

Dear Parents/Guardians/Bigs:

We have recently made some changes to our Overnight Visits Policy. We have enclosed a copy of the policy for your review (see reverse side). It is very important that all of our matches abide by and follow the new Overnight Visits Policy. We understand that these changes may feel very different for some of our long-term matches. Please talk with your Match Support Specialist if you have concerns about the effect of this policy on your match.

After 6 months, if a match wishes to have an overnight visit, the following will apply (as stated in the updated Overnight Visits Policy):

- The match must get approval from their Match Support Specialist **before each overnight visit occurs**. Please recognize that your Match Support Specialist may work a part-time or flex schedule, and you may need to allow several days' notice in order to get pre-approval.
- The parent/guardian must sign the Overnight consent form **prior to each overnight visit**.
- The match must have completed "Agreement to Abide by Overnight Visits Policy" form signed by both parent/guardian and volunteer, and on file with the Big Brothers Big Sisters office.
- Emergency contact information and medication information will be exchanged prior to each overnight visit.

You can find all of these forms, along with the updated policy, on our website at _____.

If a match has had an overnight visit without approval from their Match Support Specialist and without an overnight consent form and agreement signed, it may result in the closing of the match.

If you have any questions regarding the Overnight Visits Policy changes please get in touch with your Match Support Specialist so that they can assist you. We thank you for your cooperation.

Thank you.

Big Brothers Big Sisters Staff