

BECOMING A BIG SISTER

STEP ONE

You have contacted the Big Sister League of San Diego, Inc. (either through [email](#), [the online mentor form](#), or a phone call), and you have completed an [application](#) and submitted a photo. This may take a bit of time to gather all of the information required. It gives us a real “snapshot” of the caring and sensitive person that you are. If at all possible, please include an actual snapshot of yourself so that I may share the **photo** when I talk with your potential Little Sister and her family. The **Orientation** meeting will introduce you to the basic Big Sister/Little Sister Program and we will let you know via e-mail the date of the next monthly orientation meeting and time. The training session includes the various steps listed below and more details about accomplishing these steps. The orientation also covers a variety of subjects like becoming familiar with questions that may be asked by the Little Sister and how to answer them, awareness of situations that may arise and how to handle them, and understanding how to interact with the Little Sister’s family. If you cannot simply get away for an orientation session, don’t worry, we are trying some alternatives like having an evening orientation meeting once in a while. Also, call me and we can arrange a private orientation session for you; I will meet with you here or at your home on an extended lunch break at work to get a child a special mentor like you!

STEP TWO

There is a California Law-Megan's Law, which requires anyone that works with children have their fingerprints screened through the Department of Justice. Fill out the “**Request for Live Scan Service**” according to instructions provided at your orientation session. Refer to the list of locations to have your scan done. Go there during the hours listed, prepared to pay the amount indicated by whatever means they accept. Your fingerprints will be forwarded to Sacramento electronically and the clearance will be forwarded to our office by e-mail. Remember not to use hand cream that day as this sometimes blurs results and then the process has to be done again.

STEP THREE

Go to the **Department of Motor Vehicles** and get a **print-out of your driving record**- it will cost \$5.00. We recommend making an appointment (either online or by phone) to save time. You can also request the driving record online at <http://www.dmv.ca.gov/>. Then the driving record will be mailed to you and you can forward it along to our office by mail when you receive it.

STEP FOUR

Copy your **proof of insurance** card for car insurance and include that with your application. If you don’t have access to a photocopy machine, bring it to the Big Sister League house and I will copy it for you.

STEP FIVE

Please include **two personal references** on your application. We may check these references on a random basis. (Limit to one family member please.)

STEP SIX

Please make arrangements for **three personal written recommendations**. They should include information about:

- a) How long the person has known you.
- b) Explain how they came to know you.
- c) Give examples of the qualities they think will make you a good Big Sister.
- d) Explain how they came to realize those qualities.
- e) Any other information the person may feel is pertinent.

Have those recommendations sent directly to our program via e-mail to:

bigsisiter619@cox.net

-or-

**Big Sister League of San Diego, Inc.
Big & Little Sister Mentor Program
115 Redwood Street San Diego, CA 92103**

STEP SEVEN

Turn in your **application** to the Big Sister League Mentor Program when you have completed it. You can mail it, drop it off, or bring it with you at any time during the process.

COMPLETING THE MATCH:

When we receive your fingerprint clearance from Sacramento, the program director will call you to set up a personal interview, unless you have already met at the orientation.

You will be given a choice of Little Sisters in your area. If those potential matches are unsatisfactory, you will have a choice of driving further, or waiting until a Little Sister is available in your area. Every effort will be made to make a happy match for everyone involved.

Please stay in contact with the office. We will be happy to tell you where you are in the process. Leave telephone messages at **(619) 297-1135** any time a question occurs to you. The answering machine is always on.

Once a year, we may ask you to come back for a meeting to update any forms that may have changed, emergency contacts, etc., as well as keep you up to date on what the Big Sister League of San Diego is doing and how you can help us help girls in our San Diego community as well as the League.

Make sure you leave a phone or e-mail message because I could be out interviewing a child, etc. and I wouldn't want to miss your call.

Thanks for caring,

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www.bigsisterleague.org