



# UNIVERSITY HILL SECONDARY SCHOOL

Dear Volunteer,

**In order to be eligible to volunteer at University Hill Secondary, you must complete the following steps in order:**

1. Have a **teacher who is interested** in having you work with their classes, group, or club. If you do not yet have this teacher contact, please email **Mr. Bell, Principal**, with a brief bio at [ttbell@vsb.bc.ca](mailto:ttbell@vsb.bc.ca). Mr. Bell will forward your email to staff. Interested staff will contact you directly via email. Please understand that we have unusually high requests from people wanting to volunteer and we are unable to accommodate everyone.

**DO NOT COMPLETE THE FOLLOWING STEPS UNTIL YOU HAVE A TEACHER CONTACT**

2. **Once you have a teacher contact: Request a criminal records check.** University Hill Secondary is enrolled with the Criminal Records Review Program (CRRP) with the Ministry of Justice. This is an online system. When completed, the results will go directly to the Administrator. *By completing the online form, you acknowledge and give consent for the results of your criminal record check to be shared with the school administration.*

To access the form, go to: <https://justice.gov.bc.ca/eCRC/>

Access code: HAKT48Z5C3

3. Complete the **University Hill Secondary volunteer form** on reverse. This form needs to be completed and handed in to the office once you have requested your criminal record check online.

Once we have received the results of your record check and all your completed paperwork, our office will notify your teacher contact. Your teacher contact will notify you of your starting date to volunteer at University Hill.

**Thank you for your interest in volunteering!**



# UNIVERSITY HILL SECONDARY SCHOOL

## University Hill Secondary Adult Volunteer Form

Thank you for your interest in volunteering at University Hill Secondary. Please complete this form and an online Criminal Record Check. As per VSB policy, you cannot volunteer in our school until all completed paperwork has been handed into our office, and you have received confirmation through your teacher contact.

Date: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

University Hill Teacher Contact: \_\_\_\_\_

Specialty (E.g.: English, Math, Social Studies, Biology... and languages spoken or studied):

\_\_\_\_\_  
\_\_\_\_\_

Reason for Volunteering:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Reference #1

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Reference #2

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

#### For University Hill Office Use only:

Criminal record check approved (Date): \_\_\_\_\_ Volunteer # \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_ Blocks Available: \_\_\_\_\_

Start Date: \_\_\_\_\_ Days Available: \_\_\_\_\_