Procedure for Volunteers

Volunteer forms are available on the school website under the **Parents** tab: Lynnmour Elementary - Lynnmour Xá7elcha Elementary (sd44.ca)

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 **lynnmour@sd44.ca**

3) ***All volunteers who are driving students, or who will be alone with students***, must now have a **Criminal Record Check** processed by the District. The school will submit your name to the District upon receiving your Volunteer/Driver forms. The District will then send you an email with further instructions to obtain and submit your CRC. This is done free of charge.

Once the CRC has been approved, it will be kept on file for 5 years **at the North Vancouver School District**. The school will be notified of the approval. (FYI You will be asked to go to the RCMP office on 14th and St. Georges to request your CRC. This may be done quickly or it may take a few days.) You will also need to drop your CRC directly to the Educational Services Centre (ESC) at 2121 Lonsdale Ave. The school does not retain a copy.

4) The NVSD is able to accept CRC's from other organizations as long as they meet the following criteria:
   a) CRC is conducted by either RCMP or Police Department
   b) The CRC is the **original paper copy** which you will submit to the NVSD
   c) It has been conducted within the last year

*The Volunteer Forms and Driving forms must be completed **each school year**
*Driver's abstract valid for **3 years**
*Criminal Record Check valid for **5 years**
Interview with School Administrator is only required **once

Thank you for volunteering!