



# École Cleveland Elementary School

1255 Eldon Rd., North Vancouver BC V7R 1T5 - [clevelandelementary.ca](http://clevelandelementary.ca)

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[Cleveland@sd44.ca](mailto:Cleveland@sd44.ca)

Dear Parent/Guardian:

Thank you for your interest in volunteering at Cleveland! We appreciate the time and energy you will be spending in support of our students. Understandably, we exercise care in selecting and screening adult volunteers who wish to work with children. As part of our volunteer process, you are required to have a **Police Information Check (PIC)** completed.

Police Information Checks (PIC) are obtained by going to your local police department in the municipality of your residence. If you live in North Vancouver, you would go to the North Vancouver RCMP at **147 14<sup>th</sup> Street East**. If you live in West Vancouver you would go to the West Vancouver RCMP, etc.

PICs are valid with the NVSD for five years and are of no cost to you. If you are unsure if you have a valid one on file, please email [hr@sd44.ca](mailto:hr@sd44.ca) to confirm.

Steps to complete your PIC:

1. Complete the Volunteer Application attached to this email and return this to the Cleveland office.
2. Complete the [Volunteer Position Form](#).
3. Obtain your Police Information Check:
  - \*You will need **two separate pieces** of government issued identification (one photo ID) and proof of your current address. Please note, BC Care Cards and Social Insurance Cards are no longer forms of ID and will not be accepted. The new BC Services Card is acceptable but must be separate to your Driver's License.
  - \*You will also need to provide the three forms referenced as ["take to the RCMP"](#), please follow the link and scroll to the bottom of the page to find these. The NV RCMP PIC Application needs to **be filled out by you and printed**. The NVSD Volunteer email and the NVSD Volunteer letter will need to be printed and shown at the RCMP office in order to have the processing fee waived.
  - \*PICs are typically completed while you wait, however processing times may vary.
4. Return your Police Information Check to the NVSD – 2<sup>nd</sup> Floor, Human Resources, 2121 Lonsdale Ave. There is visitor parking which can be entered via 21<sup>st</sup> St. Building hours are Monday – Friday, 8:30am – 4:30pm.

This information can also be found on the [NVSD website](#).