Abuse is a Process, not an Event

Sorensen and Snow, 1991

Types of Disclosures

- Accidental 74%
- Purposeful 26%

How to Handle a Child's Disclosure

- REMAIN CALM
- Let your child know that you love him/her and that you are very sorry that this happened.
- Tell your child that is not his/her fault, that he/she did not do anything wrong
- Let your child know that you are proud of him/her for having the courage to share this with you.

Continued

- Let your child know that telling you was the right thing to do.
- Teach the body safety rules and prevention skills to help your child feel safe again
- DO NOT question your child.
- Report the disclosure to the Missouri Child Abuse Hotline and Local Law Enforcement.
1-800-392-3738

Parenting & The Prevention of Child Sexual Abuse

- Give specific positive praise to your child
- Give constructive criticism instead of labeling your child
- Listen to your child
- Teach your child not to mindlessly obey when asked to do something which makes them uncomfortable
- Teach your child to be assertive

Parenting & Prevention, Continued

- Adequately supervise your children
- Know your children's caretakers and friend's parents
- Check references if you wish and make contact with other parents
- Follow your "gut instincts"

Do "What If" Exercises at Home:

- Examples:
 - What if a neighbor asks you to let him touch you on your private parts?
 - What would you say?
 - What would you do?
 - Who would you tell?

"They may forget what you said, but they will never forget how you made them feel."

-Carl W. Buechner



KIDS' Rights© Child Abuse Prevention Program for Parents

Missouri Child Abuse Hotline 1-800-392-3738

1. **TOUCHING SAFETY RULE©:** "It is not OK for anyone, an adult or another child, to touch or look at the private parts of my body and it is not OK for me to touch or look at the private parts of someone else's body."

2. **PREVENTION SKILLS:** Reinforce the four basic prevention skills:
 - a. You have the RIGHT to say "NO", to a request for an inappropriate touch.
 - b. Run away to a safe place if possible.
 - c. Tell an adult that you trust.
 - d. Keep telling until an adult hears, listens, and believes what you are reporting.

3. **HOW TO HANDLE A CHILD'S DISCLOSURE:**
 - a. REMAIN CALM.
 - b. Let your child know that you love him/her and that you are very sorry that this happened.
 - c. Tell your child that it was not his/her fault, that he/she did not do anything wrong.
 - d. Let your child know that you are proud of him/her for having the courage to share this with you.
 - e. Let your child know that telling you was the right thing to do.
 - f. Teach the body safety rules and prevention skills to help your child feel safe again.
 - g. DO NOT question your child.
 - h. Report the disclosure to the Missouri Child Abuse Hotline and local Law Enforcement.

4. **DO "WHAT IF" EXERCISES AT HOME:** Example: What if a neighbor asks you to let him touch you on your private parts? What would you say? What would you do? Who would you tell?

5. **SOME POTENTIAL SIGNS OF SEXUAL ABUSE:**
 - a. *Sudden changes* in behavior: Fears, phobias, hypersensitivity, compulsions, withdrawal, depression
 - b. Disturbed sleeping patterns: nightmares, fear of sleeping alone

- d. Fear of being left with caretaker
- e. Problems in school: **dramatic change** in academic performance, disrupting class, bullying peers
- f. Withdrawal from friends/family or a lack of trust in others
- g. Regression to bedwetting or thumb sucking
- h. Increased or excessive masturbation
- i. Inappropriate and obsessive sexual awareness and sex play, initiating non-mutual sexual behavior with peers or other children
- j. Discomfort with undressing in front of peers, refusal to take off underwear
- k. Child suddenly acquires or is secret about new toys, money, etc. from an undisclosed source
- l. Fear of previously enjoyed places
- m. Swelling, bruises, bleeding, pain, or itching in genital area
- n. Bloody, torn, or stained underwear
- o. Frequent physical complaints; i.e. head or stomach aches
- p. Pain during urination or defecation

6. **PARENTING & THE PREVENTION OF CHILD SEXUAL ABUSE:**

- a. Give specific positive praise to your child.
- b. Give constructive criticism instead of labeling your child.
- c. Listen to your child. Open communication is very important!
- d. Teach your child not to mindlessly obey when asked to do something which makes the child uncomfortable.
- e. Teach your child to be assertive.
- f. Adequately supervise your children.
- g. Know your children's caretakers and friend's parents.
- h. Check references if you wish and make contact with other parents.
- i. Follow your "gut instincts".

KIDS' Rights A Child Abuse Prevention Program© is a copyrighted program. Material may not be reproduced without written permission from the owner.

Safety/Emergency Contact Numbers

Name	Number
Local Police (911):	
Local Ambulance District (911):	
Local Fire Department (911):	
Poison Control:	1-800-222-1222
Parents/Guardians:	
Other Relatives:	
Parent's from tonight's group:	
Big Brother's Big Sister's Contacts:	
Neighbors:	

AMACHI Training for Parents

Date: _____

1. What did you like most about this training?

2. What did you like least about this training?

3. On a scale of 1-5, did this training help you obtain a better understanding of how to keep your kids safe?

Not Helpful 1 2 3 4 5 Very Helpful

4. On a scale of 1-5, did this training help you learn techniques to prevent abuse and neglect?

Not Helpful 1 2 3 4 5 Very Helpful

MSS Name: _____



Big Brothers Big Sisters Case File Check Sheet

Volunteer Check List

BB/BS: _____
 (Highlight the correct program)

DATE	Community Based	Site Based	Big Futures
	Inquiry Card		
	Application	Application	Application
	Driver's License Copy	Driver's License Copy, if applicable	
	Proof of Car Insurance	Proof of Car Insurance, if applicable	
	Orientation	Orientation	Orientation
	Volunteer Interview	Volunteer Interview	Volunteer Interview
	Volunteer Signed Statement	Volunteer Signed Statement	Volunteer Signed Statement
	Home Visit, if applicable		
	Family Care Safety Registry	Family Care Safety Registry	Family Care Safety Registry
	MVR (if applicable)	MVR (if applicable)	
	Relative Reference	Reference	Reference
	Friend Reference		
	Home Reference		
	Collateral Info. (if applicable)	Collateral Info. (if applicable)	Collateral Info. (if applicable)
	Training	Training	Training
	File Staffed	File Staffed	File Staffed
	Reassessment	Reassessment	Reassessment
	Acceptance/Rejection Letter		
	Client Presentation	Client Presentation	Client Presentation
	Matched To:	Matched To:	Matched To:
	Match Agreement	Match Agreement	Match Agreement

Revised 4/08

For Agency Use Only:
 Date Received: _____
 Date Put in AIM: _____
 Program Name: _____
 CB SB



Big Brothers Big Sisters of Eastern Missouri

Recruitment: _____

SAINT LOUIS []
 4625 Lindell Blvd., Suite 501
 St. Louis, MO 63108
 Phone: (314) 361-5900
 Fax: (314) 361-4484

SAINT CHARLES []
 1236 Jungerman, Ste. G
 St. Peters, MO 63376
 Phone: (636) 939-2227
 Fax: (636) 928-3329

CAPE GIRARDEAU []
 1028 N. Kingshighway A-3
 Cape Girardeau, MO 63701
 Phone: (573) 339-0184
 Fax: (573) 339-1518

VOLUNTEER APPLICATION

Thank you for taking the time to answer a few questions which will help us more effectively process your application. All information will be kept confidential.

(PLEASE PRINT)

Name: _____
 (First) (Middle) (Last)

Local Address: _____
 (Street) (City) (County) (State) (Zip)

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

(If you are currently a student, please see the end of this form.)

E-mail Address: _____ Social Security Number: _____

Date of Birth: _____ Gender: _____ Ethnicity: _____ Marital Status: _____

Occupation: _____ Name of Employer: _____ Work Hours: _____

Highest Level of Education: Some High School High School Graduate Some College Associate Degree
 Bachelors Degree Masters Degree PHD

Do you have a driver's license? Yes No

If yes, state of issue: _____ License Number: _____ Expiration Date: _____

What is the best way to contact you? Call at Home Call at Work Call on Cell Time: _____ Email

How did you hear about BBBS? BBBS Website Media Another Big Other _____

Referral Source _____

Please include with your application:

- \$10.00 application processing fee
- Three references required (see other side of application)
- A copy of your driver's license (if applicable)
- A copy of your current car insurance card (if applicable)

Statement of Understanding

I understand that:

- 1) The references I listed will be contacted by mail, telephone, or email;
- 2) The information I provided may be used to conduct a background check, to include driving records check, criminal background check, and other records where required by local, state, or federal law for volunteers working with youth;
- 3) As per agency policy, the agency is not obligated to give a reason for the decision of not accepting an application; and,
- 4) Other BBBBS agencies or youth organizations where I have worked or volunteered may be contacted;



Big Brothers Big Sisters
of Eastern Missouri

Big Brothers Big Sisters Affiliate Report

Agency Name/Location: _____

Name of Volunteer: _____

Length of Agency Involvement: _____

Please provide the following information about the match:

Was the volunteer matched in a SB or CB match? _____

Did the volunteer relate appropriately to his/her Little? (Please provide specific information, if applicable)

Did the volunteer relate appropriately to BBBS staff and seek assistance when needed?

Would you recommend this volunteer to be re-matched? If so, any specific suggestions on matching him/her with a Little?

Was the volunteer a consistent participant in the program? _____

Any additional comments?

Name of person completing form: _____

Signature: _____



Big Brothers Big Sisters
of Eastern Missouri

VOLUNTEER APPLICATION CARD

Name: _____ Date of Birth: ____/____/____
(First) (Middle) (Last)

Local Address: _____
(Street) (City) (State) (Zip)

Home Phone: (____) _____ Cell Phone: (____) _____ E-mail _____ @ _____

Gender: M or F Ethnicity: _____ Marital Status: S M D Referral Source _____

Reference Information: Friend that you have known for at least 2 years:

Name: _____ Home/Cell Phone: (____) _____

Email: _____ @ _____ How do you know him/her? _____

Friend that you have known for at least 2 years who has also been to your current home:

Name: _____ Home/Cell Phone: (____) _____

Email: _____ @ _____ How do you know him/her? _____

Relative:

Name: _____ Home/Cell Phone: (____) _____

Email: _____ @ _____ How do you know him/her? _____

Statement of Understanding

I understand that:

- 1) *The references I listed will be contacted by mail, telephone, or email;*
- 2) *The information I provided may be used to conduct a background check, to include driving records check, criminal background check, and other records where required by local, state, or federal law for volunteers working with youth;*
- 3) *As per agency policy, the agency is not obligated to give a reason for the decision of not accepting an application; and,*
- 4) *Other BBBBS agencies or youth organizations where I have worked or volunteered may be contacted;*
- 5) *The Big Brothers Big Sisters professional staff may share such information with the other part(ies) where we feel it is in the best interest of the match. While the youth and the volunteer in the potential match are described to each other, no names are used until a match has been agreed to by all persons. Any person in the proposed match has the right to not accept a match upon the information provided.*
- 6) *If I am accepted as a Big Brother/Big Sister, I understand my obligation to meet with my Little Brother/Sister regularly and to inform BBBBS agency staff as to the status of my match relationship every month. I further agree to accept the supervision of the BBBBS staff and discontinue my service if requested to do so by the agency.*

Signature _____ Date _____

Photography Release

Big Brothers Big Sisters of Eastern Missouri provides a variety of activities in which our matches participate. On most occasions photographs of the matches are taken for use in our newsletter, brochures, videos or other media materials in which we tell our story to the public. Upon acceptance into the program, we request your permission to use any photographs in which you may appear.

Signature _____ Date _____



Big Brothers Big Sisters
of Eastern Missouri

Big Brothers Big Sisters Affiliate Report
(Work)

Organization Name/Location: _____

Name of Applicant: _____

Applicant worked with your organization from _____ to _____

What was the applicants title/job description? _____

How long have you personally known the applicant? _____

How well do you know the applicant?

Very Well ____ Well ____ Average ____ Not Well ____

For each of the following, please check the most appropriate response.

Characteristic	Excellent	Above Average	Average	Below Average	Poor
Dependability					
Emotional stability					
Commitment Level					
Ability to relate to authority					

Do you feel the applicant is capable of making a commitment to a child on a consistent basis?

Yes ____ No ____ Please Explain: _____

How would you describe the applicant's strengths and weaknesses in working with children?

Did the applicant relate appropriately to children? (Please provide specific information, if applicable)

Did the applicant relate appropriately to other staff and seek assistance when needed? _____

To the best of your knowledge, has the applicant:

Questions	YES	NO	If yes, please explain
Ever been arrested?			
Ever experienced drug or alcohol related problems?			
Ever been involved in child molestation or a sexual relationship with a minor?			

Has the applicant ever received professional counseling or been treated for emotional/mental concerns?

Yes ____ No ____ If yes, please explain: _____

Would you feel comfortable leaving your child or a child you care about in the applicant's care? _____

Would you feel comfortable letting the applicant drive your child? _____

Please share any concerns you have with this applicant becoming a Big Brother or Big Sister volunteer.

Any additional comments?

Name of person completing form: _____

Title/Position: _____

Signature: _____



Big Brothers Big Sisters
of Eastern Missouri

**Big Brothers Big Sisters Affiliate Report
(Volunteer)**

Organization Name/Location: _____

Name of Applicant: _____

Applicant was a volunteer with your organization from _____ to _____

How long have you personally known the applicant? _____

How well do you know the applicant?

Very Well ____ Well ____ Average ____ Not Well ____

For each of the following, please check the most appropriate response.

Characteristic	Excellent	Above Average	Average	Below Average	Poor
Dependability					
Emotional stability					
Commitment Level					
Ability to relate to authority					

Do you feel the applicant is capable of making a commitment to a child on a consistent basis?

Yes ____ No ____ Please Explain: _____

How would you describe the applicant's strengths and weaknesses in working with children?

Did the applicant relate appropriately to children? (Please provide specific information, if applicable)

Did the applicant relate appropriately to staff and other volunteers and seek assistance when needed? _____

To the best of your knowledge, has the applicant:

Questions	YES	NO	If yes, please explain
Ever been arrested?			
Ever experienced drug or alcohol related problems?			
Ever been involved in child molestation or a sexual relationship with a minor?			

Has the applicant ever received professional counseling or been treated for emotional/mental concerns?

Yes ___ No ___ If yes, please explain: _____

Would you feel comfortable leaving your child or a child you care about in the applicant's care? _____

Would you feel comfortable letting the applicant drive your child? _____

Please share any concerns you have with this applicant becoming a Big Brother or Big Sister volunteer.

Any additional comments?

Name of person completing form: _____

Title/Position: _____

Signature: _____



Big Brothers Big Sisters
of Eastern Missouri

Firearm Policy of Big Brothers Big Sisters of Eastern Missouri:

Any volunteer who owns a firearm or has a firearm in his/her home or other environment must agree to the following conditions:

- Inform the agency of ownership or presence;
- Volunteer to sign form that states he/she understands that firearm must be inaccessible to child at all times; unless the volunteer is legally required to carry a firearm for their vocation, at which time the Parent/Guardian must be notified.
- Agency will provide volunteer with gun safety information;
- Understand the agency will disclose to parent/guardian ownership or presence of firearm;
- Understand that at any time they are in the presence of a client, a concealed weapon is strictly prohibited;
- Professional staff is always to conduct a home visit if they deem necessary;
- Obtain parental permission before engaging in any activity dealing with firearms (hunting, target practice, skeet shooting, etc.) or any other potentially dangerous weapon (bow and arrow.)

I, _____ understand the Firearm Policy of Big Brothers Big Sisters of Eastern Missouri & do hereby declare that I will take full responsibility in assuring that firearms are always kept inaccessible to my Little & acknowledge that I have been given the gun safety information.

Volunteer Signature _____ Date _____



Hunting and Firearm Safety

Some teams, depending on the age of your Little, may be interested in going hunting together. Below are important considerations that must be followed, if you desire to engage in this type of activity!

Hunting Safety Tips

The following steps should be taken before engaging in any activity dealing with a firearm, which includes but is not limited to: skeet shooting, gun, or bow hunting, and target practice.

Discuss the possibility of this activity with the parent FIRST! Their approval must be given before you participate in any activity dealing with firearms.

1. Before engaging in the activity, talk to your Little about the outing and ensure they are of the appropriate maturity to participate in the activity.
2. Let your Relationship Specialist know of your intention before the activity.
3. Be sure to have up-to-date documentation, when required by state law (hunting license, tags, etc.)
4. Ensure the gun that you are using is not loaded and any dressing knives are packed away when traveling to the location of your activity. Always make sure the firearm is unloaded while not in use.
5. Make sure your Little is comfortable with the activity, even after you have started.

Other Firearm Reminders

1. Please inform the agency if you own or have a firearm in your household at any time.
2. The Agency will disclose to the Parent/Guardian ownership or presence of a firearm.
3. Firearms and ammunition must be inaccessible to a child at all times.
4. Please observe the following storage safety tips:
 1. Every firearm should be stored UNLOADED.
 2. Children are naturally curious and can stumble upon a number of things in a household, including items that are well-hidden. Consider a safe storage device, such as a cable lock for trigger guard area, a trigger lock, or a handgun/free-standing safe.
5. We ask Bigs not to carry a concealed weapon while with their Little.



Amachi: Mentoring Children of Prisoners Is this Program Right for Me?

What is Amachi?

- Amachi is a West African word that means "who knows but what God has brought us through this child".
- Amachi is a Big Brothers Big Sisters program that matches children that have an incarcerated parent with a caring and supportive mentor from the community.

Who are the children?

- Approximately two million children between the ages of five and eighteen have a parent in prison.
- One or both parents of approximately 13,000 children in the city of St. Louis and St. Louis County are in prison.
- Although most are fathers (93%), the number of mothers in prison has risen in the past decade.

What makes Amachi children different from other children with a Big Brother or Big Sister?

- Because these children may have been let down by adults in the past, it may take longer for them to open up and trust a new adult in their life.
- Children of incarcerated parents are at an increased risk for psychological and behavioral difficulties such as low self-esteem, anger, depression, or disruptive behaviors at home and/or school.
- Children with a parent in prison often experience feelings of abandonment, loneliness, shame, guilt, and grief.

What do most children of prisoners need in their lives?

- Consistent caring adults who understand that, in general, children love their parents, even when they have committed a crime
- A chance to express their feelings and learn to cope with them
- Opportunities to participate in fun activities

What is the volunteer's role in the life of a child?

- Across the board, a Big's role is to be a friend and positive role model.
- A volunteer always puts the safety and well-being of the child first.
- A Big is not a parent, financial support, taxi service, babysitter, peer, or therapist.

What characteristics should a volunteer have to mentor a child with an incarcerated parent?

- Flexibility
- Patience
- Open-Mindedness
- Empathy
- Dedication
- Consistent

How does BBBS support Amachi volunteers?

- Each volunteer will be assigned a Match Support Specialist (MSS) to discuss their match relationship, address questions and concerns, and to provide feedback and advice.
- MSS will be in contact with family and volunteer on a monthly basis.

How does a volunteer set limits and boundaries?

- A Big Brother or Big Sister is not a disciplinarian. Therefore, a Big is prohibited from using corporal punishment when with their Little.
- Use redirection and positive reinforcement. Be sure to give lots of praise for good behaviors.
- Stay in communication with the Little's parent/guardian and MSS regarding child's needs.
- A MSS is available to guide the volunteer as they set limits and boundaries.

What positive impact can a mentor have on a child?

- Children with a mentors through Big Brothers Big Sisters are
 - 52% less likely to skip school
 - 27% less likely to begin using alcohol
 - 46% less likely to begin using narcotics
 - More confident in their schoolwork
 - Less likely to resort to violence to solve problems



Big Brothers Big Sisters
of Eastern Missouri

501 N. Grand Blvd., Ste. 100
St. Louis, MO 63103
(314) 361-5900 Fax (314) 361-4484

VOLUNTEER PERMISSION TO RELEASE INFORMATION

Authorization for Release of Confidential Information for Big Brothers Big Sisters of Eastern Missouri

I understand it will be necessary for Big Brothers Big Sisters of Eastern Missouri to investigate my background, including character references provided by me. I hereby give my consent for this information exchange and authorize such references to release any information requested by Big Brothers Big Sisters of Eastern Missouri.

I further understand and authorize such agencies, which may include employers, courts (juvenile and adult), police, social services, hospitals (medical/psychiatric records), and/or any other agencies or person with whom I have had contact, to release such information requested.

I understand this information will be treated as confidential within the policies prescribed by Big Brothers Big Sisters of Eastern Missouri.

Name of Applicant (please print) _____

Signature of Applicant _____

Signature of Applicant's Parent/Guardian (If under the age of 18) _____

Social Security Number _____ Date _____

Name of Practitioner/Counselor _____

Address of Practitioner/Counselor _____

Phone Number of Practitioner/Counselor _____



Big Brothers Big Sisters
of Eastern Missouri

VOLUNTEER SIGNED STATEMENT

I received and will read:

- Big Brothers Big Sisters Confidentiality Policy*
- Big Brothers Big Sisters Communicable Disease Policy*
- Big Brothers Big Sisters Training Packet*

Volunteer Signature: _____

Date: _____

“Little Moments. Big Magic.”



Big Brothers Big Sisters
of Eastern Missouri

POLICY: COMMUNICABLE DISEASE
Approved On: 08/26/1993
Effective On: 09/09/1993
Revised On: 02/19/2009-changed to include "Vice President of Program" in lieu of President/CEO in regards to making match status decisions.
Program Application: All Programs

It is the policy of Big Brothers Big Sisters of Eastern Missouri to provide services to children who have communicable diseases provided that (1) the child otherwise meets the exiting admission criteria of the agency, (2) the nature of the disease does not pose a genuine threat to the volunteer, and (3) the match between the volunteer and the child does not contemplate activities which might worsen the child's condition.

It is the policy of Big Brothers Big Sisters of Eastern Missouri not to discriminate in the selection of volunteers or in the hiring of employees who have communicable diseases provided that the nature of the disease does not pose a genuine threat to the health of the child being served or to the other workers in the office environment.

It is the policy of Big Brothers Big Sisters of Eastern Missouri that all matters concerning an individual's communicable disease are to be kept strictly confidential. However, it is also the belief of Big Brothers Big Sisters of Eastern Missouri that the parent, child, and volunteer involved in a particular match be entitled to know that either the child or the volunteer has a communicable disease and that the match or the continuation of the match is purely voluntary.

Definition

Communicable diseases are diseases, which are capable of being transmitted to other individuals in various ways. Big Brothers Big Sisters of Eastern Missouri recognizes that some communicable diseases have a much greater significance because of the severity, chronicity, or curability of the disease. It is not contemplated that communicable diseases that are self-limited and of minor medical significance be included in this policy. Should any individual covered by this policy have any questions as to whether a particular communicable disease is included herein, he/she must seek advice from the Vice President of Program or President/CEO whose judgment on the matter shall be final. For the purpose of this policy, the term communicable disease will refer to those illnesses of major significance or defined above.

Public Information

Only the designated agency spokesperson for public information, the President/CEO, and any attorney employed by the agency, shall be entitled to speak on behalf of the agency to the media or to any third party not directly involved in release of information regarding the agency's Communicable Disease Policy or any incident involving this policy. The agency, its employees, the designated spokesperson, the volunteers, parents, and children in the program, and any member of the Board of Directors who learns that a child or volunteer in the program or an employee has a communicable disease shall not disclose or be compelled to disclose any information concerning the same, including the identity of the individual so infected except in accordance with the notification procedures outlined herein.

Procedure in the Event that a Child or Volunteer in the Program Becomes Infected With a Communicable Disease

Should a child or volunteer in the program be diagnosed as having a communicable disease it shall be the obligation of the parent or the volunteer to notify the agency immediately. Upon receiving notification, the Vice President of Program shall temporarily suspend the match and participation by the infected party from agency activities. In order to continue participation in the program, the agency shall require that a treating physician's statement be obtained.

Communicable Disease Policy Summary

Below are a few highlights from the Communicable Disease Policy; however, we do still ask that you please read the ENTIRE policy.

- **Big Brothers Big Sisters does accept children and volunteers if their Communicable Disease will not harm anyone else, and the child or volunteer meets other requirements.**
- **A Communicable disease is an illness, disease, or sickness that can be passed to another person. Some examples are:**
 - **Meningitis**
 - **Mononucleosis or Mono**
 - **HIV/AIDS**
 - **Measles, Chicken Pox, Mumps**
- **The agency does not tell anyone if a person has a communicable disease, unless the child or volunteer is matched and it is necessary for the other party to be checked out after being exposed.**

If a child or volunteer develops a Communicable Disease while matched to a Big or Little, they should call Big Brothers Big Sisters immediately. The following steps are taken:

- **The match will be placed on hold**
- **Big Brothers Big Sisters will call the Big or Little and let them know about the illness**
- **The person with the illness will get a doctor's note saying the illness is gone or is not contagious through common contact.**
- **The match will be taken off hold, if all parties want to continue the match**

Upon receipt of the statement, the Vice President of Program shall implement any changes in the child's prospective or existing match with a volunteer which are necessitated or suggested by the physician's statement.

In all cases, the parent and the volunteer will be informed that in order for the match to be made or to continue, it will be necessary to notify the non-infected partner in the match and the parent, if applicable, of the infection with a communicable diseases. The infected volunteer, the parent of an infected child, and the child, as the case may be, shall be required to sign a Consent to Release Information form supplied by the agency to the non-infected partner. If the Consent form is not signed, the match will be terminated, and the infected partner will no longer be allowed to participate in the program. If the Consent form is signed, then the Vice President of Program shall inform the non-infected partner of the infection, and the other pertinent information from the physician's statement.

The non-infected partner may then elect to terminate or to continue the match. In the latter event, the non-infected partner or parent, as the case may be, shall be required to execute an acknowledgment that he/she is aware of the communicable disease, has reviewed the physician's statement, but nevertheless, desires to be matched or to continue an existing match with an infected partner.

The acknowledgment will also contain an agreement by the volunteer, parent, and child, as the case may, to maintain strict confidentiality as to the existence of the communicable disease.

Depending upon the length of time for review prescribed by the physician's statement, the situation may be updated periodically. For each new physician's statement, the procedure for obtaining consent, notification, and acknowledgment will begin a new.

Procedure in the Event that an Employee Becomes Infected with a Communicable Disease

Should an employee of the agency become infected with a communicable disease, it shall be the responsibility of the employee to notify Big Brothers Big Sisters of Eastern Missouri as soon as practicable. It shall be the further responsibility of the employee to immediately obtain a physician's statement including:

- *diagnosis of the condition,
- *a description of the method of transmission of the disease and recommended precautions which should be taken to prevent transmission,
- *restrictions on activity, if any
- *the length of time the statement will continue in effect.

Should the employee elect not to or fail to obtain a physician's statement within 10 days, he/she shall submit to an examination by a physician of the agency's choice in order that said physician may provide a statement including the information enumerated above.

Upon notice of the condition and again upon receipt of the physician's statement, the President/CEO shall implement any changes in the employee's status or work assignment which he/she determines in his/her sole discretion to be warranted under the circumstances. Changes in status or work assignment as a result of an employee's communicable disease shall be based only on the employee's ability to perform his/her duties and in accordance with the Center for Disease Control recommendations designed to protect the health of all agency personnel.

No employee may refuse to work with or to withhold his/her services from individuals with a communicable disease who do not, according to the physician's statement pose a genuine threat to the health and safety of others. Any employee who so refuses to work or withholds services is subject to discipline by the President/CEO.

At the time of orientation to the agency's program, the parent, child, volunteer, and prospective employee will be informed as to the agency's Communicable Disease Policy and each individual's responsibility and rights there under.



Big Brothers Big Sisters
of Eastern Missouri

POLICY: CONFIDENTIALITY POLICY

Approved On: 6/17/1993

Effective On: 7/1/1993

Revised On:

1/20/2005 - change to include "as well as disclosure of ownership or presence of a firearm;" change to replace "case management" with "match support;" delete "in the case of home-based supervision, the President/CEO has the right to approve the removal of match supervision books up to a 10 day period with only the last four contacts with the match contained in the books," as electronic support notes are now utilized; replace "burning" with "professional shredding" of closed files

2/21/08- change to include "if the alleged offender is a Big Brother or Big Sister and it is determined they have an open case;" change to include "(if Children's Division finds that the allegations are untrue);" change to include or making a mandated report;" change from "All case files, both active and closed, shall be kept in locked file cabinets or locked offices." to: "All case files (active, closed, and in process) shall be kept in locked file cabinets or locked offices.;" change to include "active match or participant;" change to include "and the files should only be transported in a lock box.;" change to include "unless granted permission by the Vice President of Program, within the guidelines of section two.;" changed from: "Closed records for clients will be kept by the agency until the child reaches the age of 22 years. Closed records for volunteer will be kept for a minimum of 7 years. At the end of 7 years, or a child reaching 22 years of age, basic demographic information will be transferred from each file to a database for permanent keeping by the agency. The file may then be destroyed by professional shredding" to "Closed (hard copy) records for clients will be kept by the agency for 10 years or until the child reaches 25 years of age, whichever happens first. The destruction of the accompanying hard copy volunteer file will follow the client's file. If a volunteer or client would re-activate their status, all contents of the file will be retained in future matching. Unmatched, closed client and volunteer records will be kept for 10 years. Basic demographic information will be transferred from each file to a database for permanent keeping by the agency. The file may then be destroyed by professional shredding.

3/19/09-Added the entire section entitled "Definition of Confidentiality" and re-ordered the previous policy information to allow for clearer comprehension. The following information was added into the new section: **Definition of Confidential Information**

Confidential information of Big Brothers Big Sisters of Eastern Missouri refers to three main areas of the agency's customers, both internal and external. It is the responsibility of staff and board of Big Brothers Big Sisters of Eastern Missouri to make all reasonable efforts to uphold this policy. Each customer has information that is unique to their sub-group and is explained below:

1. **Donors:** Financial account information and contact information of donors is confidential information that should not be shared externally, unless released by the donor. The donor's name would only be confidential if it is requested to be anonymous by the donor.
2. **Staff:** Information that would be found in an employee's personnel file is confidential, including but not limited to: salary, evaluations, 401K and other benefit information, and background checks connected to the name of the staff member.
3. **Program Participants:** Information that would be found in a client's match file (physical or electronic) and the client's contact information is confidential information that should not be shared externally, unless released by the client and/or parent/guardian. The client's full name would only be confidential if it is requested to be kept confidential by the client and/or parent/guardian.
4. **Volunteers:** The volunteer's name is not confidential. Information that would be found in a volunteer's match file (physical or electronic) is confidential unless released by the volunteer, including but not limited to: background checks, social security number, professional enrollment documents and match support notes.

Program Application: All Programs

It is the policy of Big Brothers Big Sisters of Eastern Missouri that the following procedures apply to the acquisition, maintenance and dissemination of confidential records.

1. Confidentiality
 - A. Definition of Confidential Information
 - B. Violations of Confidentiality Policy
2. Limits on Confidential Information
 - A. Release of Information:
 - I. Releasing Confidential Information
 1. Outside Organizations
 2. Publications/Promotional Materials
 3. Pre-Matching Conversations
 - II. Requesting a Release of Confidential Information From Other Agencies
 - III. Releasing Information when a child or volunteer may be at risk
 - B. Access to Confidential Records
 - I. Client and Volunteer Access to their Own Records
 - II. Board Access to Client and Volunteer Records
 - III. Law Enforcement Access to Client and Volunteer Records
 - C. Safe Keeping of Confidential Records

3. Litigation

1. Confidentiality

A. Definition of Confidential Information

Confidential information of Big Brothers Big Sisters of Eastern Missouri refers to three main areas of the agency's customers, both internal and external. It is the responsibility of staff and board of Big Brothers Big Sisters of Eastern Missouri to make all reasonable efforts to uphold this policy. Each customer has information that is unique to their sub-group and is explained below:

1. **Donors:** Financial account information and contact information of donors is confidential information that should not be shared externally, unless released by the donor. The donor's name would only be confidential if it is requested to be anonymous by the donor.
2. **Staff:** Information that would be found in an employee's personnel file is confidential, including but not limited to: salary, evaluations, 401K and other benefit information, and background checks connected to the name of the staff member.
3. **Program Participants:** Information that would be found in a client's match file (physical or electronic) and the client's contact information is confidential information that should not be shared externally, unless released by the client and/or parent/guardian. The client's full name would only be confidential if it is requested to be kept confidential by the client and/or parent/guardian.
4. **Volunteers:** The volunteer's name is not confidential. Information that would be found in a volunteer's match file (physical or electronic) is confidential unless released by the volunteer, including but not limited to: background checks, social security number, professional enrollment documents and match support notes.

B. Violations of Confidentiality

A known violation of the agency policy on confidentiality by a staff member may result in disciplinary action. Depending on the seriousness of the violation, the action may be a written warning, suspension without pay, or termination. At the time of employment, all new employees shall be required to review the agency's policy in full and agree to comply with its terms. In the event a violation of confidentiality occurs, the following protocol shall be followed:

1. The employee shall be notified in writing by his/her supervisor of the suspected violation.
2. The employee shall respond in writing with an explanation of the situation.
3. A meeting between the employee and supervisor and President/CEO shall be scheduled to discuss the incident.
4. The employee shall be notified in writing of the appropriate disciplinary action, if any, to be taken. A copy of this information shall be placed in the personnel file of the employee.

2. Availability of Confidential Information

A. Release of Information

I. Releasing Confidential Information

1. Outside Organizations

Information from client or volunteer records may be shared with the individuals or organizations specified below and under the following conditions:

1. Information will be released to other individuals or organizations only upon presentation of an authorized "Consent to Release Information" form appropriately signed by the client or volunteer.

In the event the above conditions are not met, the protocol below will be followed:

- A. Many organizations not connected to Big Brothers Big Sisters of Eastern Missouri allow open access to their records. Therefore, duplicates of Big Brothers Big Sisters client or volunteer records are never to be sent to other organizations, since disclosure could result if the receiving agency has an open access policy. The worker should discuss the request with his/her supervisor. In the event that a request for information from another organization is stated in general terms, clarification regarding the specific information being requested and the intended purpose is necessary. A summary of information appropriate to the request should then be determined. It is essential that this summary remains true to the facts.
- B. A copy of the information summary sent to the agency should be placed in the client or volunteer file along with the signed Consent to Release Information form.

2. Publications/Promotional Materials

Identifying information (including photographs, videos, etc.) regarding clients and volunteers may be used in agency publications or promotional materials if the client or volunteer has given permission. The following protocol will be followed:

- A. Clients and volunteers will be asked to sign a form authorizing permission for photos and/or their name to be printed in the agency newsletter or promotional materials. The form should indicate that no personal data other than the information specified will be printed.
- B. Representatives of the requesting organization will be given a copy of the agency policies on confidentiality.
- C. After reading the policy, individuals will be asked to sign a statement agreeing to comply with the agency policies and agreeing to use the information only for purposes stated in the approval action of the Board of Directors.
- D. A copy of the statement will be placed in the administrative file of the organization.

3. Pre-Matching Conversations

At the time a child or volunteer is considered as a match candidate, information is shared between the prospective match parties. However, the identity of the prospective match mate shall not be revealed at this stage. Names and addresses are shared with match mates only after the involved parties agree to the match. Each party shall have the right to refuse the proposed match based on the anonymous information provided. The information to be shared may include:

- A. Volunteer – age, sex, race, religion, interests, hobbies, marriage and family status, sexual preference, living situation, reasons for applying to the program and a summary of why the individual was chosen for the particular match. Results of the Criminal Record Check and Child Abuse Neglect Screening form will also be shared, as well as disclosure of ownership or presence of a firearm.
- B. Child – age, sex, race, religion, interests, hobbies, family situation, living situation, a summary of the client needs assessment and expectations for match participation.

II. Requesting Confidential Information From Other Agencies

A client's or volunteer's right to privacy shall be respected by the agency. Requests for confidential information from other organizations shall be accompanied by an authorized Consent to Release Information form signed by the client or volunteer.

When confidential information is requested from another organization, the following protocol shall be followed:

1. An authorized Consent to Release Information form signed by the client or volunteer shall accompany each request for information.
2. A copy of the signed release is placed in the permanent file of the client or volunteer along with a copy of the letter requesting information.

III. Releasing Information when a Child or Volunteer may be at Risk

Missouri State law mandates that suspected child abuse be reported to the appropriate authorities, which is the Missouri Division of Family Services. The hot line number is 1-800-392-3738. In the event that child abuse is suspected, the following protocol will be followed:

- A. The agency worker has a duty to report suspected abuse to the appropriate state agency in the manner prescribed by state law. The agency shall maintain a copy of the state law related to reporting suspected child abuse in its file. The agency President/CEO and the worker's supervisor will be notified prior to or at the time of the report. Care shall be taken to protect the privacy of the client and volunteer to the extent consistent with reporting requirements. The agency's primary concern shall be the protection of the best interests of the child.
- B. If the alleged offender is a Big Brother, Big Sister, Board or staff member, the President/CEO, Board Chairman and Legal Counsel shall be notified immediately. In addition, notification of the agency's insurance carrier should be considered in consultation with legal counsel.
- C. Big Brothers Big Sisters of America shall be notified of incidents of child sexual abuse involving a program participant, whether a volunteer or a child. Information necessary to comply with their reporting requirements shall be maintained. The confidentiality of any such information is guaranteed by Big Brothers Big Sisters of America and shall be shared only with appropriate professional staff and designated legal counsel.
- D. If the alleged offender is an active Big Brother or Big Sister, the match shall be suspended immediately.
- E. The President/CEO shall ask the designated state agency to report back to the agency as to whether or not abuse was indicated by their investigation.
- F. The Big Brothers Big Sisters agency will cooperate with the official investigative process.
- G. If the state agency does not report back to the Big Brothers Big Sisters agency after a reasonable amount of time, the agency should reinitiate contact with the state agency.
- H. If legal action is taken against an alleged offender who is a Big Brother or Big Sister, If the alleged offender is a Big Brother or Big Sister and it is determined they have an open case his or her match shall be terminated immediately, and the Board of Directors should be notified and referred to the Crisis Management Manual.
- I. If no legal action (if Children's Division finds that the allegations are untrue) results, the President/CEO or Vice President of Program shall recommend to the Executive Committee further action, which is in the best interest of the child. The Executive Committee shall make a decision and inform the Board of such decision to maintain the confidentiality of the client and/or volunteer.
- J. All steps shall be documented in the case file.

If agency worker receives information indicating that a client or volunteer may be dangerous to himself or herself or to others, necessary steps shall be taken to protect the appropriate party. This may include a medical referral, a report to the local law enforcement authorities, or making a mandated report. If the above circumstances occur the protocol below shall be followed:

- A. The situation shall be discussed with the worker's supervisor and/or President/CEO.
- B. Appropriate referral to protect the threatened individual shall be determined and action taken where there is reasonable belief to think that such threat exists and that intervention is warranted.
- C. All steps shall be documented in the individual's case file.
- D. If the threat involves a potential danger to a volunteer by a client or client's family, than the volunteer and members of the household will be notified.
- E.

B. Access to Confidential Records

I. Client and Volunteer Access to their own Records

In order for Big Brothers Big Sisters of Eastern Missouri to provide a responsible and professional service to clients it is necessary for volunteers, clients, and parents or guardians of clients to be asked to divulge extensive personal information about themselves and their families. The agency respects the confidentiality of client and volunteer records and, with the exception of the situations listed below, shares information about clients and volunteers only among the agency professional staff, including the Board of Directors. The right to confidentiality applies not only to written records, but also to video film, pictures and use of client or volunteer's name in agency publications. All records are considered the property of the agency and not the agency workers, clients, or volunteers themselves. In order to provide a service which is in the best interest of the children served by the program, information from outside sources, including confidential references, must be assessed along with information gained from the clients or volunteers themselves. Records are, therefore, not available for review by the client or volunteers. Clients and volunteers should be provided, at the time of orientation, a copy of this statement on confidentiality along with the exceptions which define the limits of confidentiality. A client or volunteer shall sign a statement that he/she has read and understands the agency policy on confidentiality and agrees to program participation under the guidelines set forth.

II. Board Access to Client and Volunteer Records

Members of the Board of Directors have access to any volunteer or client files only upon authorization by formal motion of the Board of Directors. The motion shall identify the person(s) to be authorized to review such records, the specific purpose for such review and the period of time during which access shall be granted. Members shall be required to comply with the agency policies on confidentiality and may use the information only for purposes stated by the approved action of the Board of Directors. Known violations shall be reported to the Board Chairman. A violation of the agency's confidentiality policy by a Board Member shall constitute adequate cause for removal from the office. Members of the Board of Directors permitted access to client records are required to adhere to the following protocol:

- A. The request to review client records must be presented to the Board of Directors and approved by formal motion.
- B. Representatives of the Board of Directors authorized to have access to records will be given a copy of the agency policies on confidentiality.
- C. After reading the policy, individuals shall sign a statement agreeing to comply with the agency policies and agreeing to use the information only for purpose(s) stated in the approval action of the Board of Directors.
- D. A copy of the statement will be placed in the administrative file of the organization.

III. Law Enforcement Access to Client and Volunteer Records

Information will only be provided to law enforcement officials or the courts pursuant to a valid and enforceable subpoena. In the event a worker is served a subpoena, the following protocol shall be followed:

- A. The President/CEO, Board Chairman, Legal Counsel and worker's supervisor must be consulted and provided information related to the issue that has resulted in the subpoena.
- B. Legal counsel for the agency shall be notified and provided information related to the issue, which has resulted in the subpoena.
- C. A meeting of the above named parties and the agency worker who has been served with the subpoena shall be promptly held. During the meeting the participants shall review the circumstances of the subpoena and agency records. Appropriate staff members shall be briefed if a court appearance is mandated.
- D. Based upon this meeting and advice of counsel, the agency shall decide whether to comply with the subpoena or to attempt to quash it.

C. Safe Keeping of Confidential Records

The President/CEO is considered the custodian of confidential records. It is his/her responsibility to supervise the management of confidential information in order to ensure safekeeping, accuracy, and compliance with Board policy and accountability. The management of confidential information shall be conducted by the agency in accordance with following protocol:

1. All case files (active, closed, and in process) shall be kept in locked file cabinets or locked offices.
2. No active match or participant files shall be removed from the office premises without prior approval of the President/CEO or designated representative, who shall grant such permission only when doing so would not be inconsistent with the agency confidentiality policy. A record shall be kept of the removal of any such file and the files should *only be transported in a lock box*.
3. Workers may keep working notes in a notebook for purposes of supervision of matches and related matters. These notes are treated as confidential at all times. Such notes shall be transferred to the appropriate permanent file on a regular basis.
4. Workers may keep working notes to aid other phases of match support as well. These notes are not a part of the permanent file. Nevertheless, they are considered confidential and when summarized shall become a part of the permanent record. Once they have become a part of the permanent record, these notes shall be destroyed.
5. If a special circumstance necessitates the removal of an agency file from the office, this action should be approved by the President/CEO or a designated representative, and a record shall be kept of the file(s) removed. A file shall not be removed for a period longer than 72 hours, unless granted permission by the Vice President of Program, within the guidelines of section two.
6. Closed (hard copy) records for clients will be kept by the agency for 10 years or until the child reaches 25 years of age, whichever happens first. The destruction of the accompanying hard copy volunteer file will follow the client's file. If a volunteer or client would re-activate their status, all contents of the file will be retained in future matching. Unmatched, closed client and volunteer records will be kept for 10 years. Basic demographic information will be transferred from each file to a database for permanent keeping by the agency. The file may then be destroyed by professional shredding.

3. **Litigation**

Information shall be provided to an agency's legal counsel in the event of litigation or potential litigation involving the agency. Such information is considered privileged information, and its confidentiality is protected by law. Should litigation involve Board, staff, clients, volunteer, parents, or the agency, the following protocol will be followed:

- A. The Board Chairman and legal counsel will be notified.
- B. A meeting of the Board Chairman, legal counsel, President/CEO and other appropriate parties shall be scheduled.
- C. The President/CEO shall provide information pertinent to the discussion of the (potential) litigation to legal counsel.

The Board Chairman shall call an Executive Committee meeting or an Emergency Board meeting if emergency action needs to be considered prior to the regular Board meeting.

NAME: _____

To help us get to know you better, on a scale of 1-5, please note your level of discomfort with the following scenarios. There are no right or wrong answers. Please be honest and indicate what you are comfortable with in a potential team.

(1-not at all bothered; 2-somewhat bothered; 3-bothered; 4-highly bothered; 5-unacceptable)

	1	2	3	4	5
A child who is very talkative					
A child who stays home from school to babysit younger siblings					
An individual who wears revealing clothing (pants below the waist)					
Someone who doesn't prioritize a clean/organized household					
A child who strives to become a professional athlete					
An individual who uses profanity in front of their own children					
An individual who relies on food stamps, Medicaid and child support to survive					
A child that doesn't always have clean clothing to wear					
Someone who has tattoos or piercings on their face and neck					
A 9-year-old child who cannot read					
A teenager who would rather spend time with friends than do homework					
A child who prefers outdoor activities					
Young children being left unsupervised while the parent(s) go to work					
A teenager who doesn't want to go to college					
A child who likes to decide what they want to do next					
A child who tells their parent to "shut up"					
A parent who gives their child(ren) everything they ask for					
Adults smoking and drinking in front of young children					
A parent who encourages their child to fight back when confronted at school					



Big Brothers Big Sisters
of Eastern Missouri

INSURANCE COVERAGE SIGNED STATEMENT

I, _____, verify that the submitted insurance card covers myself as a driver. I further agree to only drive my little in the car that is covered by the submitted insurance card.

I must also carry auto insurance at ALL times on the car that I will be using to transport my Little and understand that if for some reason I do not, then my match may be suspended or closed due to this.

Volunteer Signature: _____

Date: _____

“Little Moments. Big Magic.”



VOLUNTEER PRE-INTERVIEW QUESTIONNAIRE

Prior to your in-person interview, we would like you to answer the questions below. The information you give will also help us make a better match for you and assure we can support you during your involvement with our programs.

Name: _____ Date: _____

1. Do you have any pets? Yes No

If so, how many? What kind? _____

2. Do you (or does anyone) have any guns or ammunition in your house? Yes No

If so, what kind? _____ How many? _____

Where are they kept? _____

3. Do you anticipate any significant life changes over the next year or have you had any in the past year? Yes No

If yes, please explain. _____

4. How long have you lived in Eastern Missouri? _____

5. Please list additional states you have lived in. _____

6. Are you currently a student? Yes No

Name of school _____

If yes, what activities are you involved in? _____

When do they take place? Fall Winter Spring

Days/times? _____

7. Please list the times you are available on each day of the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 FAMILY CARE SAFETY REGISTRY
WORKER REGISTRATION

FCSR USE ONLY

PLEASE TYPE OR PRINT CLEARLY

SECTION A: WORKER TYPE (CHECK ONE BOX ONLY)

- CHILD CARE WORKER (\$9.00) PERSONAL CARE WORKER(\$9.00) VOLUNTARY REGISTRANT (\$9.00)
 ELDER CARE WORKER (\$9.00) RECIPIENT OF STATE OR FEDERAL FUNDS (\$9.00) FOSTER PARENT (NO FEE)

SECTION B: IDENTIFYING DATA FOR BACKGROUND SCREENING

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME
-----------	------------	-------------	-------------

PRIOR NAMES USED

SOCIAL SECURITY NUMBER (ATTACH COPY OF SOCIAL SECURITY CARD)	DATE OF BIRTH	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	TELEPHONE NO. (optional) ()
--	---------------	--	--------------------------------------

MAILING ADDRESS

STREET ADDRESS OR POST OFFICE BOX	CITY	STATE	ZIP CODE	COUNTY
-----------------------------------	------	-------	----------	--------

HOME ADDRESS (if different than mailing address)

STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTY
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SECTION C: CURRENT EMPLOYER INFORMATION (IF APPLICABLE)

EMPLOYER NAME Big Brothers Big Sisters of Eastern Mo	CONTACT PERSON Linda Maynard	PHONE NUMBER (314)
ADDRESS 4625 Lindell Blvd. Ste. 501	CITY St. Louis	STATE ZIP CODE MO 63108

SECTION D: AUTHORIZATION TO RELEASE BACKGROUND SCREENING INFORMATION

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant my permission for the Missouri Department of Health and Senior Services (DHSS) to obtain any and all background information authorized by law to process this request. Furthermore, I authorize the Missouri Department of Health and Senior Services to release the fact that I am a registrant in the Family Care Safety Registry (FCSR) and any related background information to the requestor of the FCSR for employment purposes only, as provided in §210.921, subsection 1, subdivisions (1) and (2), RSMo. For purposes of the FCSR, "employment purposes" includes direct employer/employee relationships, prospective employer/employee relationships, and screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child care, elder care or personal care setting. I understand that if I dispute the information contained in the FCSR I have the right to appeal the accuracy in the transfer of information to the FCSR within thirty (30) days of receiving the results of the background screening determination.

NOTICE: The FCSR may choose to deposit the check enclosed electronically as an ACH debit entry to your designated bank account. I understand that my signature below authorizes my Financial Institution to deduct this payment from my account. In the event that DHSS or its subcontractor, is unable to secure funds from your account or you provide insufficient or inaccurate information regarding your account, your obligation to the DHSS will remain unpaid and further collection action may be taken by the DHSS or its subcontractor, including, but not limited to, returned check fees.

SIGNATURE OF APPLICANT (REQUIRED IN INK)	DATE
--	------

IMPORTANT

- Individuals are required to register one time only.
- Contact 1-866-422-6872 (toll-free) if you have questions on how to complete this form
- Read back of form for instructions and information on registrant notification and appeal rights
- Send completed registration form, copy of Social Security card and required fee to:

Missouri Department of Health and Senior Services
 Attn: Fee Receipts
 P.O. Box 570
 Jefferson City, MO 65102



Big Brothers Big Sisters of Eastern Missouri

Signature Form

Home Phone: () _____ Work Phone: () _____ Cell Phone: () _____

Social Security Number: _____ Marital Status: _____

Occupation: _____ Name of Employer: _____ Work Hours: _____

Highest Level of Education: Some High School High School Graduate Some College Associate Degree
 Bachelors Degree Masters Degree PHD

What is the best way to contact you? Call at Home Call at Work Call on Cell Time: _____ Email

How did you hear about BBBS? BBBS Website Media Another Big Other _____

Referral Source _____

Statement of Understanding

I understand that:

- 1) The references I listed will be contacted by mail, telephone, or email;
- 2) The information I provided may be used to conduct a background check, to include driving records check, criminal background check, and other records where required by local, state, or federal law for volunteers working with youth;
- 3) As per agency policy, the agency is not obligated to give a reason for the decision of not accepting an application; and,
- 4) Other BBBS agencies or youth organizations where I have worked or volunteered may be contacted;
- 5) The Big Brothers Big Sisters professional staff may share such information with the other party (ies) where we feel it is in the best interest of the match. While the youth and the volunteer in the potential match are described to each other, no names are used until a match has been agreed to by all persons. Any person in the proposed match has the right to not accept a match upon the information provided.
- 6) If I am accepted as a Big Brother/Big Sister, I understand my obligation to meet with my Little Brother/Sister regularly and to inform BBBS agency staff as to the status of my match relationship every month. I further agree to accept the supervision of the BBBS staff and discontinue my service if requested to do so by the agency.

Signature _____ Date _____

Photography Release

Big Brothers Big Sisters of Eastern Missouri provides a variety of activities in which our matches participate. On most occasions photographs of the matches are taken for use in our newsletter, brochures, videos or other media materials in which we tell our story to the public. Upon acceptance into the program, we request your permission to use any photographs in which you may appear.

Signature _____ Date _____

ATTACHMENT

Exhibit E – Method of Performance

Question #5:

“Signed MOU with the Missouri Department of Corrections”



Big Brothers Big Sisters
of Eastern Missouri

**Memorandum of Understanding
For the Amachi Program**

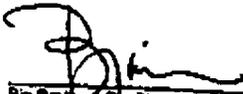
Between
The Missouri Department of Corrections
Division of Offender Rehabilitation Services
2728 Plaza Drive
Jefferson City, MO 65102
And
The Big Brothers, Big Sisters of Missouri

In consideration of the mutual agreements contained herein, the Big Brothers Big Sisters (hereinafter referred to as the "contractor") agrees to provide services for the Missouri Department of Corrections, Division of Offender Rehabilitation Services (hereinafter referred to as "DOC") under the following terms and conditions hereby agreed upon:

1. Effective upon the signature of both parties, the contractor agrees to provide services in accordance with the Scope of Work that is attached hereto (Exhibit A) and incorporated herein in its entirety. The contractor shall agree that the language of this Memorandum of Understanding shall govern in the event of a conflict with provisions in the Scope of Work.
2. The initial contract period will begin upon the date of final signature to this agreement through December 31, 2008. The agreement shall not bind, nor purport to bind, the parties for any commitment in excess of the stated period. Upon the mutual agreement for both parties, this agreement may be renewed for 2 additional one-year periods, or any portion thereof.
3. The contractor represents himself and/or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the DOC. The contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc.
4. The contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of this agreement. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save the DOC, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the DOC, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract. The principals herein further agree that any subcontractor of the contractor shall indemnify, save, and hold the DOC, its officers, agents, and employees, harmless from and against any and all loss, cost (including attorney fees), and damage of any kind related to this agreement. However, the contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the DOC, including its agencies, employees, and assignees.
5. This agreement is not intended to create any rights, liberty interest, nor entitlements in favor of any incarcerated offender. The agreement is intended only to set forth the rights and responsibilities of the parties hereto. Incarcerated offenders shall have only those entitlements created by Federal or State Constitutions, statutes, regulations, or case law. Therefore, it is expressly understood and agreed that enforcement of the terms and conditions of this agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the parties hereto, and nothing contained in this agreement shall give or allow any claim or right of action whatsoever by any other person on this agreement. It is the expressed intention of the parties hereto that any entity, other than the parties hereto, receiving services or benefits under this agreement shall be deemed an incidental beneficiary only.
6. The contractor shall provide all equipment and supplies required for the provision of the services. The contractor shall provide all necessary and required insurance for the contractor's staff and equipment. DOC shall not be liable in the event of loss and/or shrinkage, and/or damage of any of the contractor's equipment or supplies. Title to any leased and/or purchased supplies and equipment procured by the contractor as a result of this agreement shall be held by and vested in the contractor.

- 7. The contractor understands that the State of Missouri is not obligated for any payments under the terms of this agreement.
- 8. The parties agree that any change to this agreement including those that are necessary as a result of a statute, rule or regulation, or court order adopted after the effective date of this agreement shall be accomplished by written and signed amendment between the parties
- 9. This agreement contains the entire agreement and understanding between the parties and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written. No modification, amendment, renewal, extension or other alteration of this agreement shall be effective unless mutually agreed upon in writing by the parties. No breach of any term, provision, or clause of this agreement shall be deemed waived or excused unless such waiver of consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of a breach of other whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- 10. Further, it is agreed upon by the parties that this agreement shall terminate on the part of all parties in any of the following events:
 - a. At 11:59 p.m. on December 31, 2008.
 - b. Upon receipt of written notification from DOC of the failure of the contractor and/or their staff to abide by all Missouri Department of Corrections policies and procedures.
 - c. Following receipt of thirty-days (30) written notice of intent to cancel by either party, without cause.
 - d. Funding is not appropriated at a sufficient level to continue services

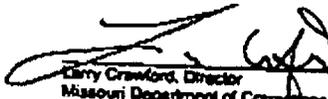
Signed and agreed hereto:



 Big Brothers Big Sisters

4/25/08

 Date



 Larry Crawford, Director
 Missouri Department of Corrections

5-23-08

 Date

EXHIBIT A -- SCOPE OF WORK**Contractor's Responsibilities:**

1. The contractor shall provide the Amachi program for children of offenders incarcerated at Chillicothe Correctional Center, Fulton Reception and Diagnostic Center, Eastern Region Reception and Diagnostic Correctional Center, Western Region Diagnostic and Correctional Center and the Women's Eastern Reception and Diagnostic Correctional Center, upon the offender's request and completion of the Amachi referral form.
2. The contractor shall conduct training annually to DOC staff at locations and times as mutually agreed to by both parties.
3. The contractor shall develop and make available a brochure for the offender population educating offenders on the Amachi program.
4. The contractor shall provide the program as outlined in Attachment A.
5. The contractor shall provide informational sessions to the offender population as requested by DOC.
6. The contractor shall notify the offender in writing of the receipt of the offender's referral (See Attachments B and C), and the approximate timeline for a match or advising that the offender's children are not within the Amachi's catchment area.
7. The contractor shall notify the DOC liaison upon a match being made with an offender's child.
8. The contractor shall provide DOC with quarterly reports showing the number of referrals by institution, the number of matches completed, the number of referrals that fell outside the catchments area and the number of pending referrals.
9. The contractor shall meet with the DOC quarterly via video conferencing to discuss the report.
10. The contractor shall report any specific concerns related to the offender to the Reentry Liaison.

DOC's Responsibilities:

1. DOC shall educate newly incarcerated offenders during reception and orientation about the program and have the introductory Amachi Brochure available in the lobbies of the Probation and Parole offices.
2. DOC will provide interested offenders with Amachi referral forms.
3. DOC will forward all completed referral forms to the contractor.
4. DOC will designate a Reentry Liaison to work specifically with the contractor on all matters relating to the program and referred offenders.
5. The DOC liaison will forward any public information regarding the offender's offense and the offender's presumptive parole date to the contractor.
6. The DOC liaison will attend quarterly meetings via teleconference.

DOC/Amachi Program Procedures

Process	Procedure	Notes	Forms
<p>Inquiry</p> <p>Referrals from DOC</p>	<p>There will be three main sources for referrals from offenders to BBBS within the partnership. These sources are:</p> <ol style="list-style-type: none"> 1. New Offenders: DOC staff share information about BBBS at intake at the named facilities outlined in the plan of action below. 2. Current Offenders: BBBS Staff visit correctional facility to educate offenders on a mutually agreeable time and date. <ul style="list-style-type: none"> • Caregivers: Information is available in the Visiting Rooms in the facilities below. 3. Offenders that are on Probation and/or Parole: Information will be available in the lobbies of the Probation and Parole Offices listed below. 	<ul style="list-style-type: none"> • BBBS staff will train DOC staff at the appropriate facilities on how to educate new offenders about the Amachi program. • BBBS will develop a brochure for DOC to help educate the offender and the caregivers about the Amachi program. 	<p>Introductory Amachi Brochure</p>
	<p>Plan of Action to "Open" the above three sources for referrals:</p> <ol style="list-style-type: none"> 1. New Offenders: All Diagnostic Centers. 2. Current Offenders: BBBS Staff will begin their visits with Chillicothe and Vandalia Correctional Facilities. There will also be information available in those visiting rooms. 3. Offenders that are on Probation and/or Parole: The District Offices will be chosen as they are needed by region, on a case by case scenario. 	<ul style="list-style-type: none"> • The Plan of Action can be shifted during the scope of our partnership, but will need to be mutually agreeable between both partners. 	
	<p>Offender is interested in the Amachi program and completes the referral form.</p>	<p>In all cases, the offender will fill out a form that will require the following information:</p> <ul style="list-style-type: none"> • Offender Register Number • Child's Demographic 	<p>Amachi Child Referral Form. see attached documents:</p> <ul style="list-style-type: none"> • Offender Referral Form • Probation/Parolee Referral Form

		<p>Information</p> <ul style="list-style-type: none"> • Crime • Sentence Length • Expected Release Date • Ask Offender to explain their Relationship with the Caregiver • Any additional information about their child 	
	DOC staff will forward the referral form to their liaison at BBBS/EMO by mailing the original form.	BBBS requests that the forms are mailed immediately, so that the agency can quickly start to process the information.	
BBBS Processing Steps	BBBS/EMO receives a referral from DOC and will distribute to the appropriate BBBS agency in Missouri.		
	BBBS will then determine the child's eligibility for program participation. This will include making an introductory phone call to the caregiver.	<p>Criteria for Eligibility:</p> <ul style="list-style-type: none"> • Does the child live in the BBBS service area? • Is BBBS accepting applications in the area where that child lives? (i.e. Is the waiting list open in that area?) • Does the child want to be in the program? • Does the caregiver consent to the child's participation in the program? 	
	If the child is NOT eligible to participate in BBBS for any of the above reasons we will communicate in two ways: Sending a letter directly to the offender and we will advise the offender of the reason the referral was not accepted. Explaining referrals accepted and denied in our quarterly report to DOC.	BBBS will check the offender website to ensure that we are mailing the letter to the accurate location.	
	BBBS will communicate to DOC if there is a major overload to the system that would affect the entire state. <u>See Reporting Section.</u>		
Enrollment			
	BBBS will enroll the child and	During the Community	Parent and Child

	<p>caregiver into the program, by conducting an in home interview with community based participants and an interview in school for school based participants.</p>	<p>Based interview, BBBS will ask questions about the incarcerated parent, to both the caregiver and child (if they are aware of the parent's incarceration).</p> <p>Also, BBBS will ask the caregiver to sign a permission to release information that will allow BBBS to share information about the match with DOC staff and the offender.</p>	<p>Interview Format at the discretion of the local agency.</p> <p>Caregiver Permission to Release Form, see attached document.</p>
Matching			
	<p>When Pre-Matching the volunteer we will let them know that their Little's parent is incarcerated. We will share the following information with the potential Big:</p> <ul style="list-style-type: none"> • Offender's Crime & Length of Sentence • Potential for Re-entry • Suggestions for communication with the offender; all communication should be done with the guidance of BBBS 	<p>Beyond the information about the offender, we want to share the following information with the new volunteer:</p> <ul style="list-style-type: none"> • Emphasize that the offender initiated the inquiry into the program and they want the volunteer in their child's life. • Explain how having an incarcerated parent affects this child. • Explain some typical traits we see in Amachi children. <p>Information will be taken from the family and friends booklet, created by DOC, and will be adapted for the mentoring relationship.</p>	
	<p>Once the child is matched in the program we will encourage the Caregiver to keep the offender informed about the progress of the match.</p>	<ul style="list-style-type: none"> • We will communicate with DOC the number of Amachi children matched on a quarterly basis. • If DOC has a specific question regarding a specific child, we would only be able to share specifics if the caregiver signed the release of information. 	
Match			

<p>Support</p>	<p>At a minimum, the National Standard for the Match Support Contact Schedule should be followed based on the child's participation in either the community or school based program.</p>		
	<p>We would like to offer three regular trainings for our Bigs that are matched with an Amachi Little.</p> <p>Training Topics</p> <ul style="list-style-type: none"> • How incarceration affects your Little. • How to communicate with the offender while they are in prison. • What to expect when the parent is released from prison. 	<ul style="list-style-type: none"> • DOC will be active both in the creation and the facilitation of these trainings. 	
	<p>BBBS would help facilitate communication with the offender on an individual basis, based on the following factors:</p> <ul style="list-style-type: none"> • Offender/Care Giver Relationship • Child/Offender Relationship • Volunteer's Comfort 	<ul style="list-style-type: none"> • Should a match wish to initiate contact, BBBS would notify the DOC liaison when appropriate. 	
<p>Re-Entry</p>			
<p>Step 1</p>	<p>Sixty Days prior to anticipated release date our staff will contact DOC to confirm the release date and request additional information. (BBBS will provide the name and number of the offender by e-mail to collect this information.)</p>	<p>Information that we would like to have access to at this time:</p> <ul style="list-style-type: none"> • Transition Accountability Plan (TAP) , if the offender has given permission for its release • Contact information for Probation/Parole Officer, if available 	
<p>Step 2</p>	<p>BBBS will start having conversations with care giver to discuss plan</p>	<p>BBBS will encourage continued communication with offender.</p>	
<p>Step 3</p>	<p>BBBS will have conversation with Little to find out their thoughts/feelings on parent's re-entry.</p>		
<p>Step 4</p>	<p>BBBS will have conversations with the Big to discuss what they can do to help the child during this time, discuss parent that is re-entering, discuss any contact they might have with offender, etc.</p>	<p>BBBS will create a safety plan for Bigs to have access to throughout their entire match, but will reinforce at this time.</p>	

<p>Step 5</p>	<p>When parent comes home, BBBS will encourage time for the family to bond. BBBS may encourage a short break between match (but still urging them to maintain communication) to allow the family some space.</p>	<p>This period will be on average 2-4 weeks, but will be determined on a case by case scenario.</p> <p>BBBS will also provide other family strengthening opportunities when possible (for example, tickets to an event).</p>	
<p>Step 6</p>	<p>BBBS will initiate a meeting with ALL parties involved (RE-Match Party).</p>		
<p>Reporting</p>			
	<p>BBBS will generate a quarterly report and will send it to the DOC liaison to communicate successes and challenges in multiple areas. The DOC and Amachi BBBS team will meet on a quarterly basis to discuss this report.</p> <p>Reporting Topics will include:</p> <ul style="list-style-type: none"> • Referral Updates <ul style="list-style-type: none"> o Number of Referrals received per facility o Number of Referrals that we were unable to process due to: <ul style="list-style-type: none"> • Residence of the child • Caregiver unsupportive of the program • Program Availability o Where referrals may need to stop, if an agency is "full" • Number of children enrolled • Number of Matches Made • Number of Matches expected to make the next quarter • Number of Matches Closed • Match Retention Rate • Re-entry Updates 	<p><i>It should be noted that all information will be broken down further into the following categories:</i></p> <ul style="list-style-type: none"> • Regionally • Whole Amachi vs. DOC referrals <p><i>If the system becomes over/underwhelmed with referrals before it is time for a quarterly report BBBS will communicate this on an as needed basis to the DOC liaison.</i></p>	



Big Brothers Big Sisters
of Eastern Missouri

AMACHI CHILD REFERRAL

"Who knows but what God has brought us through this child."

Big Brothers Big Sisters, along with the Missouri Department of Corrections are building partnerships throughout Missouri to recruit volunteers to serve as mentors/friends to children affected by incarceration. The mentoring programs provide the children with adult role-models and an opportunity to build meaningful relationships.

If you think your child would benefit from having a mentor/adult friend through the Amachi program, please fill out the form below. We will then call and get consent from your child's current care-giver and begin the enrollment process based upon their approval. **ACCEPTANCE INTO THE PROGRAM IS BASED UPON LOCATION and MENTOR AVAILABILITY**

Offender

FIRST NAME: _____ LAST NAME: _____
REGISTER NO. _____ INSTITUTION: _____
OFFENSE: _____ SENTENCE LENGTH: _____
PROJECTED RELEASE DATE: _____

Care Giver

FIRST NAME: _____ LAST NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ WORK PHONE: _____
HOW RELATED TO OFFENDER: _____

TYPE OF RELATIONSHIP WITH OFFENDER: GOOD FAIR POOR
If poor, please explain: _____

Child

FIRST NAME: _____ LAST NAME: _____
DATE OF BIRTH: _____ AGE: _____ RACE: _____
MALE: _____ FEMALE: _____

IS YOUR CHILD AWARE OF YOUR INCARCERATION? YES NO
HAVE YOUR PARENTAL RIGHTS BEEN TERMINATED? YES NO

ADDITIONAL COMMENTS: _____

I WOULD LIKE TO ENROLL MY CHILD IN THE BIG BROTHERS BIG SISTERS MENTORING PROGRAM AND GIVE CONSENT TO THE ABOVE LISTED CAREGIVER TO PROCEED WITH THE ENROLLMENT PROCESS.

OFFENDER'S SIGNATURE _____

DATE _____

(Please Complete One Form Per Child)
Mail To: Big Brothers Big Sisters of Eastern Missouri
4623 Lindell Blvd. Ste. 501, St. Louis Missouri 63108

ATTACHMENT

Exhibit E – Method of Performance

Question #16:

“Volunteer Training”



Big Brothers Big Sisters
of Eastern Missouri



Big Brothers Big Sisters
of Eastern Missouri

**VOLUNTEER TRAINING
GUIDE**

For over 90 years Big Brothers Big Sisters of Eastern Missouri has been bringing a little magic into everyday lives by matching children with adult volunteers in fun and rewarding relationships.

We are so excited that you have applied to be a volunteer with our agency, thank you for completing the interview. The next step for you to complete is to read this packet & review the evaluation on the last two pages in this packet. We have compiled some of the most crucial information for volunteers to have before entering into a match into one document and hope that this helps you picture what it will be like to be in a match. We look forward to hearing your feedback! If you have any questions regarding material in the packet or would like further information please don't hesitate to call!

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ARE WE MAKING A DIFFERENCE IN THE LIFE OF A CHILD??

"Through friendships we help young people succeed" is the mission of Big Brothers Big Sisters of Eastern Missouri as it reaches out to the community from offices in St. Louis, St. Charles County and Cape Girardeau County. Big Brothers Big Sisters of Eastern Missouri is one of the largest affiliates in the Big Brothers Big Sisters of America federation. Below are some of our amazing results

Program Outcome Evaluation (POE):

The POE assessment tool, created by Big Brothers Big Sisters of America and endorsed by the Search Institute, measures the impact a mentoring relationship has on a child. The percentages below represent the number of children as reported by volunteers and teachers, that showed improvement in the areas of self-confidence, sense of the future, academic performance, and ability to show trust.

2009 POE Results

Reporting # and % that improved:	Self confidence	Sense of the future	Academic performance	Shows trust
Combined POE Reporting -813 (41.8%)	78.3%	56.4%	59.9%	83.4%

Volunteers: (285 reporting, 44%)

- 34% of volunteers reported BBBS exceeded their expectations and 65% reported BBBS met their expectations
- 46% of volunteers reported having a true friendship and 48% reported having a developing friendship with their Littles
- 99% of volunteers had fun experiences with their Littles

Children: (117 reporting, 19%)

- 78% of the children reported BBBS made them very happy and 22% reported BBBS made them happy
- 87% of children reported having great friendships with their Bigs
- 99% of children had fun experiences with their Bigs

Parents: (135 reporting, 22%)

- 55% of parents reported BBBS exceeded their expectations and 40% reported BBBS met their expectations
- 65% of parents reported that their children's relationships with their Bigs was a true friendship and 22% reported their children had developing friendships
- 90% of parents that felt their children had fun experience with their Bigs

Agency Wide Events

Check out the following resources for information about events at BBBSEMO!

Online:

Go to www.bbbsemo.org

- Click on the **Match Central Tab** for activities you can participate in with your Little once you are matched
- Click on the **Events Tab** for upcoming agency events

Match Packet:

- When you become matched you will receive a match packet at your Big Meeting. This packet includes information on activities and events in the St. Louis area as well as coupons and discounts to select places!

What's Up Wednesday:

- Once matched, you will receive a weekly email from your match support specialist called the WUW (What's Up Wednesday). Be sure to read these emails for the latest news and details about upcoming events.

Safety Tips

- Check out the link below to see how BBBS encourages safety!
http://www.bbbs.org/site/c.mllUlfN4JyE/b.4967751/k.91D2/Safety_Tips_for_Your_Match.htm

Bowl For Kids' Sake

Bowl For Kids' Sake (BFKS) is the largest annual fundraiser for Big Brothers Big Sisters. BFKS is a 2 hour fun-filled event with bowling, free pizza, soda, and attendance prices. All funds are used to help match young people who are waiting for a Big Brother or Big Sister.

BIG BROTHERS BIG SISTERS OF EASTERN MISSOURI AGENCY POLICIES

1. OVERNIGHTS & OUT-OF-TOWN VISITS

It is the policy of Big Brothers Big Sisters Of Eastern Missouri that overnight and out-of-town visits are limited to those volunteers and children who have been matched 6 months or more.

- Volunteer must seek parental permission before event.
- UNDER NO CIRCUMSTANCES** should a Volunteer & Child sleep together in the same bed or sleeping bag.
- Out-of-town visits are considered any location which is more than 30 miles outside of the BBBS Service area. Our service area consists of St. Louis City & Co., St. Charles Co., Jefferson Co., Scott City & Cape Girardeau.

2. ALCOHOL & ILLEGAL DRUGS

It is the policy of Big Brothers Big Sisters Of Eastern Missouri that smoking, the consumption of alcohol, and the usage of illegal drugs are not allowed before or during match activities.

3. FIREARMS

It is the policy of Big Brothers Big Sisters Of Eastern Missouri that any volunteer who owns a firearm, or has a firearm in his/her home, agrees to the following policy:

- Volunteer must inform the agency of the ownership or presence of a firearm in the household any time during your match.
- Firearms and ammunition must be inaccessible to a child at all times.
- Agency will disclose to the Parent/Guardian ownership or presence of a firearm, as well as the agency's policy.
- Volunteer must obtain parental permission and inform your Support Specialist before participating in any activity dealing with firearms (i.e. hunting trips, target practice, skeet shooting).

4. LIABILITY

It is the policy of Big Brothers Big Sisters Of Eastern Missouri that you, the screened Volunteer, are the only one responsible for your Little.

- Under no circumstances should anyone but you drive your Little to an activity.
- You should never leave your Little alone or in the care of others (i.e. significant other, friend).

5. BACKGROUND CHECKS & UPDATES

It is the policy of Big Brothers Big Sisters Of Eastern Missouri that each volunteer complete a background check and update form (which includes current auto insurance and driver's license information) on a yearly basis.

6. AGENCY CONTACT

It is the policy of Big Brothers Big Sisters Of Eastern Missouri that each volunteer will stay in contact with their Support Specialist on a monthly (matches less than one year) and quarterly basis (matches over one year).

What Is A Big?

Bigs must understand that they cannot be all things to their Littles. Understanding the role of a Big Brother or Big Sister is essential to building a meaningful friendship. Quite often, if a Big runs into problems in the relationship, it is because the proper role of the Big was misunderstood.

Being A Big Does Not Include . . .

- **A Parent/Guardian**
The role of the Parent/Guardian (governed by law) is to provide food, shelter and clothing. It is not the Big's responsibility to fulfill these needs. If you feel your Little is not receiving adequate support, please contact your Support Specialist, rather than meet these needs yourself. Likewise, a Big is also not responsible for disciplining his/her Little.
- **A Social Worker/ Psychologist**
A social worker is a licensed professional with the necessary skills and training to assist in family issues. If you, as a Big, believe there is something wrong in your Little's home life, share this concern with your Support Specialist. Do not assume the role of a social worker and attempt to solve the problem.
- **A Baby-sitter**
As a Big, you should not be asked to baby-sit your Little or your Little's siblings while the Parent/Guardian is busy for personal reasons.
- **A Savior**
A Big should not enter a relationship expecting to change the family atmosphere, lifestyle, values, or dynamics.
- **Santa Claus**
A Big is not responsible for buying gifts for your Little or your Little's family. Learn to set boundaries and understand that it is okay to say no.
- **A Tutor**
A Big should encourage educational values, but is not responsible for a Little's homework.
- **A Tour Guide to St. Louis**
Remember that BBBS emphasizes "time, not money" so you should not be expected to always take your Little out to do big events. Hanging out at your place, going to the park, or renting movies are all great activities.
- **A Judge**
Remember that although you may disagree with the choices your Little's family makes or the value system your Little's family has, your primary role is to be a friend. Keep an open mind. Seek to understand, not to judge.

What Being A Big Does Include

Being A Big Does Include . . .

- **A Trusted Friend**
Many young people today have limited opportunities to spend one on one time with a caring adult -especially one who is going to listen to them and be a person that they can depend on.
- **A Positive Role Model**
A Big may be a someone whom the Little aspires to be like, someone who offers to help the Little become whomever he/she wants to be. A Big opens the Little's world by exposing the Little to people, places, and ideas outside their routine environment. By setting a good example and by modeling good behavior and ethics in your Little's presence, you will contribute to their growing pool of values. It is important to remember that you will not be changing their values, but will add to them.
- **Self-esteem Builder**
Encourage, Praise, Congratulate!! Because of the circumstances that many Littles come from, they may not have a positive self concept. In order to build esteem and confidence, they need a cheerleader. It is important that the Littles be acknowledged when they do something well, no matter how small the accomplishment may be.
- **A Boundary and Limit Definer**
By setting boundaries and limits, a Big will help model behavior to the Little which will prepare them for situations that they may experience later in life. Children thrive with boundaries and limits because they know what to expect. It is important to establish boundaries and limits early in the relationship, so your Little will know that the relationship is about spending time with one another and learning how to be a good friend.
- **An Explorer**
A Big can open the door to many activities and experiences for the Little. Don't feel pressured to do the "same thing" each time; instead, try to expose your Little to a life outside of their routine environment.

Key Characteristics of a Good Big:

- Good Listener
- Persistent
- Committed
- Patient
- Responsive
- Consistent

How To Be A Great Friend!

The success of a match depends greatly on the efforts of the Big, the Little, and the Parent/Guardian. Each party plays an equal and integral role in helping build a meaningful friendship. The information below will provide you with an explanation of roles, expectations, and tips on how to ensure a successful match.

Your Role

A Big can mean many different things at many different times, but the most important role that a Big plays is being a friend. Being a good friend should come naturally, however befriendng a young person can be challenging due to a number of factors. Each child in our program is a unique individual with a different upbringing, family situation, personality traits, educational/intellectual ability, and on and on. At times, these factors can be a challenge in the development of a relationship. Keeping the following 3 C's in mind can help all matches continue and flourish.

Commitment

Many of our children have experienced disappointments in their relationships with adults – some have had trusted adults walk in and out of their lives and/or promised them things that never occurred. Building a relationship of trust takes times, so your commitment of at least a year is crucial. Making a decision as to how often you can see your little is also important – **our minimum requirement is 4 hours a month; however most volunteers spend an average of 6-10 hours a month or once every two weeks.**

Consistency

It is important to honor the commitment you have made with your Little. Being reliable and consistent is critical in building trust in your friendship. By making only promises or plans that you can keep will help build this trust and establish a steady pattern that your Little can count on. Also, being consistent with the *types* of activities you and your Little do is just as important. Always planning extravagant activities such as going to baseball games, amusement parks, etc. can set your Little up with high expectations that may be difficult for you to honor later in the relationship, which may also create disappointment in your Little.

Contact

Children love attention and to know that you are thinking about them. It is important to contact your Little regularly. If you are out of town or will be busy with a big project and may be unable to get together with your Little for a few weeks, it is important to keep in contact with your Little by at least making a short phone call. Also, your Little may be hesitant about calling you, so it is important to call regularly even if he/she has not called you.

When working with the Parent/Guardian

The primary role of a Parent/Guardian is to be supportive of their child's match and also be aware of the activities and development of the growing friendship. Listed below are a number of ways that both the Big and the Parent/Guardian can help nurture the match.

The Big Should:

- Make sure that the Parent/Guardian is aware of activity plans, and ask if the activity is ok (do not rely on the Little to tell the Parent/Guardian about plans).
- Let the Parent/Guardian know about any changes in plans.
- Respect the privacy and confidentiality of your Little's family.
- Talk to your Support Specialist about any concerns you have about your Little/Little's family.
- Maintain a primary loyalty to your Little and do not become overly involved with the rest of his/her family.

When working with the Support Specialist/Agency

Your Support Specialist/agency serves as the support system for all Littles, parents/guardians, and Bigs. Your Support Specialist will contact you, your Little, and your Littles' Parent/Guardian throughout the match to help the relationship develop into a strong friendship and ensure that all parties are happy. These contacts may be in person, over the phone, or through mail or email.

The Support Specialist provides a number of services including, but not limited to:

- Providing resources and referrals for a variety of needs.
- Offering group activities, newsletters, activity ideas, and any donated tickets to events.
- Facilitating communication and conflict resolution.
- Giving a lot of appreciation!
- Serving as a mandated reporter (see child abuse and neglect section for more information).
- Acting as the main link between the agency and the Big, the Little, and the Parent/Guardian.

Contact your Support Specialist to:

- Find out how your Little and Parent/Guardian are feeling.
- Share fun stories about your match.
- Discuss concerns you are having with your match or the safety of your Little.
- Ask for activity ideas and find out about current events at BBBS.

About Our Littles

What Impacts Our Development

Our development into the individuals that we are today is influenced by many different circumstances. These circumstances are dependent upon our families, backgrounds, environments, and experiences that we have had. All of these circumstances have affected us in some way and have had a positive or negative influence on the person that we have become.

We can remember our own circumstances that we have been presented with in our lives and use them as tools when working with our Little. Some important questions to ask ourselves may be: What were some circumstances in my life that affected me? Did I have control over these circumstances? Did they have a negative or positive influence on me? By having these specific circumstances, how did my perspective on life change?

Our Little's Development

Just as we are influenced by specific circumstances in our lives, so will our Little be influenced. Because the children in our program come from many different backgrounds and have had different circumstances, it is difficult to determine to what extent a Little has been affected by these factors. Some Littles may have had many positive circumstances in their lives, while others may have had more hurdles to overcome in life, making their journeys a little more difficult. However, if we have better insight into our development and how we have been affected by specific circumstances, we may be able to relate better to our Little and how their development is impacted.

How a Little May Be Impacted By Circumstances

One circumstance can impact the Little in many different areas of his or her life. For example: If a Little lives in an overcrowded home, the family life may be chaotic. Because the home is overcrowded, the Little may have to sleep on the floor. If at the same time, the Little's Parent/Guardian cannot pay the gas bill, the Little will spend the night on a cold floor. Because the Little is sleeping on the floor and is cold, he or she is not going to get enough sleep. In turn, these circumstances are going to affect the Little's grades in school and how well he or she gets along with others because the Little is tired and cannot concentrate. How well the Little performs in the elementary grades may affect his or her self-esteem and the likelihood of completing high school. The more trying circumstances that the Little has, the longer it may take him or her to achieve "success"- how you are used to defining it.

Our Wishes and Desires for Our Little

As caring Bigs, we want the best for our Little. However, the desires that we have for them may not be attainable because of circumstances in their background and/or environment. Progress in their lives may be made in baby steps and may not be apparent to us. Therefore, we can look for any progress or small accomplishments that a Little makes and celebrate even these small steps. Progress and accomplishments can be anything from the child saying please and thank you to bringing a grade up in school from an F to a D. As Big Brothers and Big Sisters, we will be cheerleaders for our Littles and give them the encouragement they may need to move forward.

All Children Need a Friend

The "level of need" that your Little has is going to vary greatly from that of other Littles. Some Littles come from homes with many challenges, while others come from homes that have fewer hurdles. All children in the Big Brothers Big Sisters program are in the program because their Parent /Guardian feels that the program will have a positive impact on them in one way or another.

Studies have found that being in the Big Brothers Big Sisters program does have a positive impact on children and that they do benefit greatly. In 1995, Public/Private Ventures (P/PV) conducted a study to determine the impact that being in the Big Brothers Big Sisters program had for children. The study found that Little Brothers and Little Sisters are:

- 46% less likely to begin using illegal drugs;
- 27% less likely to begin using alcohol;
- 52% less likely to skip school;
- 37% less likely to skip class;
- More confident in their schoolwork performance;
- Able to get along better with their families.

Based on these statistics, no matter how high or low a child's "needs" are, we cannot deny any child the opportunity to have another friend that can help them succeed in life. We want all children to succeed!

Child Abuse and Neglect

The following information is to help you gain a clearer understanding of what child abuse and neglect is, and what to do if a situation arises that may suggest that your Little could be experiencing child abuse and/or neglect. This information is not meant to scare you, but only to prepare you in the event that this type of situation would arise.

General Information

- The professional staff of Big Brothers Big Sisters is required by law to report child abuse or neglect—either actual or suspected.
- Parenting behaviors with which you disagree, or outright bad parenting, does not necessarily constitute child abuse or neglect.
- Often, values around how we were parented, or how we would parent our own children dictate our belief about the appropriateness of another's parenting, and we need to be careful not to allow those values to create friction.
- It is not the role of the Big or the agency to teach or demand good parenting skills. When possible, we will give parents suggestions, but it is always at their invitation.
- Kids rarely disclose sexual abuse, as they believe that the consequences of disclosing the abuse will get them or someone they care about into trouble.
- Some victims may try to hide the abuse – many feel they are somehow guilty or caused the abuse. Of course, this is never true.

Four Types of Child Abuse

1. **Neglect** – *When a child's essential needs are not met.*

Neglect can be physical or educational.

- Physical neglect can include not providing adequate food, clothing, medical care, supervision (including abandonment), or weather protection (heat, winter wear, etc.).
- Educational neglect can consist of not providing appropriate schooling or special educational needs, and also failure to send children to school regularly.

Victims of this type of abuse may be hungry, dirty, tired, dressed inappropriately, or lack medical care.

2. **Emotional Abuse** – *When a child does not receive the love, affection, and support required for a healthy psychological development.*

This type of abuse can include belittling the child, using derogatory comments, habitual blaming, and much more.

This type of abuse may be difficult to identify, but many victims suffer from psychological or emotional disorders, such as depression, apathy, and behavioral problems

3. **Physical Abuse** – *When a child suffers from physical injuries inflicted by parents or other adults.*

Injuries can include broken bones, bruises, welts, bites, burns or cuts. Victims may try to hide the signs of abuse and often make excuses such as "I fell," "I bumped into a door," etc.

4. **Sexual Abuse (Molestation)** – *When adults use children for sexual pleasure.*

Abusive behavior may range from inappropriate touching, viewing, or rape. The victim's clothing or undergarments may appear torn and bloody. The child may have bruises, tears, redness, or pain in the areas of the mouth, anus, or genitals.

What do I do if my Little tells me he/she is being abused?

1. Stay calm/control your emotions
 - Do not show alarm or disgust.
 - Say, "You did the right thing telling me and I believe you."
2. Neither judge nor blame
 - Say, "What happened to you was wrong, but it was not your fault," and "The person who did this needs help."
 - Listen to the child. Leave in-depth questioning to the authorities.
 - Remember that the abuser may be someone the child is close to and loves.
3. Give Support
 - Reassure your Little that you will be there for him/her.
 - Remind the child of your support and that there will be no punishment for telling.
 - Tell the child not to feel guilty or ashamed because it was not his/her fault.
 - Tell your Little that the person who hurt him/her needs help so that person will not hurt other children.
 - **Do not promise to keep the abuse a secret.**
4. Contact the agency

Again, the professionals at Big Brothers Big Sisters are responsible for reporting any disclosed or suspected abuse.

- If this information is disclosed during office hours (8:30-5:30 p.m., Monday-Thursday, and 8:30-5:00 p.m. on Fridays), contact your Support Specialist at the office phone number in St. Louis at (314) 361-5900, in St. Charles at (636) 939-2227, or in Cape Girardeau at (573) 339-0184. If your Support Specialist is not available, ask for immediate assistance from anyone in the Support Department. If you are unable to reach a staff member in the St. Charles or Cape offices, please call the St. Louis office.
- If this information is disclosed outside of office hours, immediately call the emergency pager (314-361-2330, ext. 911). Leave your information on the emergency pager voicemail with your contact information and a brief explanation of the situation, and someone from the Support Department will return your call shortly.

Safety Tips, Laws And Other Important Guidelines

- ❖ Big Brothers Big Sisters strongly encourages the use of appropriate safety gear on all of your outings and be aware that some gear is required by law.
 - Missouri and Illinois law states that all children must wear a seat belt. Missouri law requires children under 4 to be in a car or booster seat, whereas in Illinois all children under 6 must ride in an approved car or booster seat. Please be aware of this if crossing over the state line for an activity.
 - Consider your Little's age and size and whether or not your vehicle has an air bag when deciding if they should ride in the front or back seat. A Missouri law, effective August 28, 2006, says:
 - Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat.
 - Children ages 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall.
 - Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat.
 - While biking or rollerblading, we encourage both Bigs and Littles to wear helmets. Bike helmets are required by law in Creve Coeur, unincorporated St. Louis County and Florissant.
 - When boating, by law all passengers must have a life jacket in the boat. BBBS encourages that Littles always wear a life jacket.
- ❖ It is recommended that swimming occur only in areas that are approved for swimming and that proper safety equipment/personnel are present. Be aware of your Little's swimming abilities before allowing them to venture out into the deep area. Some Littles might be embarrassed to tell you that they do not know how to swim.
- ❖ Be aware of any allergies or medical conditions your Little might have, or any medications he/she might be taking. Do not give medication (even Tylenol) without first checking with your Little's Parent/Guardian.
- ❖ Remember to have the proper licenses and insurance information with you as needed. (i.e. driving, fishing, hunting, boating, etc.)
- ❖ If using firearms for hunting or target shooting, participation in a gun safety course is recommended for the Little prior to the activity. Remember to make sure the Parent/Guardian has given permission for this activity and your Support Specialist has been notified.
- ❖ When introducing your Little to your pets, be mindful that your Little may have a fear of animals and may be scared of your pet regardless of how gentle they are. Allow your Little the time he/she needs to become comfortable with your pet.
- ❖ Make sure to carry your Match Card with you at all times when your Little is with you.

- ❖ Think about your home environment when having your Little over to visit – guns are inaccessible, alcohol is out of sight, etc.
- ❖ Be respectful of the child's need for personal space. Be Sensitive to whether a hug or other form of physical touch, would or would not be comfortable for a child. Certain forms of physical touch are not permitted, such as, back rubs, sitting on laps, wrestling and tickling of any kind.

Let's Get Started!

After acceptance into the program, your Enrollment & Matching Specialist will identify a potential match for you. After you, the Parent/Guardian and the Little agree to that match, you will meet your Little and the Parent/Guardian for the first time at a Big Meeting! Here is a little more info on what that will be like...

The Big Meeting

A BBBS staff member will conduct your Big Meeting, which generally occurs at the office late afternoons or evenings or select Saturday mornings, although other arrangements may be necessary. Once everyone has arrived you will . . .

- Discuss expectations for your match, agency policies, and everybody's role in the match. Then all parties will sign a Match Agreement.
- Exchange Match Cards (we will provide) with your contact information on them. This card will also serve as a "Permission to Seek Emergency Medical Treatment" card and lists the emergency pager number.
- Have an option to go out for your first activity! If you choose this option there are various places close to the office that you can enjoy with your Little. When you are done you will return your Little to their home.
- If you, the child, or the parent are not comfortable doing an activity that night you may have the option to play a game or two at the office.

It is important to note that it is very common for the child, Parent/Guardian and volunteer to be nervous at the Big Meeting. Children react differently to feelings of nervousness. Some children may be very talkative, some may be very shy. Any reaction is normal. The best thing you can do to help everyone feel more at ease is to be yourself and show your excitement when talking about making plans.

Soon after the Big Meeting, you will receive a call from your Support Specialist to see how you felt about the Big Meeting!

ATTACHMENT

Exhibit E – Method of Performance

Question #21:

“Youth Outcome Evaluation Tool”



Big Brothers Big Sisters
of Eastern Missouri



Big Brothers Big Sisters

Child Name: _____

SOR EOSY Survey

YOUTH STRENGTH OF RELATIONSHIP SURVEY

For each of the sentences below, decide how true the sentence is for your feelings about your Big. Then, circle one number that fits best. If you think the statement is NOT AT ALL TRUE, circle "1"; if you think it is MOSTLY NOT TRUE, circle "2"; if the statement is A LITTLE TRUE, circle "3"; if you think it is MOSTLY TRUE, circle "4"; and if the statement is COMPLETELY TRUE, circle "5."

	(Circle One)					(X)
	Never True	Hardly Ever True	Sometimes True	Most of the Time True	Always True	I Don't Know
1. My Big has lots of good ideas about how to solve a problem.	1	2	3	4	5	
2. My Big helps me take my mind off things by doing something with me.	1	2	3	4	5	
3. When I'm with my Big, I feel ignored.	1	2	3	4	5	
4. When I'm with my Big, I feel mad.	1	2	3	4	5	
5. When I am with my Big, I feel safe.	1	2	3	4	5	
6. When I'm with my Big, I feel disappointed.	1	2	3	4	5	
7. My relationship with my Big is very important to me.	1	2	3	4	5	
8. When I'm with my Big, I feel bored.	1	2	3	4	5	
9. When something is bugging me, my Big listens while I talk about it.	1	2	3	4	5	
10. I feel close to my Big.	1	2	3	4	5	

Date Entered in AIM: _____

Volunteer Name: _____

SOR EOSY Survey

MENTOR STRENGTH OF RELATIONSHIP SURVEY

To what extent do you agree with the following statements?	(Circle One)					(X)
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	I Don't Know
1. I am enjoying the experience of being a Big.	1	2	3	4	5	
2. I expected that being a mentor would be more fun than actually it is.	1	2	3	4	5	
3. My Little and I are interested in the same things.	1	2	3	4	5	
4. I feel confident handling the challenges of being a mentor.	1	2	3	4	5	
5. Being a Big is more of a time commitment than I anticipated.	1	2	3	4	5	
6. I feel overwhelmed by my Little's family difficulties.	1	2	3	4	5	
7. My Little has made improvements since we started meeting.	1	2	3	4	5	
8. I sometimes feel frustrated with how few things have changed with my Little.	1	2	3	4	5	
9. My Little and I are sometimes at a loss for things to talk about.	1	2	3	4	5	
10. It is hard for me to find the time to be with my Little.	1	2	3	4	5	
11. I think my Little and I are well-matched.	1	2	3	4	5	
12. I get the sense that my Little would rather be doing something else.	1	2	3	4	5	
13. My Little has trouble sticking with one activity for very long.	1	2	3	4	5	
14. I feel close to my Little.	1	2	3	4	5	

15. Which of the following best describes how decisions are usually made about how you and your Little will spend your time together? *[Please check only one box.]*

- ₁ I usually decide how we'll spend our time together.
- ₂ My Little usually decides how we'll spend our time together.
- ₃ I get ideas from my Little then we decide together.
- ₄ The agency case manager outlines how we will spend our time together.
- ₅ Someone else (like a teacher or parent) decides how we'll spend our time together

Date Entered in AIM: _____

YOS EOSY Survey

These questions ask how you feel about yourself and other kids. For each sentence, decide how true the sentence is for you. Then circle one number that fits best.

	(Circle One)			
	Not At All True	Not Very True	Sort Of True	Very True
1. I am always doing things with a lot of kids.	1	2	3	4
2. I wish that more people my age liked me.	1	2	3	4
3. I find it hard to make friends.	1	2	3	4
4. I would like to have a lot more friends.	1	2	3	4
5. I am popular with others my age.	1	2	3	4
6. I have a lot of friends.	1	2	3	4

These questions ask how you feel about yourself, school, and your teacher(s).

	(Circle One)			
	Not At All True	Not Very True	Sort Of True	Very True
7. I have trouble figuring out the answers in school.	1	2	3	4
8. I feel that I am just as smart as other kids.	1	2	3	4
9. I am very good at my schoolwork.	1	2	3	4
10. I'm pretty slow in finishing my school work.	1	2	3	4
11. I often forget what I learn.	1	2	3	4
12. I do very well at my class work.	1	2	3	4

MY PLANS FOR HIGH SCHOOL AND COLLEGE

These sentences are about your plans for high school and college. Circle one number to show how sure you are about each question.

How sure are you that you will...	(Circle One)			
	Not At All Sure	Not Really Sure	Mostly Sure	Very Sure
13. finish high school?	1	2	3	4
14. go to college?	1	2	3	4
15. finish college?	1	2	3	4

Thinking about the grades and marks you are getting in school, please circle how you are doing.

	(Circle One)				
	Not Good At All (F)	Not So Good (D)	Good (C)	Very Good (B)	Excellent (A)
16. Mathematics	1	2	3	4	5
17. Reading or Language Arts	1	2	3	4	5
18. Social Studies	1	2	3	4	5
19. Science	1	2	3	4	5

In the next questions think about how you feel when other kids your age do certain things.

	(Circle One)			
	It's not okay	It's sort of okay	It's mostly okay	It's perfectly okay
What do you think about kids your age:				
20. Using tobacco (cigarettes, cigars, smokeless or chewing tobacco)?	1	2	3	4
21. Taking drugs that aren't given to them by a doctor or parent?	1	2	3	4
22. Drinking alcohol without their parents knowing?	1	2	3	4
23. Skipping school without permission?	1	2	3	4
24. Hitting someone because they didn't like something they said or did?	1	2	3	4
25. Breaking rules in school?	1	2	3	4
26. Being late for school?	1	2	3	4

These questions ask about how things are going with your parents or guardians. If you live with two parents, please think about the parent or guardian you feel the closest to when you answer these questions.

How often do I feel that...	(Circle One)			
	Hardly Ever	Not Very Often	Some-times	Pretty Often
27. My parents respect my feelings.	1	2	3	4
28. My parents accept me as I am.	1	2	3	4
29. When I'm angry about something, my parents try to be understanding.	1	2	3	4

These questions ask about some behaviors you might have engaged in the past 30 days. Please remember that ALL of your answers will be kept private.

How often, in the past 30 days have you ... (* if you're answering this question in July-September, reply for last May)	(Circle One)			
	Never	I have done this, but not in the last 30 days	I did it 1-2 times in the last 30 days	I did it 3 or more times in the last 30 days
30. Been absent from school?	1	2	3	4
31. Been late for school?	1	2	3	4

32. Right now in your life, is there a special adult (not your parent or guardian) who you often spend time with? A special adult is someone who does a lot of good things for you. For example someone (a) who you look up to and encourages you to do your best, (b) who really cares about what happens to you, (c) who influences what you do and the choices you make, and (d) who you can talk to about personal problems?

No, I don't have a special adult in my life right now.

Yes, I do have a special adult in my life.

In the last 12 months, have you...	(Circle One)			
	Never	Yes, 1 to 2 times	Yes, 3 to 4 times	Yes, more than 5 times
33. Been arrested for a crime, offense, and/or a violation?	1	2	3	4

Date Entered in AIM: _____

ATTACHMENT

Exhibit E – Method of Performance

Question #23:

“Organizational Chart”



Big Brothers Big Sisters
of Eastern Missouri



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FROM: (PLEASE PRINT) PHONE **314.615-1098**

**Big Brothers Big Sisters of Eastern Md.
Ms. Melissa Bode
501 N. Grand Blvd., Bt. 100
St. Louis, MO 63103**

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June 15, 2012

Ms. Julie Kleffner
State of Missouri
Department of Purchasing and Materials Management
PO Box 809
Jefferson City, Missouri 65102-0809

Dear Ms. Kleffner:

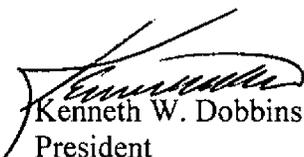
I am pleased to support Big Brothers Big Sisters in securing funding for the Amachi – Children of Incarcerated Parents Mentoring Programs. As president of Southeast Missouri State University, I have followed the progress of Big Brothers Big Sisters in Cape Girardeau for the past 12 years. I have been impressed by their attention to detail and their ability to creatively bring resources to the table for young people in Southeast Missouri.

The University has a long-standing history of supporting Big Brothers Big Sisters. In 2000, the University was the sole funding source for Big Brothers Big Sisters expansion to Southeast Missouri. More than 150 mentors from our University faculty, staff, and students choose to become Big Brothers and Big Sisters on an annual basis. The data and results produced by this organization all indicate that resources are well spent.

Big Brothers Big Sisters of Eastern Missouri is the seventh largest Big Brothers Big Sisters affiliate in the country. The youth involved in mentoring relationships benefit in many areas – academic performance, health, avoidance of substance abuse and delinquency, and in an improvement in their relationships with others. It is imperative that we provide our youth with the tools they need to be successful, productive, contributing members of our society.

Thank you for the opportunity to express my support of Big Brothers Big Sisters and the powerful difference it is making in the lives of our children.

Sincerely,


Kenneth W. Dobbins
President

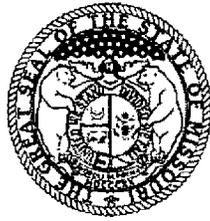
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C: Ashley Beggs

OFFICE OF THE PRESIDENT

(573) 651-2222 • MAIL STOP 3300 • FAX (573) 651-5061

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Memorandum

To: File
From: Julie Kleffner *OK*
Date: July 13, 2012
Re: Proprietary Information

Big Brothers Big Sisters of Eastern Missouri requested that a portion of their proposal, specifically pages 116, 117, 119 - 126, 130 - 133, 159, 160, 166 - 174, 190, and 191, submitted in response to RFP B3Z12149 be considered proprietary and not be made available for public review. The determination was made that the information is proprietary pursuant to section 610.021, RSMo, and therefore has been sealed in the following envelope and will not be released to the public for review.