

Volunteer Application Form

CONTACT INFORMATION:		
Please circle: Mr. Mrs. Miss. Ms. Dr.	First Name:	Last Name:
Street Address:	City:	Province: Postal Code:
Email:		
Phone (s):	Emergency Contact:	
When & how often are you available to volunteer?	Name:	
	Phone:	
	Relationship:	
How did you learn about Victoria Literacy Connection (VLC)? <input type="checkbox"/> Friend <input type="checkbox"/> Volunteer Victoria <input type="checkbox"/> Website <input type="checkbox"/> _____		Have you volunteered at VLC before? If yes, approximate date:
EDUCATION:		
Please check your last completed level of education: <input type="checkbox"/> High School <input type="checkbox"/> Post Secondary <input type="checkbox"/> University <input type="checkbox"/> Graduate		Field of Study:
Teaching experience not required, however, please tell us about any past teaching or other experiences, certifications, training or special skills you may have relevant to your volunteer application or the specific program you wish to volunteer with.		
EMPLOYMENT: Please tell us about your recent and/or current employment experiences (or attach resume)		
Agency	Roles and Responsibilities	Length of service

VOLUNTEER EXPERIENCES: Please tell us about your previous and/or current volunteer experiences.		
Agency	Roles and Responsibilities	Length of service

INTERESTS:

Why do you want to volunteer for VLC?

Victoria Literacy Connection supports varied Learners and has a number of volunteer opportunities. Please identify the areas you would be most interested in supporting (number your top 3 in order of preference, 1 being your program of most interest). Check here if you don't know or have no preference and would like to speak with a VLC staffer :

Adult Programs: ___ 1:1 ___ English Conversation Group (ESL) ___ Computer Literacy
 ___ Inmates at Wilkinson Road Correction Centre (*program currently on hold due to pandemic*)

Child & Youth Programs: ___ 1:1 ___ eReading Club online

Other tutoring opportunities (i.e. Math, Computers/Technology, Financial Literacy, etc.): _____

Other opportunities: ___ Board/Committee Membership ___ Fundraising ___ Grant Writing ___ Social Media

Thank you for completing Victoria Literacy Connection's Volunteer Application.

Please submit this completed application to Victoria Literacy Connection:

By hand or by mail: #602 – 620 View Street, Victoria BC V8W 1J6

By email to the appropriate person:

Adult Language Programs:	Sofia Lopez Fuertes	AdultCo@victorialiteracyconnection.ca
Child/Youth Programs:	Sofia Lopez Fuertes	ChildCo@victorialiteracyconnection.ca
Executive Director:	Christine Bossi	ED@victorialiteracyconnection.ca
Administrator:	Marla Ilo	Admin@victorialiteracyconnection.ca
Computer Literacy Program:	Marla Ilo	Computers@victorialiteracyconnection.ca

In addition to this application, all tutor applicants must submit (instructions attached):

- Provide two Letters of Reference,
- Provide a current vulnerable sector Criminal Record Check (completed within the last 6 months)

By signing and submitting this Volunteer Application, I acknowledge that the information provided in this application is true and accurate to the best of my knowledge. I authorize Victoria Literacy Connection to verify my qualifications and contact the individuals I put forward as references.

I understand that this application does not guarantee acceptance as a volunteer tutor at Victoria Literacy Connection and that Victoria Literacy Connection is under no obligation to accept me as a volunteer, or to provide an explanation of the decision made. This application and subsequent information in my file is the property of Victoria Literacy Connection and will be kept confidential.

I agree to be placed on Victoria Literacy Connection's contact list for quarterly newsletters and periodic email communications regarding literacy events, volunteer updates and donation appeals. You may opt out at any time & we will never sell or give your contact information to any person or entity outside of Victoria Literacy Connection.

Date: _____ Signature: _____

REFERENCE LETTERS

As a volunteer tutor applicant, you are required to provide two letters of reference. Below are some guidelines to assist you.

- Provide one reference that is personal (from a friend) and one that is professional (employer or co-worker). The person you ask should have known you for at least two years and be at least 19 years old.
- A suitable reference is anyone who knows you well and can speak to your suitability as a volunteer tutor. They may comment on the qualities that you would bring to a tutor role. For example: compassion, patience, reliability, kindness, the ability to work with people with diverse backgrounds, your respect of confidentiality.
- The references can be submitted by email or in person or by mail (see addresses above).

CRIMINAL RECORD CHECKS

Victoria Literacy Connection requires all of our volunteer tutors to complete a Criminal Records review prior to their supporting a Learner. The only exception would be the provision of an original vulnerable sector Criminal record Check ("CRC" for short) completed within the last 6 months.

Victoria Literacy Connection supports both children and vulnerable adults so when you make the application be sure to check off working with "**children and vulnerable adults**" – even if you plan to only support adults.

There are 2 ways that you can apply for a Criminal Record Check: Online or In-Person. There is no charge for either of these two processes. The Online process does allow for obtaining a completed CRC more quickly than if you choose the In-Person process.

CRC ONLINE PROCESS

Victoria Literacy Connection has enrolled with the Criminal Records Review Program (CRRP) Applicant Based Online Program. By going to the Online link provided below you can enter your personal data and consent to a Criminal Record Check.

Online Link: <https://justice.gov.bc.ca/eCRC/>

Victoria Literacy Connection Access Code: **You will be given the code after your interview with our Program Coordinator**

The results of the review are sent to Victoria Literacy Connection's authorized contact person via e-mail. We will let you know when we have received it.

1. Open the following link (<https://justice.gov.bc.ca/eCRC/>)
2. At the bottom of the first page copy the Victoria Literacy Connection/READ access code (supplied after your interview) into the appropriate field
3. Type the characters provided by the website into the appropriate field
4. Click on "Request a New Criminal Record Check"
5. Victoria Literacy Connection information will show up on the next page. Click "Next"
6. Answer "yes" to the two consents on the next page
7. Complete the "Applicant Information."
8. Confirm Applicant Information. Click "Next"
9. On this page answer the four "Identity Verification" questions" – typically they relate to your credit history. You have to get 3 of the 4 correct to successfully complete this process.
10. If you are not successful, try completing the process again – anytime within the next 24 hours.
11. If you are not successful on the second attempt wait for 72 hours and try again. The 4 questions will be different each time you go in.

STEPS FOR COMPLETING YOUR CRC IN PERSON

1. Victoria Literacy Connection will provide you with a Volunteer Criminal Record Check (CRC) letter. This letter confirms that you are applying to become a volunteer and you will not be charged a fee for the completion of your CRC.
2. Take this letter to your local police station. You must apply for your Criminal Record Check at the station in the community in which you live. Below is a list of Police and RCMP stations in the Greater Victoria area.
3. Bring valid identification with you. You will need either 2 pieces of primary ID (Passport, Driver's License, BCID, Birth Certificate) or 1 piece of primary ID and 1 piece of secondary ID (CareCard, credit card, bank card, School ID).
4. You will be notified by the police station when your CRC is completed. Pick up the completed CRC and deliver the original copy to Victoria Literacy Connection in person or by mail.

Police and RCMP Stations in CRD

Central Saanich Police
1903 Mount Newton X-Road
Victoria, BC, V8W 1P6
250 652-4441

Esquimalt – Victoria West
500 Park Place
Victoria, BC, V9A 6Z9
250-995-7654

Oak Bay Police
1703 Monterey
Victoria, BC, V0S 1N0
250 592-2424

Saanich Police Department
760 Vernon Ave
Victoria BC V8X 2W6 Canada
250 475-4321

Sidney Police (RCMP)
9895 4 St,
Sidney, BC, V8L 2Z5
(250) 656-3931

Victoria Police
850 Caledonia Avenue
Victoria, BC, V8T 5J8
250 995-7654

Westshore (RCMP)
698 Atkins AVE,
Victoria, BC, V9B 3A4
250-474-2264

** Those living in Esquimalt and Victoria can go to either the Esquimalt or Victoria Police stations. Those living in Colwood, Langford and Metchosin go to the WestShore RCMP station.