

# ARGYLE VOLUNTEER APPLICATION PROCESS

Thank-you for offering your volunteer services to Argyle Secondary School as it greatly helps to provide an enriching experience for many students. Below is the process for being approved as a volunteer. This process below 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:
  - Athletics Volunteers provide form to Athletic Director Darren Rath. – AD may screen or interview volunteers who they do not know.
  - Any other volunteers please provide form to Vice-Principal Greg Hockley
2. AD sends VP electronic list of all the volunteers offering to help during a season along with all of the volunteers' Application forms they are recommending.
3. North Vancouver School District Employees and Approved Student Teachers will have already had a CR check on record therefore no further process necessary.
4. For all other volunteer applicants who are adult (19 years or older), VP liaises with School District Human Resources to determine if a CRC is on file or if it needs to be completed.
5. HR sends the CRC instructions directly to applicant via email if they need to complete.
6. Staff from other School Districts may contact their HR department and pick up a certified copy of their most recent (Less than 5 yrs. old) CRC and deliver it to NVSD HR along with proof of identification and another school district employment. (Or, they can simply go through the same process as all of our other volunteers.)
7. Students or U19 Volunteers are not eligible Criminal Records therefore a NVSD Employee or Approved Volunteer with a valid Criminal Record check must be with the students at ALL team functions (Games, Practice, meetings, events, etc.) They still do the above form.
8. 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)
9. RCMP returns the report directly back to individual only (can takes about 1 to 5 weeks) (Note – the RCMP DO NOT send to the school District.)
10. Within one year, the Individual must bring Original copy 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 original.)
11. Confidentiality declaration brought to school Main office and kept on file.
12. 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 sport season.
13. HR sends results of CR checks to VP / P – VP updates school spreadsheet.
14. VP informs AD/staff which volunteers are cleared to volunteer. Status is valid for school year.

*\* NOTE – In some situations, it is important to the students that the volunteer begin prior to the entire process being completed. In these cases the volunteer or AD can seek permission from the VP to start after STEP 8 has been completed. In those cases, the VP will do step 12 and if there are no concerns will grant provisional approval. During this provisional approval, a volunteer can work with as long as there is always someone present who is a school district employee or who has completed entire CR process. This is only a temporary status for MAXIMUM one month while the CR check process is completed.*