



Volunteer Procedure

We understand how important it is to have volunteers supporting with programs, field trips and athletics.

Student safety is our priority, and therefore, we must conduct criminal record checks for volunteers. In order to have volunteers involved in your respective school, the following procedures must be followed with enough time for the application to be approved at the school and for HR to collect and review the CRC before the volunteering commences.

Here are the steps required:

1. The volunteer will fill out an application form that is provided by the respected school
 - a. This form shall include;
 - i. the volunteers legal name
 - ii. contact information
 - iii. Activity/program/sport volunteering for
 - iv. If they had volunteered previously the school year and school they completed the CRC in
 - b. This will be handed into the office for the Administration of respected schools approval
2. Once the volunteer is approved, the volunteer sponsor will be informed and they will let the respective person in their school who is the volunteer contact for HR.
 - a. This information will include the volunteers full legal name, email, phone number and activity/program/sport they are volunteering for
 - b. This info will be sent to the HR Assistant
3. The HR Assistant will send the volunteer CRC email to the perspective volunteer
 - a. This includes how to obtain a CRC free of charge
 - b. The confidentiality form – to be dropped at respective school
 - c. Where to drop it off at the ESC
 - d. Volunteer info will be added to the respective schools volunteer spread sheet so all volunteers are tracked
4. Once the volunteer has dropped the completed original copy of the CRC off to the ESC HR will contact the respective person at the school who tracks the volunteers to let them know if the CRC is approved or not
5. Once this process is completed then the volunteer is able to volunteer with the school district
 - a. The steps may seem long but it is up to the volunteer how long the process can take as the RCMP in North Vancouver tends to have CRC's completed with in 24-48 hours after the request.
6. We do keep these on file for 5 years and will need to know if a volunteer has applied/will be volunteering again.

Please contact HR if you have any questions...