

SUTHERLAND VOLUNTEER APPLICATION PROCESS

Thank you for your interest in volunteering at Sutherland! Volunteers help provide additional opportunities for our students, and we greatly appreciate their time and dedication.

Below is the process for being approved as a volunteer. This process applies to anyone who is working directly with students, in any capacity, for any regular length of time, whether alone or with others. It is a rigorous process simply because the safety of our students is of primary importance. The process takes some time so please submit well ahead of the first meeting with students. (One month is the minimum recommended time.)

1. Volunteer Completes the [Volunteer Application Form](#) in full and submits to the Main Office/Vice Principal Shannon Smart (ssmart@sd44.ca).
2. For all community volunteer applicants who are adults (19 years or older), the VP liaises with NVSD Human Resources (HR) to determine if a Criminal Record Check (CRC) is on file or if it needs to be completed.
 - North Vancouver School District Employees and Approved Student Teachers will have a CRC on record so therefore no further process is necessary.
 - Staff from other school districts may contact their HR department and pick up a certified copy of their most recent CRC (less than 5 years old) and deliver it to NVSD HR along with proof of identification and another school district employment.
 - Students or U19 volunteers are not eligible for Criminal Records. Therefore, they must be supervised by an NVSD Employee or Approved Volunteer with a valid Criminal Record check. Regardless of age, all volunteers still do the above form.
3. If a CRC is necessary, VP provides the names and contact information to Human Resources.
4. HR sends the CRC and other instructions directly to applicant via email.
5. Volunteer takes info and the letter to local RCMP/Police in area where they reside and does check (no cost for North Vancouver – other jurisdictions may cost – keep the receipt).
6. RCMP returns the report directly back to individual only (can take about 1 to 5 weeks) (Note – the RCMP DO NOT send to the School District.)
7. As soon as possible, the applicant takes the original CRC from RCMP to HR. Do **NOT** bring it to the school. If you want to keep a copy, feel free to duplicate but HR needs to see the original. HR will not take CRCs that are more than a year old. They may retain a certified copy.
8. Confidentiality declaration brought to school Main Office and kept on file.
9. School Principal/VP screening process - VP or Principal will check references and determine if an interview will be scheduled. This is done once per school year or sport season.
10. HR will send results of CRCs to school administration.
11. VP informs AD or staff members which volunteers are cleared to volunteer. Status is valid for the school year.
12. The volunteer begins working with students as per the arrangement with the staff member.

If you have any questions, please don't hesitate to reach out to VP Shannon Smart. Thank you again for your interest in volunteering!