



ÉCOLE DOROTHY LYNAS ELEMENTARY SCHOOL  
4000 Inlet Crescent North Vancouver BC V7G 2R2  
Phone: 604-903-3430 Fax: 604-903-3431  
dorothylynas@sd44.ca

### Procedure for Volunteers

Volunteer forms are available on the school website [Home - École Dorothy Lynas Elementary \(sd44.ca\)](http://Home - École Dorothy Lynas Elementary (sd44.ca)) under the **Parents** tab.

1. All volunteers must complete the **Volunteer Application, Code, and Confidentiality** forms (3 forms).
2. If driving, you also need to complete the **Driver Application** form and obtain a **driving record** from ICBC (instructions on back of application form – this record is kept on file at the school for 3 years).

The office will need to verify your driving information by seeing your car insurance showing registration, liability (minimum \$1 million) and driver's licence. You can bring this into the office or scan and email it to [dorothylynas@sd44.ca](mailto:dorothylynas@sd44.ca).

3. All volunteers are required to have a short interview with the Principal. This includes hot lunch and PAC sponsored lunch hour event (Lego Club) volunteers. The Principal is available Tuesday mornings from 8:30 - 9:30 in 15 minute increments. You can book your appointment time via email at [dorothylynas@sd44.ca](mailto:dorothylynas@sd44.ca) **ATTN: Volunteer Interview**. We need to have your volunteer forms returned before you book the appointment.
4. Volunteers who work alone with children or will be driving students (field trip drivers, classroom helpers etc) must now have a **Police Information Check (PIC)**. Please click this link for further information to obtain PIC- [Police Information Check for Volunteers](#)
5. The NVSD is able to accept PIC's from other organizations as long as they meet the following criteria:
  - PIC is conducted by either RCMP or Police Department
  - The PIC is the **original paper copy** which you will submit to the NVSD – 2121 Lonsdale Ave
  - It has been conducted within the last year
6. Length of Term of Documents:
  - The Volunteer Forms and Driving forms must be completed **each school year**
  - Driver's abstract valid for **3 years**
  - Police Information Check valid for **5 years**
  - Interview with School Administrator is only required **once**

Thank you for volunteering!