

# PROCESS FOR BECOMING A BIG

THE PROCESS TO BECOME A BIG MAY TAKE  
AROUND 4 WEEKS DEPENDING ON AVAILABILITY  
PLUS PROCESSING & RESPONSE TIME



## INQUIRY

You filled out an inquiry via in person or on our website!

**Processing time varies.**

- **In Person:** Our Director of Community Development enters your information into our database.
- **Online:** You filled out the information from our website.



## CONTACT

A BBBS Customer Relations Specialist will contact you within 24 - 48 hours to discuss next steps.

- **A phone call, email, or text message with an Acuity Scheduling Link**

*They will continue reaching out until an interview is scheduled, you withdraw, or a significant period time passes with no response.*



## APPLICATION

**Before the interview - fill out your application!** Our Customer Relations will run a background check based on the information provided on your application including:

- **References**   - **Counseling Records**   - **Driver License**   - **Proof of Insurance**

Fingerprints & Pre-Match Training should be scheduled at this time.



## INTERVIEW

An Enrollment Specialist will conduct a two-hour interview with you & write up an analysis.



## FILE REVIEW

Your write-up and application gets viewed and will be given an approval or denial by Enrollment and our in-house lawyer.

You will receive a letter/email with your result once the review has been completed.



## PAIRING

Our staff will contact you to present a potential Little! Once approved, we send the family with your profile for approval. If both parties approve, we schedule a Match Up Day for both parties to meet.



## MATCH UP DAY

Meet your Little and their family. Your MSS will review goals, give out BBBS swag, take a picture, and plan your very 1st outing together!

\* Our enrollment process is designed to result in a long, strong, and healthy Match relationship. For a variety of reasons, we may not feel our BBBSNEI program is the best fit for an applicant. An applicant will be notified via email or letter during their involvement with the interviewing process. Reasons for denial will not be disclosed.