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Guide to Bank Street

Sponsored by Council of Students (COS)

<http://bankstreet.edu/graduate-school/student-resources/council-students/>

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### ***The Registrar's Office***

Visit the Registrar's webpage at [www.bankstreet.edu/gs/registrar](http://www.bankstreet.edu/gs/registrar) to view the following:

- Current Course Schedule
- Registration Information
- Add/Drop Dates & Refund Schedule
- Tuition/Fees Information
- Links for Students

### ***Graduate School Program Directors***

Your program director will be your primary contact for questions about your program and for registration clearance until you are assigned an advisor when you start supervised fieldwork / advisement.

Bilingual/ Dual Language programs: Nilda Bayron-Resnick  
nresnick@bankstreet.edu/212-875-4543

Child Life: Troy Pinkney-Ragsdale  
tpinkney@bankstreet.edu/212-875-4473

Childhood Special and General Education programs: Diane Newman  
dnewman@bankstreet.edu/212-875-4547

Curriculum and Instruction: Adrienne Kamsler  
akamsler@bankstreet.edu/212-875-4571

Early Childhood Special and General Education programs: Sue Carbary  
scarbary@bankstreet.edu/212-875-4509

Early Childhood General Education or Childhood General Education  
Head Teachers or Assistant Teachers: Stan Chu  
schu@bankstreet.edu/212-875-4499

Student Teachers: Michele Morales  
mmorales@bankstreet.edu/212-875-4588

Infant and Parent Development programs: Virginia Casper  
vcasper@bankstreet.edu/212-875-4703

Literacy programs: Susan Goetz-Haver  
sgoetz-haver@bankstreet.edu/212-875-4692

Museum Education programs: Nina Jensen  
ninajensen@bankstreet.edu/212-876-4491

Studies in Education: Nancy Gropper  
ngropper@bankstreet.edu/212-875-4489

Leadership in Community-Based Learning: Mayra Bloom  
mbloom@bankstreet.edu/212-875-4523

Leadership in Early Childhood: Denise Prince  
dprince@bankstreet.edu/212-875-4585

Leadership for Educational Change: Gil Schmerler  
ace@bankstreet.edu/212-875-4709  
Leadership in Technology and the Arts: Cathleen Wiggins  
cathleenh@bankstreet.edu/212-875-4529  
Leadership in Mathematics: Robin Hummel  
rhummel@bankstreet.edu/212-875-4640  
Leadership in Museum Education: TBA  
Principals Institute: Ken Grover  
kgrover@bankstreet.edu/212-961-3360  
School District Leaders: Ken Grover  
[kgrover@bankstreet.edu/212-875-4507](mailto:kgrover@bankstreet.edu)

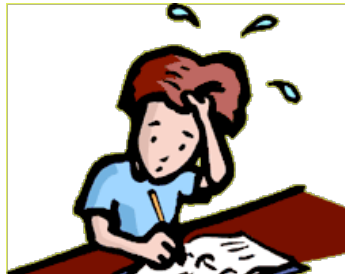
### ***Fingerprinting***



All students planning to student teach in a New York City public or charter school must register with the New York City's Department of Education (DOE) prior to the start of your student teaching and then get fingerprinted.

<http://nyc.teacherssupportnetwork.com/studentteacher/Home.do> Fingerprints are taken 65 Court Street, Brooklyn. When you go to the DOE, you can ask them for the OSPRA 104 form. If you complete this form and give it back to them, they will then send your fingerprint records to the state and then it will be easier for when you apply for certification. For more information please email Dara Eisenstein at [deisenstein@bankstreet.edu](mailto:deisenstein@bankstreet.edu).

### ***Certification***



Just as you have to apply for graduation, you'll also have to apply for New York State certification after you have completed all the requirements. After you pass all your certification exams and have finished your program, you'll apply for certification (unless you are applying for an Internship certification in which you can apply for after finishing 50 percent of your program including supervised fieldwork). You'll apply for certification through an online system called TEACH. The cost is \$50 for each certification area. TEACH's

web address is <http://ohe32.nysed.gov/tcert/teach/>

New York State requires several teacher certification exams. They are offered throughout the year on select Saturdays or more regularly through the computer at an extra charge. If you have any questions about which exams to take, consult with your advisor before registering for anything. When you are ready to register, go to [http://www.nystce.nesinc.com/NY16\\_testselection.asp](http://www.nystce.nesinc.com/NY16_testselection.asp)

\*The state will soon change requirements making the current exams obsolete. Because of this change, we have split this section into two parts:

CURRENT Certification Exams: for those graduating by April 30, 2014.

NEW Certification Exams: for those graduating after April 30, 2014. If you have completed everything except an Independent Study by December 2013, you will have until April 1, 2014 to complete your certification requirements.

## Current Certification Exams

If you will graduate by December 2013, you will need to take the following exams:

- Liberal Arts and Sciences Test (**LAST**) consists of multiple-choice questions and a written assignment. The test covers scientific, mathematical, and technological processes; historical and social scientific awareness; artistic expression and the humanities; communication and research skills and written analysis and expression. **Note:** We recommend that you take the LAST as early as possible.
- The Assessment of Teaching Skills-Written (**ATS-W**) has two levels: elementary and secondary. Whichever one you take, the test will consist of multiple-choice questions and a written assignment.
- Content Specialty Test (**CST**) is the test on your specialization. If you are in the Childhood General, you take the Multi-Subject test. If you are in the Childhood General and Special Education program, you take the Multi-Subject test and the Special Education test.

**Note:** We recommend that you take/pass the ATS-W and CST once you have teaching or student-teaching experience. You should have taken/passed all exams at least 4-6 weeks prior to your graduation date.



### ***Applying to Graduate***

Taking all your classes and finishing your IMP is not enough to graduate. You actually have to apply to graduate. It's a simple form but crucial for you to fill out. You can get an application in the Registrar's office. If you are graduating in December, the application is due in September. If you are graduating in May, the due date is in January.

## Career Services



### ***Resume Help***

The Director of Career Services Susan Levine can help you navigate the job-hunting process. The center's website has sample cover letters and resumes. For help, call her at 212-875-4657 or email [slevine@bankstreet.edu](mailto:slevine@bankstreet.edu).

<http://bankstreet.edu/graduate-school/student-resources/career-services/>

### ***Job Search Support Day***

Held in the winter, the day includes guest speakers and workshops on resume preparation, interviewing techniques and networking strategies.

### ***Job Fairs***

Representatives from many New York public and independent schools participate in these annual job fairs, usually held in March.

## **Bank Street College Bulletin**

Bank Street maintains a list of jobs — nanny, babysitter, tutoring, assistant teachers and teachers positions — on its website. The listing is published weekly between mid-March and June and bi-weekly the rest of the year. Beginning in the spring semester of the year you do supervised fieldwork, you will receive a password to get access to the job bulletin.

[http://www.bankstreet.edu/gs/job\\_bulletin.html](http://www.bankstreet.edu/gs/job_bulletin.html)



### **Applying to the DOE**

First, you'll have to submit an application which contains a few essay questions. Applications are usually available by mid February. There are a few deadlines to submit an application. The first two deadlines — early March and late April — are for those who want to be considered for the Select Recruits program (see below). The final deadline to be hired for the following school year is in late June. The online application can be found at <http://nyc.teacherssupportnetwork.com/Home.do?CareerPath=TEA>

Some applicants to the DOE get a little extra help in getting a job through the Select Recruits program. To get selected for the program, you have to apply by late April and teach an in-demand subject like math, science, bilingual and special education. If you're chosen, the DOE assigns a recruiter to you that help you through the process (read your cover letters and resumes, talk you up to schools and remind you about certification requirements) and you 'll also get invited to special job fairs that other applicants don't have access to.

The city will (hopefully) approve your application which puts you into a database that principals look at to find prospective teachers. The database, called the New Teacher Finder, is really meant to help principals, not job applicants.

### **Researching Schools**

DOE recruiters encourage applicants to apply to hundreds of schools, which sounds insane but if you don't know who is hiring you have to apply everywhere. They say to divide your list just like you did for college: reach schools, mid-range schools and safety nets. The best sources for information about schools is Insideschools.org and the school's Quality Review Report, Comprehensive Education Plan, Learning Environment Survey Report and Progress Report. These reports and all DOE reports and statistics are found on the school's Insideschools page.

The DOE hosts several webinars on topics such as interviewing, demo lessons, District 75 schools and hot topics in education such as the Common Core Standards. These webinars are archived so you can listen to them anytime.

### **Finding Openings**

Though getting your application approved allows you to look at online job postings, you won't find many there because principals do not have to make them publicly available. Most principals don't want to post a job opening online because they'll get overwhelmed by applicants. So a better way to find out if there are openings is to call up schools and ask. Because current teachers have until the first week of August to let their principals know they are not returning, schools might say “No” in June or July and then find out they have an opening a few weeks before school

starts. So, the best thing to do is to send your resume and cover letters to any school you'd like to work at.

### **Applying to Schools**

Once you know about an opening or want to apply to a school, you'll have to send your resume and a cover letter. The principal or an assistant principal is usually the one to whom you will send your resume. Some schools will ask you to fax it but if you push, you might get them to give you an email address. You can also find principal email addresses listed on the school's Comprehensive Education Plan, which is available on their website under Statistics & Budget. You also might consider dropping it off in person and hope to at least get an introduction.

### **Teacher Associations**

Joining a teacher association is a great way to stay connected to current news in your respective field. All the major associations include subscriptions to their journals with the membership and student memberships are usually heavily discounted. The major associations are the National Science Teachers Association, National Council for the Social Studies, National Council of Teachers of English, National Council of Teachers of Mathematics, National Association of Special Education Teachers

### **Technology/IT @ Bank Street**

***@bankstreet.edu = \$\$\$***



Bank Street College email address: From now on, all information about academic and administrative matters will be coming to you through your bankstreet.edu email account. You will be responsible for checking this new email account regularly and frequently to avoid missing any important notices or information.

The College will no longer send email communications to your personal email address, as previously. The "edu" email address is also your ticket to discounts and often free software.

### **Computer Labs**



Basement: Apple computers are in the basement (take a right off the elevator and the lab is down the hall on the right).

7th floor: The computers on the 7th floor contain software such as the Adobe Creative Suite and Boardmaker, a software program that helps students with language difficulties communicate. It's also the only computer lab where you can print in color.

Library: The library has PCs and some Apple computers.



### **Wireless Access to Bank Street**

Get wireless access to Bank Street by clicking on the BSC Wireless Network and opening a web browser. User name is "student"; password is "bankstreet"

### **Printing/Copying**



Each student gets 250 page scans per semester to print/copy. If you print double-sided, you are charged for two pages. For your first time printing, you need to activate your card in the library. You also need to visit the library in order to add money. Whatever you're doing, you'll need your student ID.



## Software/Apps

Former Bank Street technology fellow Gilbert Grimmett has given us his top 10 recommendations for software to make your life — and your students' lives easier.

### **Evernote: (Organization) - Free**

Evernote allows you to capture ideas, pictures, voice recordings, anything you see online with any device — and makes everything accessible and searchable from anywhere. It synchronizes automatically making it like a second brain.



### **TeacherTool: (Organization/Grading) - Free**

Saves grades, remarks about grades, makes suggestions for grades and tracks students absences. With every synchronization on your Mac, you save an up-to-date backup copy of all your data. Great for classes like Observation and Recording.



### **Dropbox: (Storing Data) - Free**

A free service that stores all your photos, docs, and videos in “the cloud.” After you install Dropbox on your computer, any file you save to your Dropbox folder will automatically save to all your computers, your iPhone and iPad and even the Dropbox website! With this app, you can take everything that matters to you on the go. Excellent to use for all of your classes. If you use your edu e-mail address, you get more free storage.



### **Prezi: (Presentation) - Free or Purchase**

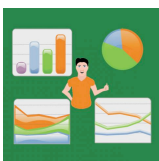
A cloud-based presentation software that opens up a new world between whiteboards and slides. The zoomable canvas makes it fun to explore between them. The result: visually captivating presentations that lead your audience down a path of discovery. With the free version one must create online but can present offline and Prezis are shared with others. There are also licenses available for students and faculty that allow more privacy. These can only be accessed using your edu” e-mail.



## Flipboard

### **Flipboard: (Presentation) - Free**

Lets you set your Twitter feeds straight back to your iPad. Flipboard and then re-presents it in a magazine format. The Tweets are laid out with images in the same format as an online mag. This is great for making online textbooks for specific classes or even further reading lists. Only the classes that you have given the specific Twitter address have access. This is only for iPad users.



### **PowerPresenter (Presentation) - \$1.99**

An app that lets you display local PDFs, websites or even draw on the screen as a white board, all through the Web.



### **SMART Notebook (Presentation) - Free**

Allows you to create, teach and manage interactive lessons with the SMART Board (sold separately).



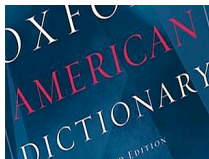
### **Rate My Professor (Performance) - Free**

This little app allows one to check out the reviews on a professor before signing up for class or provide your two cents on a professor that you loved or would never learn from again! This application is the leading source of professor ratings based on student feedback.



### **iFlpr (Flashcards) - Free**

Synch your iPhone and Mac to review your flashcards anywhere you go. This application also provides access to a searchable database of over 16 million flash card sources. Seriously... this app is awesome!



### **New Oxford American English Dictionary - \$29.95**

With more than 350,000 words, phrases, and senses, and hundreds of explanatory notes, it provides the most comprehensive and accurate coverage of American English available.



### **ThreeRing**

Designed for teachers to create digital portfolios of student work, all you need to do is just snap a picture with your smartphone and the app will sort the work by student, tag its contents and upload it to an online interface accessible to teachers, students and parents.



### **CamScanner+**

Turn any picture into a PDF with this app. You can use it to take quick pics of documents and with one click the app reads the picture for text, making it searchable.

## ***Useful Websites for Writing Papers and Making Presentations***

### **BibMe**

Just type the title of your source and Bibme will automatically format your bibliography in American Psychological Association (APA) format, which Bank Street requires for papers.

<http://www.bibme.org/>

### **KeepVid**

Don't have a Web connection for a presentation? No problem. Find a video on YouTube or Vimeo that you want to include in your PowerPoint, copy and paste the URL into the line and click download. This saves the video to your computer so you don't need the Internet to show the video! <http://keepvid.com/>



### **Tequipment**

Teq is the nation's largest provider of interactive classroom technology and support services. This website is also a great source for everything related to your SMART Board, professional development classes, lessons and activities. <http://www.teq.com/>



### **Google Docs**

Share Word, Excel and PowerPoint presentations. Though there are some formatting limitations on Google Docs, it's great for group projects or in-class presentations. [www.docs.google.com](http://www.docs.google.com)

### **Food**

Most professors will let you eat during class but since it's Bank Street, you'll probably be doing a lot of group work and discussing topics so you might want to pick something quick and easy. Don't forget you can store your grub in the Graduate Student Lounge located on the C-level. (we're on the honor system). Below are some places to get some grub.

#### **Bank Street College Cafeteria (C-level)**

The cafeteria is located on the C-level of Bank Street (take a left off the elevator). Chad Goslee, Executive Chef offers natural, healthy, and local foods. The Cafeteria is open from noon to 7:00 pm, Monday through Thursday, and from noon to 3:00 pm on Friday. Regular lunch service is available at the price of \$7.50. After 3 p.m., there will be limited menu: salad, sandwiches and soup.

#### **Koronet (Broadway between 110th and 111th)**

You can get a quick — and insanely large piece of pizza to eat at this pizzeria just across the street from Bank Street.

#### **Maoz Vegetarian (Broadway at 111th)**

A Kosher-friendly hummus and falafel place offers pretty quick service and it's just steps from Bank Street. Try their sweet potato fries.

#### **Westside Market (Broadway between 110th and 111th)**

Though often crowded, they have pretty good prepared foods you can bring to class.



### **Fitness Centers**

Columbia University offers Bank Street students a discount to its Dodge Fitness Center on Broadway between 119th and 120th streets. You can purchase a membership for the semester for less than \$200. Many gyms have student discount rates for membership.

### **Healthy New York Insurance**

Healthy New York is a federal program designed for uninsured working individuals. For more information, go to <http://www.dfs.ny.gov/healthny/index.html>

### **Ryan Center Community Health Centers**

For more comprehensive health coverage, the Ryan Center offers medical, dental, OBGYN and mental health services on a sliding scale. They have clinics in Harlem, the Upper West Side, Chelsea and the East Village. For more information, go to <http://www.ryancenter.org>

### **Library/Books**



The library is located on the 5th floor and offers a rich array of books for students and children (grad students share the space with students from the School for Children) but it also provides access to bound student theses, textbooks, big books and journal articles.

### **Hours**

The library is open from 9 a.m. to 9:50 p.m. Monday through Thursday and 10 a.m. to 5 p.m. on Fridays. It has limited hours on the weekend. On Saturday, it's open from 10 a.m. to 5 p.m. and closed on Sundays.

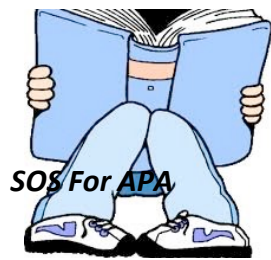
### **Research Classes: Fall 2012**

Go to a workshop on research to get acquainted with the library's resources.

|           |              |             |
|-----------|--------------|-------------|
| Wednesday | September 5  | 3:45-4:30   |
| Thursday  | September 6  | 3:45-4:30   |
| Monday    | September 10 | 3:45-4:30   |
| Tuesday   | September 11 | 3:45-4:30   |
| Thursday  | September 20 | 6:00-6:45   |
| Saturday  | September 22 | 12:00-12:45 |
| Monday    | October 1    | 6:00-6:45   |
| Tuesday   | October 2    | 3:45-4:30   |

### **Journal Databases**

Access the library's electronic databases from your home. When you go to the site, it will ask you for your library card number, which is on the back of your card.



Bank Street requires students to write papers (even reflections) in the format of the American Psychological Association, or APA. It covers everything from where you put your page numbers to where you write the date to how you cite interviews. Like poker, it's easy to learn but difficult to master. So, here's some help to figuring it out.

### **Purdue University OWL**

Purdue University's guide to writing American Psychological Association (APA) is considered the best source on APA. [www.owl.english.purdue.edu/](http://www.owl.english.purdue.edu/)

### **APA made easy websites**

Bibme: [www.bibme.com](http://www.bibme.com)

Son of Citation: [www.citationmachine.net/](http://www.citationmachine.net/)

### **Books**

While the library is a fantastic resource, especially for children's books, you might have to venture out to get the books you need. If you want multiple copies of a book, you'll definitely have to go elsewhere. Here are some programs for educators to make that easier and cheaper.

### **Barnes & Nobles**

Teachers get 20 percent off books for the classroom with the Educator Discount Card. It's free to sign up but you need to have a school identification card or other proof that you work as a teacher.

### **New York Public Library**

If you are a teacher in New York City, apply for the New York Public Library's educator card which allows you to check out up to 100 books for as long as two months. Normally, you can only check out 50 books for two weeks at a time. To get the card, you'll have to provide proof that you teach in New York city. The card is available for both private and public school teachers. See your local library for an application or go to <http://www.nypl.org/help/getting-oriented/educator-cards>

### **Places to Study**

**Graduate Student Lounge** - Hidden in the bowels of Bank Street, across the hall from the computer lab on the C-level, is the Graduate Student Lounge. You can study, nap, snack or surf (the web). There are a few large comfy chairs, a couch, a small table and chairs, a desktop computer and a place to store and heat your food. Sometimes, you can find free coffee and treats sponsored by COS.

**The Hungarian Pastry Shop** (Amsterdam between 110th and 111th) is popular with Columbia students and makes up for its lack of Wi-Fi with tasty pastries and free coffee refills.

**Nussbaum & Wu** (Broadway & 113th Street) doesn't have Wi-Fi but has a diverse menu including pizza.



**Starbucks** has two shops on Broadway — near 111th Street and 114<sup>th</sup> Street.

**Cafe Max** (Amsterdam between 122nd and 123rd) has indoor or outdoor seating, offers wireless access, coffee, alcohol, sandwiches, salads, cheese plates and desserts.

**Zanny's Cafe** (Columbus between 107th and 108th) doesn't have WiFi but it's rarely crowded and claims to have the best hot chocolate in the city. You can decide.

**Society Coffee & Juice** (Fredrick Douglass/8th Ave. at 114th) has wireless but prohibits laptops on the weekends. They also have food, alcohol and board games.

### **Free (And Cheap) Museums**

The city has several museums that are free or ask visitors to give a donation (the amount is up to you).

#### **Always free or asks for a donation**

American Indian Museum, African Burial Ground, Hispanic Society, Tibet House, Met, Museum of Natural History

#### **Tuesday free**

Brooklyn Botanical Garden

#### **Wednesday free or asks for a donation**

Bronx Zoo, New York Botanical Garden, Jewish Heritage Museum

#### **Friday free**

Note: Most museums are free after 5 p.m., but call to be sure.

Asia Society and Museum, Moma, New York Hall of Science, American Folk Art Museum, New York Historical Society (opens November), Whitney Museum, International Center for Photography, South Street Seaport (3rd Fridays)

#### **Saturday free**

Jewish Museum (11 a.m. to 5:45 p.m.), Guggenheim (5:45 to 7:45 p.m.)

#### **Sunday free**

Frick Collection (11 a.m. to 1 p.m.), Studio Museum (Noon to 6 p.m.)



### **New York Cares**

This is the largest volunteer organization in the city and they make it super easy for you to volunteer (or withdraw) from a project with a great website that allows you to search by keyword, subway line, type of work and even the day and time of a project. But you got to attend an orientation seminar before starting.

<http://www.newyorkcares.org/>

### **Learning Leaders**

Learning Leaders works directly with New York City's public schools during the school day and offers comprehensive training for its volunteers. The organization has a thorough screening process and mandates two lengthy training sessions, which may seem frustrating but it's worth it. The organization offers is volunteers voluntary workshops, as well.

<http://www.learningleaders.org>

### **Mentoring USA**

MUSA serves young people ages 7-15 in public schools and community- based organizations throughout New York City. <http://www.helpusa.org/volunteer>

### **New Yorkers for Children**

This non-profit organization works to provide foster children with comfort, support, and guidance.

<http://newyorkersforchildren.org/category/get-involved/>

### **Urban Assembly**

The Urban Assembly is a non-profit organization that manages a community of small New York City public schools dedicated to preparing students from under-resourced neighborhoods for success in college. <http://www.urbanassembly.org/howtobecomeamentor.html>

### **Youth Development Program**

Children who will not return to their families or be adopted after foster care need help adjusting to a healthy and productive life once they "age out" of social programs.

<http://www.nyc.gov/html/dycd/html/home/home.shtml>

### **Girls Inc.**

Their programs are offered to girls aged 6 to 18. Age-specific, the programs are created with a team of curriculum writers, field experts and specialists in the cognitive, emotional, intellectual and physical development of girls. <http://www.girlsincnyc.org/volunteer.html>

### **Big Brothers Big Sisters of New York City**

The mission of Big Brothers Big Sisters is to provide mentors to all children who need caring adult role models — special friends who can help expand their horizons, realize their potential and enrich their futures — changing their lives.

<http://www.bigsnyc.org/index.php>