

Thank you for your interest in volunteering with North Vancouver Recreation and Culture Commission (NVRC). This letter will provide you with all the information you need to make your participation as effortless as possible.

In order to volunteer, please ensure you meet the criteria listed below. Complete the required forms and return them to the front office of any recCentre or by fax to (604)-983-6409 attention Meh Najak. If you have any questions please contact the volunteer resources department at (604)983-6417 or najakm@nvrc.com

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

Step 3: Print, read and sign your volunteer agreement and confidentiality 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 a request for the police information check at the time of your application
- Only true volunteers receive a police information check at no cost, the fee for non-volunteers is \$55.00.
- 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 hand in ALL YOUR FORMS TOGETHER. You can return the application package to the front office of any recCentre and ask for it to be forwarded to "Meh at Volunteer Resources" at Harry Jerome.

Other information: When volunteering, you need to sign in and sign out each and every time you volunteer. If you forget to sign in, your volunteer hours cannot be verified. The volunteer sign in book can be found at the front office of the recCentre where you are volunteering. **Always wear your volunteer identification when volunteering.**

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

Yours truly,



Meh Najak
Volunteer Resources Programmer
najakm@northvanrec.com
(604)983-6417