

Volunteer Application Form

CONTACT INFORMATION:		
Prefix, Title and/or Pronouns:	Full Legal Name:	Preferred first name:
Street Address (including suite # if any, street # and name, city, province, postal code)		
Email:		
Phone (s):	Emergency Contact:	
What days, times & how often are you able to volunteer?	Name:	
	Phone:	
	Relationship to you:	
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 experience, relevant certifications, training or skills to support your volunteer application.		
Languages (fluent). Please indicate which languages you would be comfortable tutoring in:		
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 diverse Learners and has a variety of volunteer opportunities. Identify the areas you are most interested in supporting.

Tutoring Children or Youth. In which program(s)? _____

Tutoring Adults. In which program(s)? _____

Board or Committee membership. Please specify: _____

Other (i.e. PenPal Club, admin., fundraising, social media, etc.). Please specify: _____

Do you want to volunteer: In-person Remotely / online Both / either?

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

Please submit this completed application to Victoria Literacy Connection:

By mail: A10 – 830 Pembroke Street Victoria BC V8T 1H9

By email (preferable): Admin@VictoriaLiteracyConnection.ca

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

- Two References (personal and professional/educational),
- A current vulnerable sector Criminal Record Check. You may submit one that is less than 6 months old or you can complete one after interview.

By signing below I (the applicant):

- Acknowledge that the information provided in this application is true and accurate.
- Authorize Victoria Literacy Connection ("VLC") 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 at VLC.
- VLC is under no obligation to accept me as a volunteer, or to provide an explanation of the decision made.
- This application, and any other information in my volunteer file, is the property of VLC and is kept confidential. VLC will not sell or give my contact information to any person or entity outside of VLC, except as may be required by law.

I agree to be placed on VLC's contact list for periodic email communications. I may opt out at any time.

Date: _____ Applicant Signature: _____

Steps to begin your volunteering journey with VLC:

1. Fill out the Volunteer Application Form (attached/above) and submit to: admin@victorialiteracyconnection.ca or directly to the appropriate program coordinator.
2. Have 2 reference letters sent to us (guidelines below)
3. Once received we will respond to book a time for an initial interview in which we will get to know each other and ask any questions we each may have.
4. If we both decide to proceed with registering you as a volunteer, you will be given a code and asked to return a completed Vulnerable Sector Criminal Record Check. (instructions below)
5. Once the above is complete it's time to train you & match you with your chosen volunteer experience!

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 personal reference (from a friend or family member) and one professional (from an employer or co-worker) or educational (from a teacher or professor). The people 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. They may comment on the qualities that you would bring to a tutor role. For example: relevant skills, compassion, patience, reliability, kindness, the ability to work with people with diverse backgrounds, your respect of confidentiality.
- The reference letters should be sent directly to Victoria Literacy Connection by your references, and can be submitted by email, in-person or by mail (see above). They must include contact information for the person submitting the reference letter, and when possible be on professional letterhead.

CRIMINAL RECORD CHECKS

Victoria Literacy Connection requires all volunteers to complete a Criminal Records Review. 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 your CRC application must indicate you will be working with "children and vulnerable adults".

There are 2 ways that you can apply for a Criminal Record Check: Online or Manually. There is no charge for either of these. The Online process is our preferred method as it usually returns the CRC results more quickly and with less staff time.

CRC ONLINE PROCESS (preferred)

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

Go to this site and follow the instruction to apply for a CRC: <https://justice.gov.bc.ca/criminalrecordcheck>

Note: the online application now involves the use the BC Services Card mobile app through a smartphone or tablet.

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

CRC MANUAL PROCESS

If you are unable to use the online CRC application process above Victoria Literacy Connection can request a CRC manually on your behalf. To arrange this please contact admin@victorialiteracyconnection.ca or call 250.385.0014 and request a meeting with the CRC coordinator. You will complete a consent form and will need to bring two original forms of ID:

- **Primary:** A government issued photo ID (e.g., BC Driver's Licence, BCID, Canadian Passport, etc.) which includes the applicant's name, date of birth, signature and photo.
- **Secondary:** another of the above or other acceptable types, such as:
 - School ID (student card),
 - Bank or credit card (only if your name is on the card),
 - Driver's licence from other Canadian provinces or the US,
 - Naturalization certificate,
 - Picture employee ID card,
 - BC Care Card
 - BC Services Card
 - If you have none of the above, please contact us for other acceptable options.