

OCT 16 2019

Referred ToDCO

Cariboo Regional District,
District of 100 Mile House Council Chambers,
385 Birch Avenue
100 Mile House, BC

Dear South Cariboo Joint Committee,

Big Brothers & Big Sisters (BBBS) of Williams Lake has been empowering children through supportive relationships for thirty-seven years, and expanded our reach to the South Cariboo community in August 2015.

This agency has grown from a basement home office to a main street location, now offering five separate programs. In 1998, with financial assistance from the Vancouver Foundation, 'In-School Mentoring' program was launched.

In-School Mentoring's success is rooted in the collaborative support of both Peter Skene Ogden Secondary School and 100 Mile Elementary. Big Brothers & Big Sisters was also pleased to be the recipient of the as the Non-Profit Organization Business Award at the South Cariboo Chamber of Commerce's 23rd Annual Business Excellence Awards. This recognition was truly an honor, and a testament to our dedication to your community.

Please find enclosed an application to the Grant for Assistance. Big Brothers & Big Sisters respectfully request the Cariboo Regional Districts assistance in our quest to support the more vulnerable children of the South Cariboo region.

Yours truly,



Angela Kadar,
Executive Director

Grant for Assistance Application



Organization Information Sheet

Name of Organization:	Big Brothers Big Sisters of Williams Lake
Mailing Address:	372 Taylor Way, 100 Mile House, BC V0K 2E0
Telephone (office):	778-444-0420
Purpose of Organization (From Constitution or Incorporation Documents):	We are dedicated to providing and supporting healthy relationships for children and youth
How long has the organization operated in the community?	Since August 2015, 4 years
BC Society Registration Number:	S-0022787
Federal Charitable Registration Number: (if applicable)	11880-8369-RR-001
Chairperson's name:	Linda Bingham
Telephone:	[REDACTED]
Email:	[REDACTED]
Treasurer or Financial Officer's name:	Joanna Sanders
Telephone:	[REDACTED]
Email:	[REDACTED]

Date of last Annual General Meeting (Attach minutes and current list of Directors): November 15 2018

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from CRD and District (if applicable) \$ 750.00

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Amount Requested \$ 1000.00



Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

Our agency strategically plans local fundraising efforts, and submits grant applications to fund our activities. We continue to run the "Bowl For Kids Sake" fundraiser each year, and have incorporated the new "Backwoods TRY-Athlon" at Gavin Lake. The agency has applied for the Regional BC Gaming Grant, the United Way Community Fund, and Community Link School District 27 funding.

2. If your organization charges user fees/memberships/admission, attach your current fee structure:

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

~~Last year our goal was expand the Community-based and Group programs. This year,~~ our goal is to increase our In-School program to 25 children served within the South Cariboo. We plan to achieve this goal by targeting not only teen mentors, but also adult and senior mentors interested in this volunteering opportunity. To recruit mentors, the ED and Mentoring Coordinator will present to 100 Mile businesses and associations.

4. Who does your organization serve? (% of clients from District, % of clients from South Cariboo)

Our organization serves youth, with 78% of clients from the District, and 22% of client from the South Cariboo.

5. Does your organization receive a rental subsidy from the CRD and/or District? If so, how much?

We do not receive a rental subsidy from the CRD or the District.

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from District Tax Department)

We do not receive any benefit from permissive tax exemption.

7. Does your organization use CRD or District owned facilities? If so, which ones?

We do not use any CRD or District owned facilities.

8. How will you indicate that the CRD and District are contributing to your organization?

BBBS will recognise the CRD in all of its promotional materials, presentations, and recognize their contribution on social media.

Grant for Assistance Application



Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

The CRD funds will support the role of the Mentoring Coordinator in our South Cariboo Satellite Office. The CRD funds will be used for promotional materials that the Coordinator will use to recruit adult and senior mentors for the In-School mentoring program. With more matches created by recruitment, the Coordinator will need more support in supervising each mentoring relationship.

2. How do you know there is a need for this service/project in our community?

There is a demonstrated need for youth mentoring services in the South Cariboo, with 87 children identified as needing a mentor. However, the 2016 Census shows only 105 youth aged 15-19 living in 100 Mile. With the predominately-older population, the high demand for mentorship in the elementary school will be met with our new recruitment project.

3. Is your agency applying for funds from other levels of government or other sources for this project?

No we are not applying for funds from other levels of government, but will seek other sources for this project if denied.

4. Would you still be able to complete the project if you do not receive the other funds applied for?

We would be able to maintain our current matches and at a limited capacity.

5. Please describe the impact of this application being denied or approval of an amount less than requested.

Without funding, we would be limited in our capacity to serve more children in the community. Our recruitment would be restricted to only the teen mentors, and not include the valuable population of adult and senior volunteers interested in the program.

6. Start date of the project: September 2019 (start of school year)

End date for the project: June 2020 (end of school year)



Grant for Assistance Application

7. Please describe the key activities that will take place to complete the project and any associated timelines.

Please review the attached "Program Description" provided.

8. Please provide a detailed financial budget for the project.

9. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Please review the attached "Evaluation Plan" provided.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


President/Chairperson

Attachment for Q.7

Program Description

Attached is copy of the Program Description that describes the key activities that will take place to complete the project and any associated timelines



**Big Brothers
Big Sisters**
OF WILLIAMS LAKE

In-School Mentoring

In-School Mentoring enhances the capacity and resiliency of children. Through enabling children to build relationships with caring volunteers, and agency staff, children develop positive relationship skills, confidence and hope.

In-School Mentoring involves **spending one hour a week** with one child, doing non-academic activities in the child's school. It's about being someone a child can talk to and learn from – sharing interests with them, encouraging them, building on their strengths, all of which can lead to improved self-esteem and a more positive outlook on their life. An increasing number of companies and organizations allow their staff one hour each week **to leave work and mentor** in a classroom in our community.

Beyond outcomes for the child, additional outcomes are enhanced in the community.

The In-School Mentoring program provides school staff and community members with the opportunity to work directly and collaboratively in support of healthy and resilient children.

Community understanding and tolerance is enhanced as individual volunteers gain a more sophisticated understanding of challenges faced by families with children 'at risk'. Building of trust and understanding exists between cultures as non-aboriginal mentors are often matched with children of first nation's heritage.

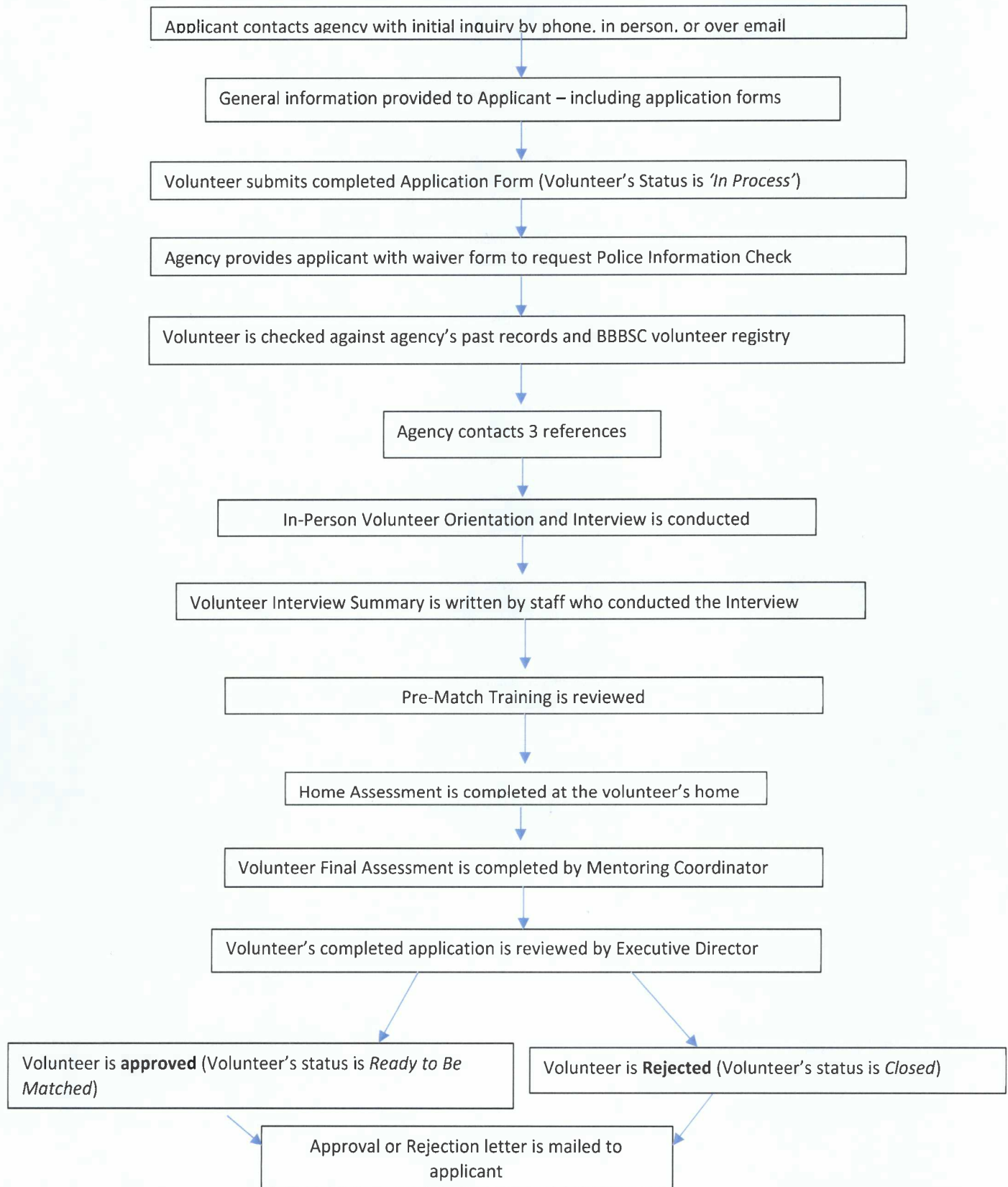
Picture of 2018/2019 ISM Mentors and Mentees



**Next Four Pages contain ISM Program Intake and Monitoring Processes for Committee Review*

4. Volunteer Intake

4.01 Diagram of Volunteer Intake Process



4.02 Diagram of Volunteer Intake Process (Teen Mentoring)

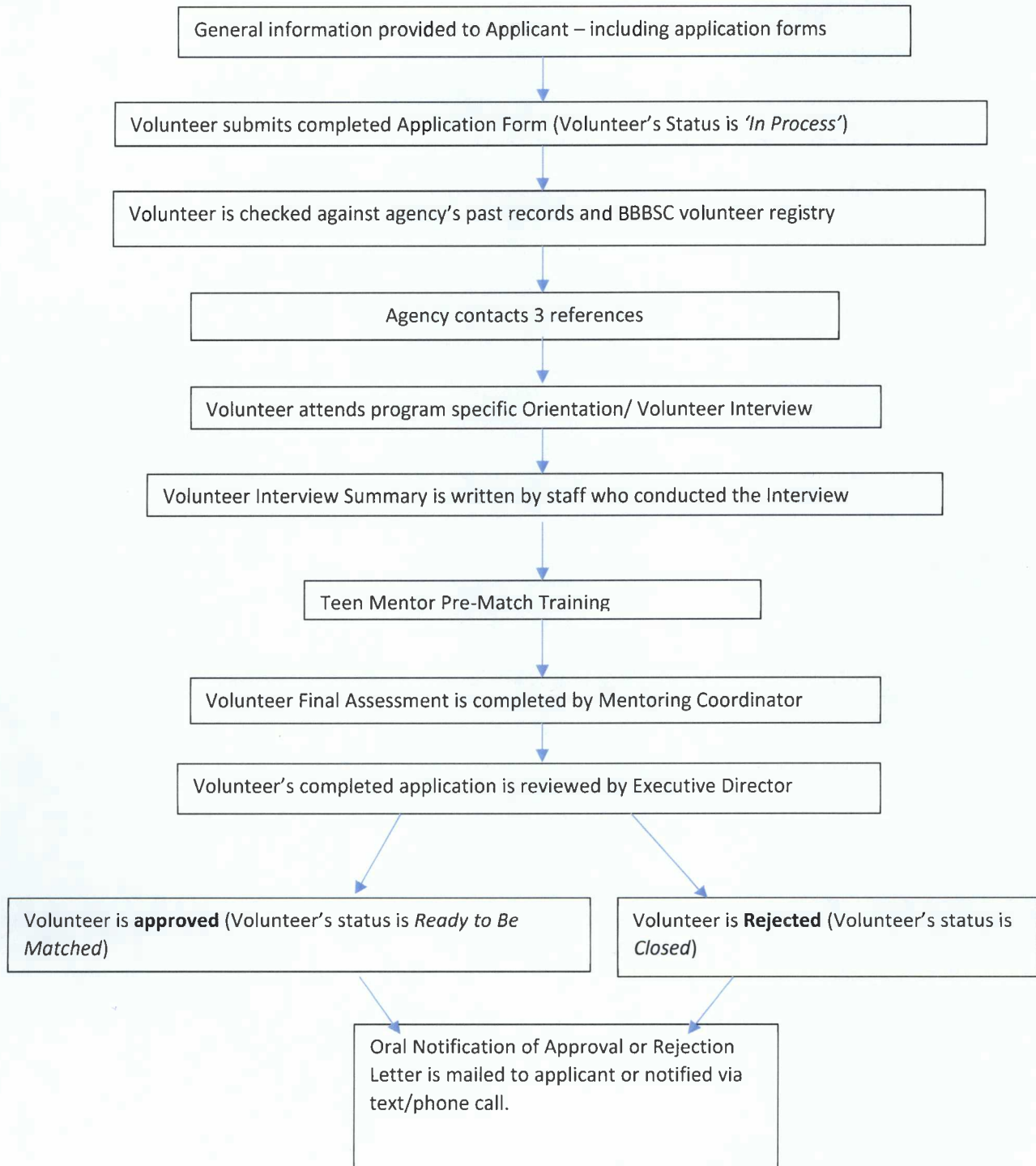
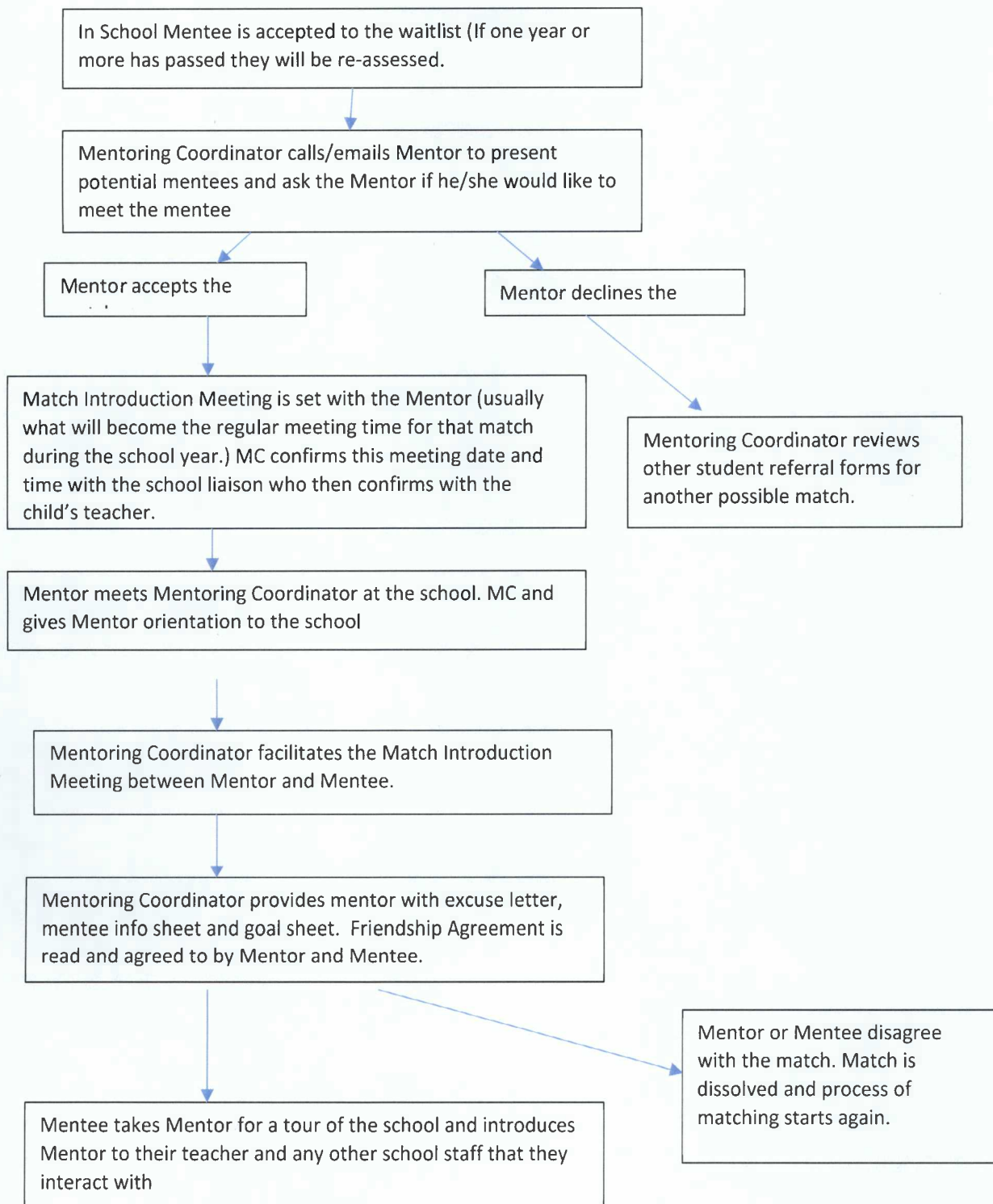


Diagram of Matching for School Based

5.2 Diagram of Matching Process (In School Mentoring/Teen Mentoring)



Site Based

Site Based Match Monitoring Minimum Requirements (School Based 1:1)			
Year 1	Mentor	Mentee	Others
Introduction Meeting	In person SDS	In person SDS	
MM1 (3-4 weeks after introduction)	Phone or Email SDS		Contact, any form, with school liaison or parent by SDS
MM2 (mid point)	In person by SDS	In person by school liaison or SDS	
MM3 (no later than three months post MM2 contact)	In person or phone by SDS	In person or phone with parent or child by SDS or in person with child by school liaison.	
Wrap Up	Email by SDS to confirm wrap up		
Additional Years of same mentoring relationship – match introduction n/a			

- Mentoring Coordinators will use the above table(s) as the minimum match monitoring schedule for all site-based matches. This includes one to one matches and group matches
- In School Mentoring/Teen Mentoring/Groups
 - Initial match monitoring: Occurs at the match introduction meeting
 - Beginning check in: Separate from the initial match meeting, this is conducted 2-3 weeks after the match has began.
 - Mid-Way Match Monitoring: Mid-way through the match, the mentoring coordinator will conduct check in either in person or over the phone with the Big
 - End match monitoring: takes place at the end of the school year, separate from the match closure.
 - Final match monitoring: occurs at Match Closure meeting

2019/2020 ISM RECRUITMENT TIMELINE

Month 1

With direction from the seniors and adults approached by the Mentoring Coordinator, customize Program Goals and Objectives

- development of marketing plan & the design of promotional materials
- develop In-School Presentations
- adapt mentoring training program for senior & adult volunteers

Month 2

Work with identified liaison at businesses and associations to help facilitate orientation to familiarize the potential mentors with the In-school mentoring program— presentations at six identified community sites.

Month 3-5

With the support of the Mentoring Coordinator, the Adult and Senior Mentors will

- recruit volunteers
- support matching volunteers and children
- facilitate monthly mentor meetings/workshops
- Assist Mentoring Coordinator in Match Monitoring
- Assist Mentoring Coordinator in Program Evaluation

Month 6

Begin with matching in the schools January 2020

Month 12

Final report on project to CRD

Based on the success of this initial program, expand the program to include Elders from surrounding First Nations Communities. Many of the children served in our programs are First Nations.

The In-School mentoring takes places annually during the school year; the intention is to run this program every school year after the inaugural year in 2019-2020.

ISM Yearly Schedule

January

- Monitor sign in binders and text/call mentors who haven't been signing in (***do this all school year***)
- Mid-year check-ins/match monitoring based on match date and last check in date

February

- Monitor sign in binders and text/call mentors who haven't been signing in
- Clean up toy boxes, switch up games etc.
- Wrap up mid-year check-ins/match monitoring
- Preferably, this is the last month to match mentors with mentees

March

- Create Slide Show: Take pictures at the elementary school of mentors interacting with their mentees (I would show up at the schools at what seemed to be busy times for mentoring, take my camera to the schools during the year so I could slowly collect pictures, at the end I would text mentors and ask them to let me know when they go mentoring)
- Create a power point/slide show of the pictures to show at the up-coming recruitment presentations at the high schools
- Talk to high school counselors about potential mentors we can recruit and do presentations for. I would go through the year book with the counselors so they have faces to the kids names.
- Update "BBBS Mentoring" displays/bulletin boards at the high schools. See if anything needs to be changed or updated.
- Monitor sign in binders and text/call mentors who haven't been signing in
- Letters are sent to parents of potential mentors (see previous letters in Shared Documents under New Stationary/ISM/ISM-SISM/Recruitment/Teen Year End Recruitment/2019-2020 Mentor Recruitment). You can use these previous forms to create new ones for recruitment.

April

- Plan and do the Recruitment Presentations at the high schools, businesses and associations
- Ask Career Center, or one of the counselors from each school, to talk about how to get credit for mentoring
- Ask an outstanding mentor at each school to promote mentoring at the recruitment presentations, they usually say a few words about: what they like about mentoring, a moment they felt they made a difference, why it was fun, and/or why they think others should mentor (during the school year, you will know from check ins which students would be the best for promoting)

- Get mentors to fill out applications, the reference page, take the Permission and Release form home for parents to sign, and schedule an interview with us
- Mentors hand in paperwork to us at the high school purple folders at the school office or our office.
- Begin registering mentors and doing interviews.

May

Pre-match training: is held at the high schools for the mentors who have applied so far; they sign the confidentiality form, job description, code of conduct, and training quiz and completion paperwork here. We need them to have handed in an application and Volunteer Permission forms before they can participate in the training due to sensitive topics being discussed during training.

- We usually do the first bigger Pre-match Training in May and the last big one in June, usually two at each school for those mentors who missed the first one. We need two Mentoring Coordinators for the larger trainings and used a power-point (saved in **Documents/ISM Info/New Ism PMT Training**). Pizza lunch is provided.

- Begin year end MM-Task 3

Year End Pizza Parties: to appreciate the mentors that year are held at the elementary school

- Send the secretaries and teachers a list of the kids who are invited to the pizza party and send permission slips home to parents for kids who need to be walked or driven Elementary
- Contact mentors about the year-end party via stickers in their sign in binder, a notice on the toy box, a phone call or text the week before, a Facebook notification, a text the day before, and a PA announcement by the secretary the day of (we fax the announcement to read out at break and lunch time).
- We give mentors a \$10ish gift and certificate, give the mentees a book, have pizza lunch, and they hang out with their mentees.
- The Executive Director says thank you and the Mentoring Coordinator talks a bit to appreciate mentors. Don't forget to mention they can (should) keep mentoring until exam week if possible.

*Paperwork to elementary schools for teachers and counselors to refer mentees early for the up-coming school year and Parent Permission forms ready

June

- Continue completing mentor's registration and screening process: Call references, interviews, and Permission and Release forms, enter mentors into excel and Dynamics (individual files and Screening)
- Do year-end check-ins/match monitoring
- Hold Pre-match training sessions for mentors who haven't completed it yet

- Complete paper work and do pre-match training with newly referred mentees
- Request Parent Permission forms out and returned to/from parents/guardians
- Collect school binders at end of June – sign in sheets into office binders

July

- Mentor registration/screening process: Call references, interviews, try to get them to hand in Permission and Release forms or any missing forms, pre-match training, enter mentors into excel and Dynamics
- Possibly do some more recruitment within the community (TRU, community events and fairs, businesses, churches)

August

- Mentor registration/screening process: Call references, interviews, pre-match training, and Permission and Release forms, enter mentors into excel and Dynamics
- Close graduated mentees, create spreadsheet of open file waitlisted mentees for the matching process (include age, interests, school).
- If you are re-matching a mentee, we need new referrals and consents from teachers/parents to reflect any changes to their behaviours/situations/needs
- If you are re-matching mentors, follow the National Standards guidelines for re-matching and re-assessing. In Dynamics there is a section under New Activities for Re-matching considerations.
- Pre-match, on paper, mentors that are complete

September

- Contact schools to give quick presentation to staff re: ISM program and expectations
- Paperwork to elementary schools for teachers and counselors to refer mentees, parent permission forms sent to referred mentee's parents
- Ask for student class lists from each elementary school
- Pre-match trainings for new mentees at elementary schools, no pizza, about 1-2 hour long
- Continue tentatively/on paper matching mentors with mentees
- Begin match meetings – set up a time and introduce the mentor to mentee, give mentor a tour of school first including where sign in binders are kept, mentor tags, keys, toy boxes and what rooms are available to use. Reinforce rules – staff washroom use, no taking children off school grounds, clean up after yourself, sign in binder, etc.
- Continuing matches start up again- ask mentor if they want you to attend, at least tell mentor teacher's name
- Clean toy boxes
- Put sign in binders at schools
- If mentors are continuing from previous year with the same mentee, give them their mentees new teacher info, ASAP so they can continue mentoring.

- Let mentors know that if they plan to buy cooking supplies for mentoring the limit is \$10/under so they don't go overboard spending. Keep receipt and initial to be reimbursed.

October

- Match meetings
- Pre-match training and completing files for new mentees
- Monitor sign in binders

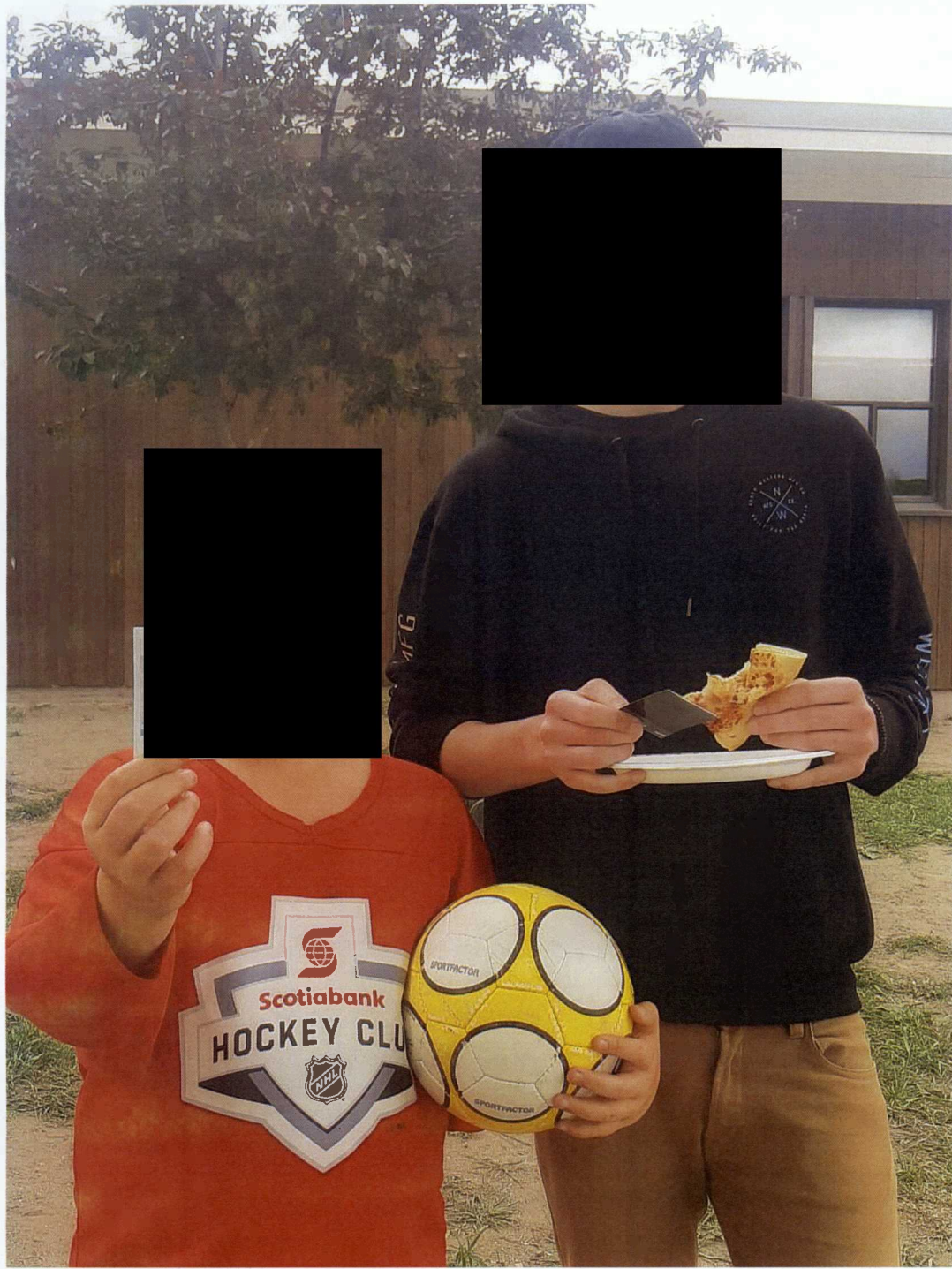
November

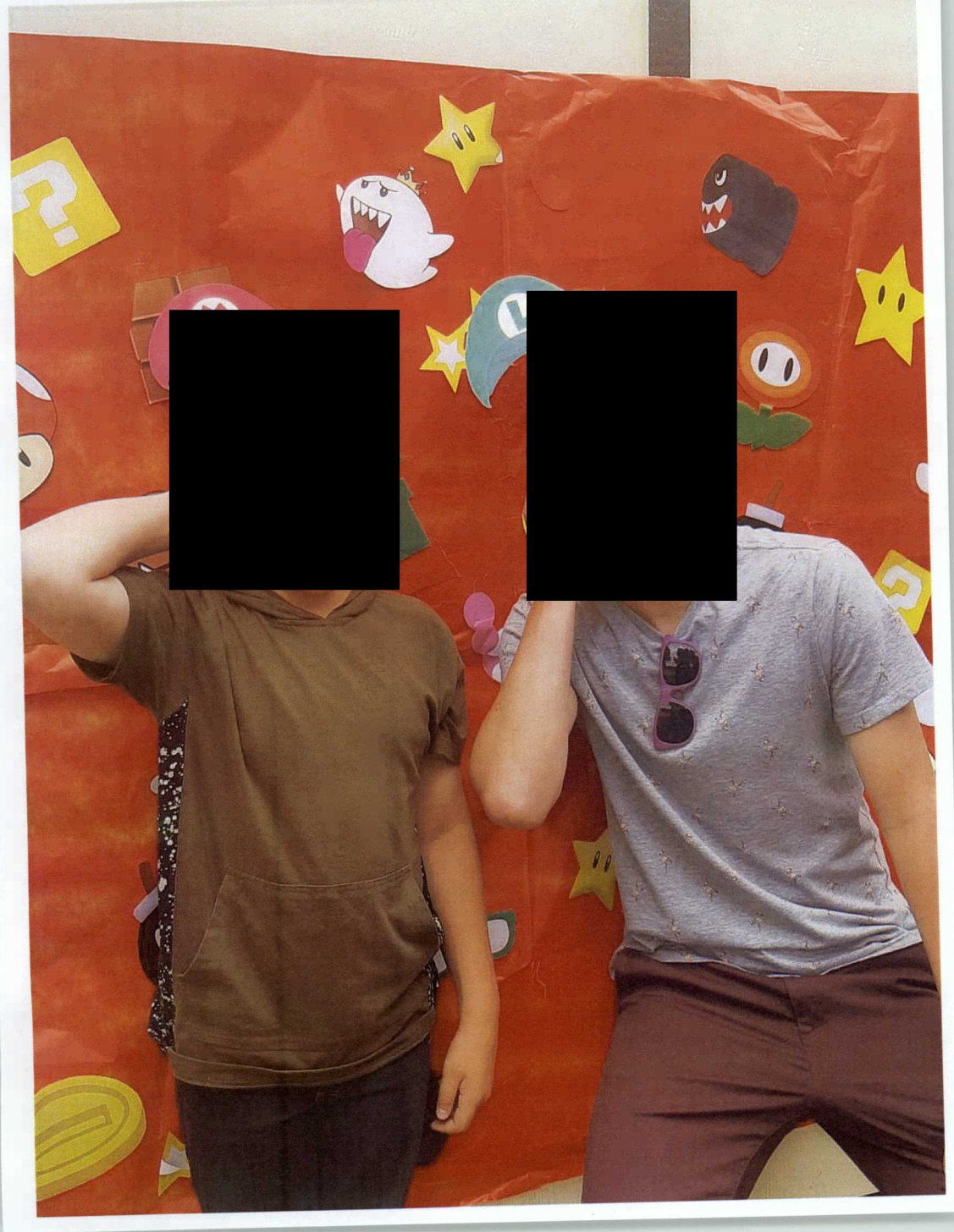
- Some match meetings
- Beginning of year match monitoring check-ins
- Monitor sign in binders

December

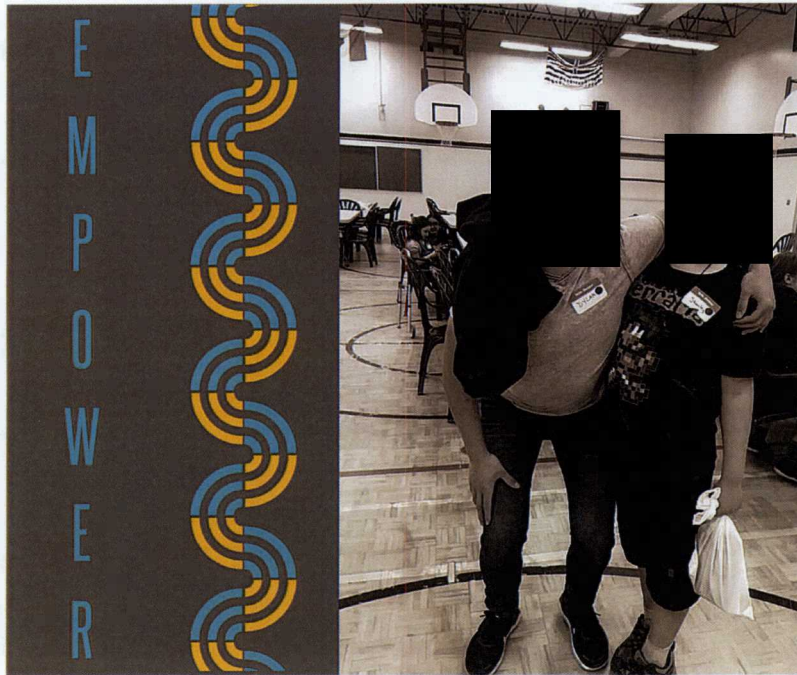
- Monitor sign in binders
- Christmas break!

Throughout the year mentors may contact you via phone, text, email, or sign in binders to let you know what supplies are needed at the schools. Make sure their requests (if reasonable) are met in a timely fashion.









Mentor Dylan with Mentee Stanley

*The Following
Letters of Support
Are Used With Permission*



CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

2019-09-11

South Cariboo Joint Committee

Re: Big Brothers Big Sisters Williams Lake

Dear Committee,

I am writing this letter of support of Big Brothers Big Sisters of Williams Lake (BBBSWL) application to the Cariboo Regional District/District of 100 Mile House Grant for Assistance to help support the In-School Mentoring Program. Healthy child and youth mentorship results in significant improvements in social and emotional wellbeing; as well as reducing mental health issues such as anxiety, depression, and maladaptive coping mechanisms such as substance use and misuse.

The Cariboo Family Enrichment Centre (CFEC) has supported the In-School Mentoring Program for the past 5 years and has seen firsthand the positive effects it has had on both the mentee (child) as well as the mentor (youth).

Big Brothers Big Sister Canada is a federation of agencies providing life changing mentoring experiences in over 1100 communities across Canada. The Cariboo is fortunate to have a dedicated and evidence based organization investing in our children and youth.

As a non-profit organization, the CFEC knows very well the challenges in accessing much needed funding, as well as working with and earning the support of local governments. By supporting this vital program, the South Cariboo Joint Committee will help our community build capacity and resiliency.

Sincerely,

Chris Pettman

Executive Director Cariboo Family Enrichment Centre



PO Box 2427 · #1-486 South Birch Avenue, 100 Mile House, B.C. V0K 2E0

Phone: (250) 395-5155

Fax: (250) 395-1811

Web: www.cariboofamily.org

eMail: cfec@cariboofamily.org

The CFEC is located within the traditional territory of the Tsq'escen people, part of the Northern Secwepemc to Qelmuw.



100 Mile Elementary School

Box 460, 100 Mile House, B.C. V0K 2E0 Phone: (250)395-2258 Fax: (250)395-3621
Ms. M. Telford – Principal Mr. S. Nelson – Vice Principal

Monday, September 23, 2019

To whom it may concern,

I am writing this letter in support of the Big Brothers and Big Sisters in-school mentoring program. The program ran in our school during the 2018-19 school year. We were able to match boys and girls from our school with high school students.

The high school students came to our school once a week for one hour sessions with their mentee. Our students looked forward to their time with their mentor. The sessions included activities such as cooking, playing games, making crafts, kicking around a soccer ball or shooting hoops. The younger students had the mentor's undivided attention and conversations flowed freely. A bond was clearly evident between the partnerships.

Parents who came into our school often commented on how amazing the mentors were doing with the younger students. Other parents came in to request their child be put in the program. Teachers saw a difference in their students in the classroom and we had more requests for matches than we could fill!

The in-school mentoring program was a huge success in our school and I look forward to it continuing in my school this coming school year!

Sincerely,

Maria Telford
Principal
100 Mile Elementary
250-395-2258

BIG BROTHERS AND BIG SISTERS OF WILLIAMS LAKE

FINANCIAL STATEMENTS

JUNE 30, 2018

PRITCHARD & COMPANY ACCOUNTANTS LTD.

#305-383 OLIVER STREET
WILLIAMS LAKE, B.C.
V2G 1M4
PHONE: (250) 398-8823
FAX: (250) 398-8328

NOTICE TO READERS

On the basis of information provided by management, we have compiled the financial statements of Big Brothers and Big Sisters of Williams Lake as at June 30, 2018.

We have not performed an audit or review engagement in respect of these financial statements and accordingly, express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes

Williams Lake, B.C.
October 26, 2018

Pritchard & Company Accountants Ltd.

**BIG BROTHERS AND BIG SISTERS OF WILLIAMS LAKE
BALANCE SHEET
AS AT JUNE 30, 2018**

	<u>2018</u>	<u>2017</u>
ASSETS		
Current Assets		
Cash and in bank	\$ 64,196.56	\$ 39,482.41
Accounts receivable	1,907.57	-
Term deposits	67,753.32	62,134.43
Interest receivable	636.21	484.90
GST receivable	1,097.13	1,104.47
Prepaid expenses	<u>1,101.50</u>	<u>1,205.50</u>
	136,692.29	104,411.71
 Capital Assets - Net, Note 4	 <u>6,805.00</u>	 <u>5,337.49</u>
Total Assets	<u>\$143,497.29</u>	<u>\$109,749.20</u>
 LIABILITIES		
Current Liabilities		
Accounts payable and accrued liabilities	\$ 11,861.80	\$ 5,684.88
Deferred contributions, Note 5	<u>28,364.60</u>	<u>28,562.00</u>
	<u>40,226.40</u>	<u>34,246.88</u>
 Equity		
Unrestricted fund	96,465.89	70,164.83
Invested in capital assets	<u>6,805.00</u>	<u>5,337.49</u>
	<u>103,270.89</u>	<u>75,502.32</u>
Total Liabilities	<u>\$143,497.29</u>	<u>\$109,749.20</u>

APPROVED BY THE DIRECTORS



 DIRECTOR



 DIRECTOR

BIG BROTHERS AND BIG SISTERS OF WILLIAMS LAKE
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2018

	<u>2018</u>	<u>2017</u>
Revenue		
Gaming	\$ 84,570.00	\$ 87,940.00
Forfeiture funds	-	14,625.00
Events		
Golf Tournament	7,700.25	-
Tour de Cariboo	10,458.80	25,589.68
Bowl for Kids Sake	50,915.28	45,275.50
Big Night Out	8,819.38	10,109.75
Big Squeeze	100.10	1,438.40
In school mentoring	55,410.00	41,824.00
Canadian Red Cross	5,750.00	-
Renew crew	9,407.96	11,883.06
Canadian Tire Jumpstart	-	8,148.80
Donations	30,262.48	3,473.60
Memberships	<u>27.00</u>	<u>13.00</u>
	<u>263,421.25</u>	<u>250,320.39</u>
General and Administrative Expenses		
Advertising and promotion	7,884.69	9,671.84
Bank charges and interest	1,018.84	945.45
Events	2,735.21	2,588.00
Insurance	3,387.00	3,204.50
Canadian Tire Jumpstart	-	5,213.17
Memberships	5,419.98	5,464.53
Office	8,868.00	7,868.58
Programs	12,270.14	20,144.59
Public relations	1,424.07	1,705.85
Rental	13,309.29	12,335.71
Repairs and maintenance	1,680.00	1,827.00
Telephone	3,772.04	2,944.61
Training	6,598.71	317.37
Wages & benefits	<u>165,859.11</u>	<u>177,009.39</u>
	<u>234,227.08</u>	<u>251,240.59</u>
Income (loss) from operations	<u>29,194.17</u>	<u>(920.20)</u>
Other Income (Expense)		
GST expense	(1,097.14)	(1,104.47)
Interest income	<u>776.01</u>	<u>691.22</u>
	<u>(321.13)</u>	<u>(413.25)</u>
Net Income	<u>\$ 28,873.04</u>	<u>\$ (1,333.45)</u>

**BIG BROTHERS AND BIG SISTERS OF WILLIAMS LAKE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2018**

1. Nature of Operations

Big Brothers and Big Sisters of Williams Lake is a non-profit Society that is dedicated to providing and supporting healthy relationships for children, which are essential in the development of a safe and productive lifestyle.

2. Significant Accounting Policies

- a) The financial statements were prepared in accordance with Canadian Accounting Standards for not-for-profit organizations.
- b) The Society and its members benefit from donated services in the form of volunteer time for various committees, projects and programs. Donated services are not recognized in these financial statements.
- c) Depreciation is calculated on the declining balance basis at a rate of 25% per year.

3. Gaming Licence

Big Brothers and Big Sisters of Williams Lake has a gaming licence agreement with the British Columbia Gaming Policy and Enforcement Branch. Gaming Licences are issued by the Province on an annual basis. In order to receive Gaming funds, the Society is required to have a separate bank account for gaming funds and expenditures are restricted by terms set by the Gaming Branch.

4. Capital Assets	<u>Cost</u>	<u>Reserve For Depreciation</u>	<u>Book Value</u>	
			<u>2018</u>	<u>2017</u>
Computer equipment	\$ 8,504.51	\$ 5,529.41	\$ 2,975.10	\$ 1,507.59
Trailer	6,055.00	3,962.39	2,092.61	2,092.61
Furniture & fixtures	5,368.44	3,763.48	1,604.96	1,604.96
Signs	2,287.34	2,155.01	132.33	132.33
	<u>\$22,215.29</u>	<u>\$ 15,410.29</u>	<u>\$ 6,805.00</u>	<u>\$ 5,337.49</u>

5. Deferred Contributions

	<u>2018</u>	<u>2017</u>
Tour de Cariboo	\$ 5,114.60	\$ -
Gaming	17,500.00	18,000.00
New Horizons	-	10,562.00
City of Williams Lake	3,750.00	-
Cariboo South In-School Mentoring	2,000.00	-
	<u>\$28,364.60</u>	<u>\$ 28,562.00</u>

Attachment for Q.8

Financial Budget

Attached is a copy of a detailed financial budget regarding

The South Cariboo In-School Mentoring Program

July 1 2019-June 30 2020

BBBS July 1, 2019 - June 30th 2020	S/CARIBOO	TOTALS
REVENUE		
FUNDRAISING		
BOWL FOR KIDS SAKE		
Corporate Sponsorship	1600	
Pledge Earnings	7000	
		8,600
DONATIONS - GENERAL	1000	
GRANTS	3000	
GAMING GRANT	6000	
		10000
INTEREST INCOME		
ISM -DONATIONS		
School District #27 - Community Link	2000	
CRD	500	
District of 100 Mile House	500	
		3000
MEMBERSHIP DUES	20	20
TOTAL REVENUE		21620

S/CARIBOO

EXPENSE		
COMMUNITY BASED PROGRAM EVENTS		
Activities / Special Events	300	
Children's Christmas Party	300	
		600
INSURANCE & ACCOUNTING FEES		
Accounting		
ICBC Employee Vehicles	200	
		200
MARKETING & ADVERTISING		
BFKS	500	
		500
OFFICE EXPENSE		

Janitorial Services		
Office Expense	400	
Soft Ware (Quickbooks, Dynamics & Website)	200	
Stationary / Supplies	200	
		800

PAYROLL BENEFITS

WCB Employers Cost	87	87
--------------------	----	----

PAYROLL-WAGES

Caseworker ISM S/C	13335	
Mercs	803	
TOTAL PAYROLL		14,138

POSTAGE / FREIGHT

BFKS	50	
Program	50	
		100

PROGRAM EXPENSE

PRINTING - Pledge Books

BFKS	200	200
------	-----	-----

PROGRAM SUPPLIES

Group Supplies		
ISM Supplies	400	
ISM Year-End	300	
Traditional Expense	300	
		1000

FUNDRAISING EXPENSE

BFKS	260	260
------	-----	-----

PROMOTIONAL MATERIALS

BFKS	300	
BBBS Programs	200	
		500

RECOGNITION

Board of Director		
Employee	100	
Volunteer ISM	140	
Volunteer Traditional	100	
		340

RENTAL

Cariboo Lanes BFKS	900	
		900

TRAINING

National Convention - BBBSC	70	
Volunteer ISM - Prematch	300	
	200	
		570

TRAVEL

Programs (Core/ISM/ Trad/Group	1125	
New Event/Bowl	300	
		1425

TOTAL EXPENSE

21620

Attachment for Q.9

EVALUATION PLAN

Big Brothers Big Sisters of Williams Lake is a member of Big Brothers Big Sister of Canada. As a member of our National Organization, we are required to follow a framework of National Standards that are updated on an annual basis.

We are required to monitor all matches associated with our Agency, these touchpoints throughout the match are designed to monitor and evaluate all matches. At a National level, this information is collated and studied on an ongoing basis to ensure that all our work is evidence based.

Internally, we have documents in place that monitor In-school and Group programming to measure our successes. We collate responses from school Principals, school Counsellors and Mentors. The long-term nature of community-based matches requires longitudinal studies to evaluate outcomes.

Attached is an example of our ***Classroom Teacher Evaluation, Principal Evaluation, and Counselor Evaluation*** sent out in June at the end of our In-School Mentoring Program.

CLASSROOM TEACHERS - QUESTIONNAIRE

**Thank you for your participation in the Mentoring Program.
We are always striving to improve our service and value your opinion**

PLEASE CIRCLE ONE

1. I am well informed about the mentoring program and understand the impacts Y N
2. I would like some further information on the mentoring program Y N
3. Were the things you might have heard or noticed about the mentors and their relationships with the children mostly....
very positive somewhat positive somewhat negative very negative
4. In your opinion how much disruption did the mentor visits cause?
a great deal some very little none at all
5. How likely are you to refer students to this program next year?
very likely somewhat likely not likely not at all likely
6. Was the amount of time you spent on the program
more than you would like less than you would like about right
7. Was the amount of communication with the Mentoring Coordinator
too much not enough about right

WE ARE VERY INTERESTED IN YOUR FEEDBACK

What improvements to the programs would you suggest?

What do you see as the strengths of the programs?

Do you have any other comments or suggestions?

NAME : _____

SCHOOL YEAR: ____ / ____

SCHOOL: _____

PLEASE FAX BACK TO: 398-8333



IN-SCHOOL MENTORING

CLASSROOM TEACHER – STUDENT CHECKLIST

YEAR-END

TEACHER: _____ SCHOOL: _____ SCHOOL YEAR: 2019/2020

STUDENT: _____ GRADE: _____

**PLEASE CHECK ALL AREAS WHERE THIS STUDENT HAS SHOWN IMPROVEMENT
SINCE HIS/HER MATCH WITH A MENTOR**

PERSONAL GROWTH

This may include Self Confidence/Esteem,
Self-Control, Cooperation, Responsibility,
Enjoying school experience, etc.

BEHAVIOUR

This may include Listening Attentively
Following Direction, Completing Tasks,
Engagement in the Classroom, etc.

ACADEMICS

(Achievement or Interest)

ATTENDANCE

COMMENTS – ANY OTHER AREAS OF CHANGE OR IMPROVEMENT:

IN SCHOOL MENTORING PROGRAM

YEAR END EVALUATION



COUNSELOR'S QUESTIONNAIRE



Thank you for your schools participation in the Mentoring Program. We value the contribution you have made to this program, and we value your opinion in the evaluation.

PLEASE CIRCLE ONLY ONE

1. Were the things you might have heard or noticed about the Mentors and their relationships with the children mostly....?

Very positive somewhat positive somewhat negative very negative

2. In your opinion how much disruption did the Mentor visits cause?

A great deal some very little none at all

3. How likely are you to refer students to this program next year?

Very likely somewhat likely not too likely not at all likely

4. Was the amount of time you spent on the program?

More than you would like less than you would like about right

5. How helpful was the Big Brothers and Sisters Mentoring Coordinator?

Very helpful somewhat helpful not too helpful not at all helpful

6. Was the amount of communication with the Mentoring Coordinator?

Too much not enough about right

7. We are very interested in feedback about the In School Mentoring Program.

PLEASE LIST WHAT IMPROVEMENTS YOU WOULD SUGGEST?

WHAT DO YOU FEEL ARE THE STRENGTHS OF THIS PROGRAM?:

OTHER COMMENTS ON ANYTHING WE DID NOT COVER IN OUR QUESTIONNAIRE WHICH YOU FEEL ARE IMPORTANT (please use the back of the form if needed):

SIGNATURE: _____

DATE: _____

SCHOOL: _____

FAX BACK TO: 398-8333

IN SCHOOL MENTORING PROGRAM

YEAR END EVALUATION



PRINCIPAL'S QUESTIONNAIRE



Thank you for your schools participation in the Mentoring Program. We value the contribution you have made to this program, and we value your opinion in the evaluation.

PLEASE CIRCLE ONLY ONE

1. Were the things you might have heard or noticed about the Mentors and their relationships with the children mostly....
Very positive somewhat positive somewhat negative very negative
2. How much disruption did the Mentor visits cause?
A great deal some very little none at all
3. How likely are you to have your school participate again?
Very likely somewhat likely not too likely not at all likely
4. Was the amount of time you spent on the program
More than you would like less than you would like about right
5. How helpful was the Big Brothers and Sisters Mentoring Coordinator?
Very helpful somewhat helpful not too helpful not at all helpful
6. Was the amount of communication with the Mentoring Coordinator
Too much not enough about right
7. How important was the role of the Mentoring Coordinator?
Very important somewhat important not too important not at all important
8. We are very interested in feedback about the In School Mentoring Program.

PLEASE LIST WHAT IMPROVEMENTS YOU WOULD SUGGEST?

WHAT DO YOU FEEL ARE THE STRENGTHS OF THIS PROGRAM?

OTHER COMMENTS ON ANYTHING WE DID NOT COVER IN OUR QUESTIONNAIRE WHICH YOU FEEL ARE IMPORTANT (please use the back of the form if needed):

SIGNATURE: _____

DATE: _____

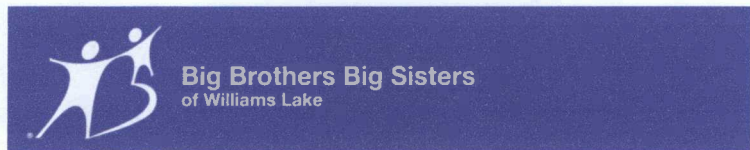
SCHOOL: _____

FAX BACK TO: 398-8333

BIG BROTHERS & BIG SISTERS OF WILLIAMS LAKE BOARD
November 2018 – November 2019



NAME	MAILING & EMAIL ADDRESS	CONTACT INFORMATION
Linda Bingham Board Chair NCCABC	[REDACTED] Big Lake Ranch, BC V0L 1G0 [REDACTED]	(C) [REDACTED] (R) [REDACTED]
Clare Hauser Vice Chair Vanderburgh & Company	[REDACTED] Williams Lake, BC V2G 1S2 [REDACTED]	(B) [REDACTED] (C) [REDACTED]
Joanna Sanders Treasurer Heartland Toyota	[REDACTED] Williams Lake, BC V2G 5H9 [REDACTED]	(B) [REDACTED] (C) [REDACTED] (R) [REDACTED]
Chelsea Hamblin Recording Secretary School District 27	[REDACTED] Williams Lake, BC V2G 1A6 [REDACTED]	(C) [REDACTED]
Daniel Penny Director Sugarcane Development Corporation	[REDACTED] Williams Lake, BC V2G 3T4 [REDACTED]	(B) [REDACTED] (C) [REDACTED] (R) [REDACTED]
Crystal Wells Director Denisiqi Service Society	[REDACTED] Williams Lake, BC V2G 5C7 [REDACTED]	(B) [REDACTED] ([REDACTED]



Minutes of Board Meeting held on November 15, 2018

P – Present A – Absent G - Guest

P Linda Bingham Board Vice Chair(Acting Chair)	P Joanna Sanders Treasurer	P Clare Hauser Director
P Juliana Lam Board Secretary	P Daniel Penny Director	P Melissa Newberry Executive Director

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order		7:32 pm
2. Introduction of Board, Staff	Mala, Kira, Tasha, Susan	
3. Adoption of Minutes	Minutes 2017 Annual General Meeting	Motion to Accept: Clare Hauser Seconded: Daniel Penny CARRIED
4. Business Arising From Minutes	<ul style="list-style-type: none"> • Signors on RBC Account -Remove Melissa Newberry and Sarah Jackman and add Joanna Sanders and Linda Bingham • Signors on Credit Union -Remove Melissa Newberry and Sarah Jackman • Melissa deactivated her Mastercard 	
5. Reports to the Board	<ul style="list-style-type: none"> • Joint Acting Chair and Executive Directors Report 	Melissa
6. Financial Reports	<ul style="list-style-type: none"> • Treasurer's Report • Financial Statements-July 1, 2016-June 30, 2017 	Joanna Motion to Accept: Daniel Penny Seconded: Joanna Sanders CARRIED
7. Other Business	<ul style="list-style-type: none"> • Election of Officers 	
	<ul style="list-style-type: none"> • Board Chair-Linda Bingham 	Nominated: Joanna Sanders Seconded:

MINUTES OF BOARD MEETING OF BIG BROTHERS BIG SISTERS OF WILLIAMS LAKE – HELD February 16, 2017

		Clare Hauser CARRIED
	<ul style="list-style-type: none"> Vice Chair-Clare Hauser 	Nominated: Joanna Sanders Seconded: Daniel Penny CARRIED
	<ul style="list-style-type: none"> Treasurer-Joanna Sanders 	Nominated: Daniel Penny Seconded: Clare Hauser CARRIED
	<ul style="list-style-type: none"> Secretary-Juliana Lam 	Nominated: Clare Hauser Seconded: Joanna Sanders CARRIED
	<ul style="list-style-type: none"> Member at Large-Shelley Desautels 	Nominated: Daniel Penny Seconded: Joanna Sanders CARRIED
8. Membership Fees	<ul style="list-style-type: none"> 20 paid members 	
9. Questions to the Board	<ul style="list-style-type: none"> None 	
10. Presentations	<ul style="list-style-type: none"> One year in Pictures-slideshow 	
11. Adjournment	<ul style="list-style-type: none"> 8:15pm 	Motion to Accept: Linda Bingham Seconded: Joanna Sanders CARRIED



ANNUAL REPORT

2017-2018

Big Brothers Big Sisters of Williams Lake
#200 - 369 Oliver Street
South Cariboo
1, 486 Birch Avenue



VISION

EVERY CHILD WHO NEEDS A
MENTOR WILL HAVE A
MENTOR, EMPOWERING
CHILDREN AND CONNECTING
COMMUNITIES

MISSION

WE ARE DEDICATED TO
PROVIDING QUALITY
MENTORING PROGRAMS,
PROMOTING HEALTHY
RELATIONSHIPS THAT
EMPOWER CHILDREN, THEIR
FAMILIES AND OUR
COMMUNITY

INFO@BBSWLAKE.COM

WWW.WILLIAMSLAKE.BIGBROTHERSBIGSISTERS.CA



OUR STAFF TEAM



EXECUTIVE DIRECTOR

Melissa Newberry

EXECUTIVE ASSISTANT

Susan Erlandson

MENTORING COORDINATOR

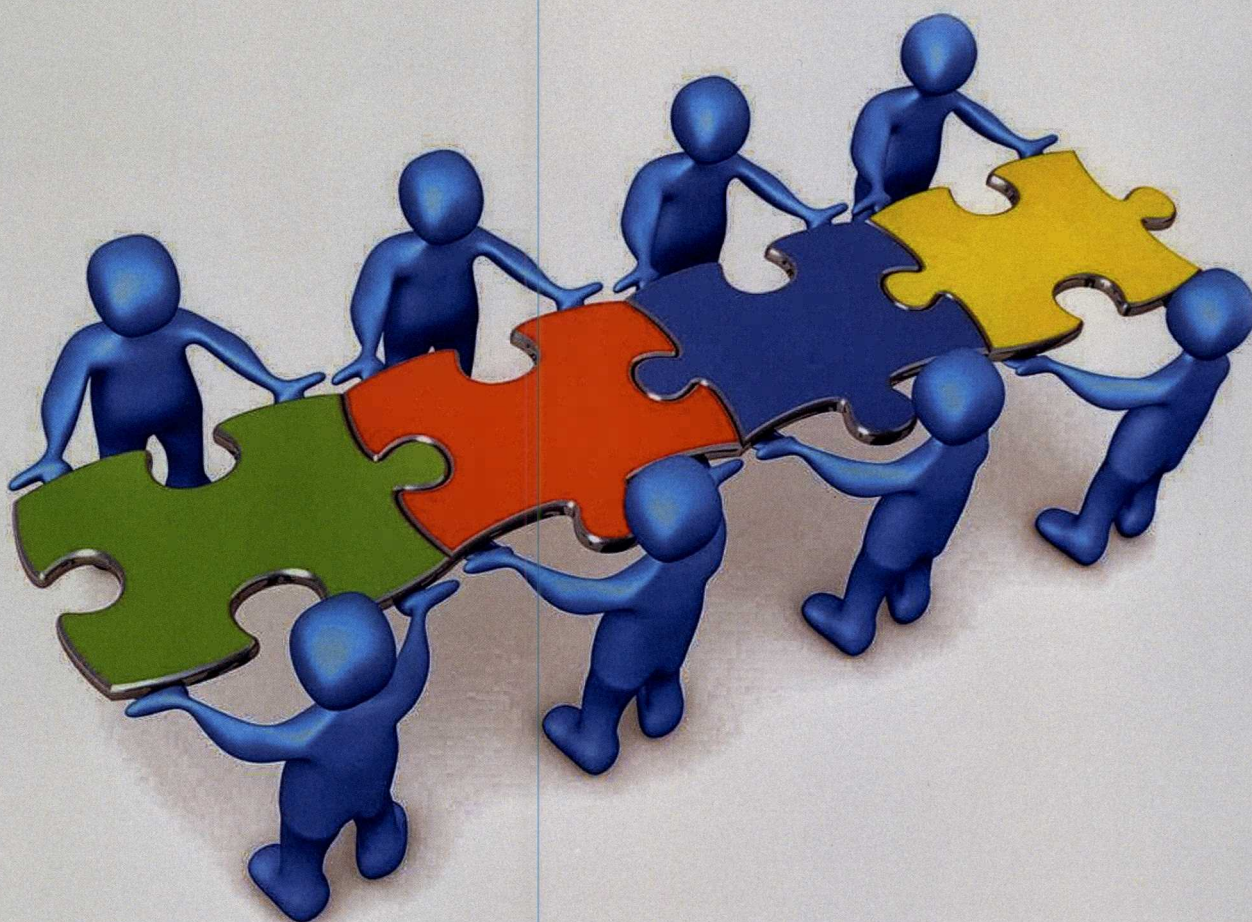
Natasha Pilkington

MENTORING COORDINATOR

Kira Mitchell

MENTORING COORDINATOR

Mala James



BOARD CHAIR Sarah Jackman

VICE CHAIR Linda Bingham

TREASURER Joanna Sanders

SECRETARY Juliana Lam

DIRECTOR Daniel Penny

DIRECTOR Clare Hauser

DIRECTOR Mikel Brogan

DIRECTOR AT LARGE Shelley Desautels



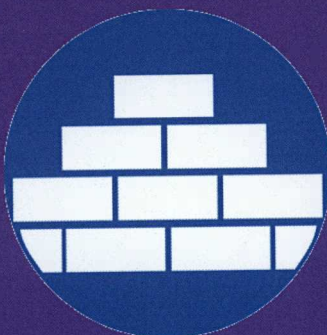
Serving a broader population across our region has increased our ability to impact more lives with innovative programs which has empowered children and connected our communities



Across our region we have experienced increased interest in our programming and have been able to meet some of the new demand thus amplifying our community presence



This year our staff team were able to attend the Regional Convention which was a wonderful local professional development opportunity to strengthen our service delivery in our region



During the 2017 Wildfires we received generous support from new and existing donors. Our Bowl for Kids Sake was very successful
Awarded Non-Profit of the Year
Williams Lake Chamber of Commerce

On July 14th, an evacuation order was issued for the City of Williams Lake due to the threat of wildfires close to the city. Our community was evacuated for a period of two weeks. As most of our team was evacuated to Prince George, we were able to hold meetings due to hospitality extended to us by Big Brothers Big Sisters of Prince George. While the evacuation alert was in place, we had to suspend all matches to ensure the safety of our volunteers and clients. We were able to resume our programs once the alert was lifted and return to somewhat normal operation. During the 2017 -2018 year we continued our relationship with School District 27 and offered programs in both Williams Lake and 100 Mile House. Our community based matches have been growing and we have experienced renewed interest in our program.

Our second largest fundraiser, The Tour de Cariboo, had to be cancelled due to poor air quality; this was unique in the 25-year history of the event. Losing a significant fundraiser could have had a devastating effect on our budget.

Fortunately, the response of the Red Cross, RBC Foundation, Williams Lake Stampede Association and many other existing donors, was extremely generous. Receiving the Williams Lake Chamber of Commerce Non Profit of the Year Award was truly an honor and a testament to our dedication to our community.

In April, we hosted the Bowl for Kids Sake in Williams Lake and 100 Mile House and experienced the generosity of both communities. We were able to raise over \$50,000 in both communities thanks to the support of business sponsors and bowling teams who raised significant donations in support of our event.

The Jordan Siegmeuller Memorial Golf Tournament selected us as their charity of choice in 2018. This kind of recognition supports the work that we do every day and is an inspiration to us all.

A first this year was our ability to attend the Regional Convention in Vancouver with our entire staff team. This was a time of learning and growing and a reaffirmation of the value of the work that we do in our communities.

We are proud of our continued success in a difficult year because of the 2017 Wildfire Season. We are all looking forward to a successful 2018-2019 year.

Thank you to all the volunteers who continue to support us, we could not do it without you.

Melissa Newberry
EXECUTIVE DIRECTOR

Linda Bingham
VICE CHAIR
BOARD OF DIRECTORS

As Treasurer of Big Brothers and Big Sisters of Williams Lake for a second year, I am pleased with the way this organization has made financial progress in the wake of the fire season that affected so many.

A review of the financial statements for July 1 2017-June30 2018 shows how Melissa and her staff have worked diligently to keep expenses down by 5.3% and yet increase revenue by 6.5%. This has produced a positive net income of \$28,915.

Congratulations to Melissa and her staff for their positive contribution to our community and for such an amazing year!

Thank you to all the board members for your role in making Big Brothers and Big Sisters of Williams Lake successful and a strong provider of community support.

Sincerely,

Joanna Sanders

Treasurer



A Big Brother is

The Big Brothers mentoring program provides boys and young men with a role model to talk to and share the experiences of growing up together. Through regular outings, a relationship is developed between the mentor and the mentee, which is built on trust and common interests, and is supported by our experienced case-workers. The result is a life-changing experience for both the mentor and the mentee.



A Big Sister is

The Big Sisters mentoring program provides girls and young women with a role model to talk to and share the experiences of growing up together. Through regular outings, a relationship is developed between the mentor and the mentee, which is built on trust and common interests, and is supported by our experienced case-workers. The result is a life-changing experience for both the mentor and the mentee.



In-School Mentoring offers

The In-School mentoring program provides youth with a role model and a friend to talk to and share the experiences of growing up within school grounds. For one hour a week, mentors meet with their mentee and engage in activities such as board games, crafts or just hang out on school grounds.



Big Brothers Big Sisters.ca

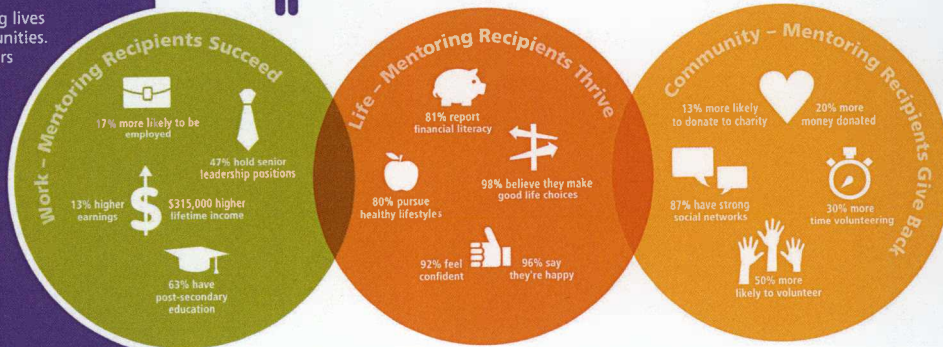
The Mentoring Effect

Changing the course of young lives changes the future of communities. By every measure, Big Brothers Big Sisters returns **positive results in the mental health, employment and civic engagement** of the recipients of our mentoring programs.

Social Return on Investment Study
To assess the economic benefits of our programs, The Boston Consulting Group undertook a multi-stage study that compares the outcomes of children who participated in community 1-on-1 programs with those that did not.



work life community



SOCIAL RETURN ON INVESTMENT



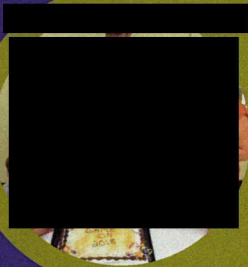
Increased Taxes & Spending From Higher Income + Increased Volunteering & Donations

18:1

\$1 invested in mentoring by Big Brothers Big Sisters returns \$18 to society *

* Among economically disadvantaged groups, \$1 invested in mentoring by Big Brothers Big Sisters returns \$23 to society.

start something



Group Mentoring offers

Go Girls! is a group mentoring program for girls ages 12-14 that focuses on physical activity, balanced eating and self-esteem. The single, most important goal of the program is to positively shape the lives of young women and girls by helping them build a positive self-image – setting them on a path to reach their full potential in life.

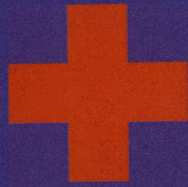
Game On! is a group mentoring program for providing boys and young men with information and support to make informed choices about a range of healthy lifestyle practices. Through non-traditional physical activities, complemented with healthy eating support, participants are engaged in life skills, communication, and emotional health discussions designed to engage participants in the pursuit of life-long healthy lifestyles.

TOLKO

Tweedsmuir
Air Services Ltd.



School District No. 27
(CARIBOO - CHILCOTIN)



CANADIAN RED CROSS



RBC Foundation



Pacific Coastal
AIRLINES
Our Sky is Unlimited

