



Seniors Come
Share Society

Volunteer Packet

Engage, Educate, Empower

Thank you for your interest in becoming a volunteer with Seniors Come Share Society. The volunteer process includes:

1. **Volunteer Application Form**, which includes:
 - *Personal Information*
 - *References* – 2 preferably unrelated references you have known for more than 1 year. These references will be contacted to confirm information gathered on application form and suitability for the position.
 - *Confidentiality Policy & Pledge* – requires signature
 - *Release of Information & Declaration of Intent* – requires signature
2. **Police Information Check, including Vulnerable Sector Search**
Instructions provided.

Please complete #1 and #2 and return to Seniors Come Share Society in order to move on to:

3. An **interview** with the Coordinator of Volunteers or Appropriate Manger to assess suitability for the program and get to know you better.
4. Completion of program orientation which includes our policies and procedures for the organization and specific program.

Our commitment to you:

We will undertake to provide comprehensive support and training while you are a volunteer with Seniors Come Share Society. This includes regular check-ins with the Coordinator of Volunteers, program and experience evaluations, and education and appreciation events. It is important to us that you feel supported and proficient when you volunteer for us.

Should you have any questions or concerns, please feel free to contact us!

Thank you,

Seniors Come Share Society
(604) 531-9400
volunteers@comeshare.ca

Police Information Check, including Vulnerable Sector Search

What is a Police Information Check (formerly called Criminal Record Check)?

The position you are applying for is considered a “position of trust” in which you will be in contact with or caring for someone who may be vulnerable. We take that position seriously and take precautions to protect our volunteers, staff, participants, clients and students.

Why do I need a Police Information Check?

Completing a PIC does not mean that we do not trust you, it simply means that we are managing risk and protecting the vulnerable involved with our organization and programs. The screening process legally protects everyone involved with our organization from vicarious liability. PICs are requested for anyone working or volunteering with Seniors Come Share Society who is 18 years of age or older.

What is a Vulnerable Sector Search?

Vulnerability can affect any one of us at any time. *Anyone* who by reason of mental or other disability, age or illness, that is unable to take care of their self or to protect against significant harm or exploitation may be considered vulnerable. Because you are applying to work with a member of society that is considered vulnerable, we ask that this check be done in conjunction with your Police Information Check.

“The police will use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on your name, gender, and date of birth. If your gender and date of birth match to a pardoned sex offender record, you will be asked to provide fingerprints to confirm your identity. Be assured that this is not an accusation of criminality; prints are used to confirm your identity only. Your fingerprints will be destroyed after 90 days.”

Where do I get a PIC done?

Surrey residents must attend in person at the front counter of either the Main Detachment (10720 King George Boulevard, 604-502-6390), South Surrey (#100-1815 152 Street, Unit 100, 604-599-7810) or the Guildford/Fleetwood District Office (10395 148 Street Surrey 604-502-6500). Non-Surrey residents must attend the police office in your their community. Offices are closed Saturdays, Sundays and STAT holidays.

What do need to bring?

TWO (2) pieces of identification with the same name on both from the following list.

NOTE: The BC Services card is only considered ONE piece of ID.

- Valid Driver’s License with photo
- Valid BC Identification Card with photo
- Valid Passport
- Valid Nexus Card
- Native Status Card
- Canadian Citizenship Card
- Permanent Resident Card
- Military Identification
- Birth Certificate
- Firearms License
- Provincial Health Care Card

Will it cost me money?

No, because you are a volunteer, the report is free. However, **you must take the official letter (enclosed on page 3)** with you to the detachment that qualifies you as a volunteer in order to waive the usual fee.



Seniors Come
Share Society

Police Information Check Volunteer Letter

Engage ~ Educate ~ Empower

Our MISSION is to build safe, inclusive and nurturing communities for older adults.

Dear Sir/Madam:

RE: Police Information Check and Vulnerable Sector Search for Volunteers

Please be advised that the individual presenting this application for a **Police Information Check and Vulnerable Sector Search** is applying for a volunteer position with our non-profit society Community Support Program. We are an organization providing services to seniors in all of Surrey and White Rock.

This is to confirm that this Police Record Check is for _____, who will be receiving no remuneration for this position. We understand that your usual fee will be waived for this service.

Thank you for your time and consideration.

Sincerely,

Noleen Mueller
Coordinator of Volunteers
Seniors Come Share Society
(604) 531-9400 ext. 203