



North Vancouver Recreation & Culture

Volunteer Services

Thank you for your interest in volunteering with North Vancouver Recreation and Culture (NVRC). To answer any questions you may have about the application process please see below.

Once you have completed your forms, please scan and email the forms to volunteerforms@nvrc.ca.

If you have any questions please contact the volunteer resources department at (604)983-6345 or volunteer@nvrc.ca

Volunteer criteria:

- Minimum age of 14 years
- Volunteer Application Form
- Police Information Check
- Two references
- Volunteer Agreement
- Interview
- Orientation
- Photo Release Form (optional)

Step 1: Complete the online application form.

Step 2: You are required to provide a minimum of two references and have the option of:

- having two referrals complete the reference template on your behalf
- providing your references' contact information for us to contact on your behalf (which in our experience often takes longer)
- or use reference letter(s) that you have already

Your references should have known you for a minimum of 6 months and be able to speak to your work habits. Examples of a reference are: an employer, a teacher, coach, etc. Family and friends are not accepted as references.

Step 3: Read and sign your agreement form and if you are under 18 years of age please have your parent or guardian sign it.

Step 4: Submit the police information check to the RCMP. The North Vancouver RCMP is located on 14th street between Lonsdale and St. Georges avenues.

- You must present the Police Information Check Application Letter at the time of your application
- There is no cost for volunteers.
- Paid positions of any kind or amount, education, and training are not considered volunteer positions.

- You must apply for your police information check in the jurisdiction in which you reside. If you live in North Vancouver, you may apply in North Vancouver. If you reside in Burnaby, you must apply in Burnaby, etc.
- The RCMP requires at least 4 weeks advance notice to process applications. We cannot guarantee that you will be able to participate in your activity unless we receive the processed police information check back.
- The RCMP will require **two** pieces of identification to complete the CRC. If you do not bring them with you, you will not be able to apply. Acceptable ID: Go Card (student ID), Passport (in English only), Drivers License, Birth Certificate, Citizenship Card, Nexus Pass, Student or Work Visa (NOT a Visa Credit Card), BCID Card, Permanent Residence Card, Firearms Acquisition Certificate. **Note: Care Cards and Social Insurance Number Cards are not acceptable forms of ID.**

Step 5: Once your forms are completed, please submit all your forms together by scanning and emailing them to volunteerforms@nvrc.ca.

Do not hesitate to call or email me with questions. Once again, thank you for your interest in volunteering with NVRC programs and we look forward to working with you.

Yours truly,



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