

Procedures:

Volunteer Registration



Approved by: Eastern Counties Regional Library Board

Approved Date June 6, 2019

Effective Date: July 8, 2019

Related Documents: ECRL Volunteer Policy

In order to register as a volunteer at Eastern Counties Regional Library (ECRL), applicants are required to provide the following information:

1. Full name and contact information, including mailing address
2. Proposed volunteering role, including library branch location
3. Names and contact information of two references
4. Results of a Child Abuse Register Search
5. Results of an RCMP Criminal Record Check (including Vulnerable Sector Verification)

The above information will be reviewed by ECRL's Public Services Manager, who will make a decision about an individual's suitability for volunteer opportunities.

Definitions

For the purposes of this policy, a **volunteer** is a person who performs tasks for the library without wages, benefits, or compensation (including travel expenses) of any kind. Volunteers do not replace paid staff, but enhance and extend their services, and are not considered as employees of the ECRL.

Summary of Record Check Information Required by ECRL

	Child Abuse Register Search	RCMP Criminal Record Check
Form to be Completed:	<i>Child Abuse Register Request for Search (Form A)</i>	<i>Consent for the Release of Police Information (RCMP GRC 6388e)</i>
Other Information to be submitted with the form:	Photocopy of one piece of identification (e.g. driver's license, health card, or passport)	Letter from ECRL stating that you are applying to be a volunteer; this will allow the processing fee to be waived
How to submit the request:	Mail to the address listed at the bottom of the form	In person at your nearest RCMP detachment
How to receive your results:	Your results will be mailed to your home address in 2-3 weeks	You will likely need to return to the RCMP detachment after about 3 days to pick up your results

Steps for Completion of the Volunteer Registration Procedure

1. Complete the ***Child Abuse Register Request for Search Form*** and mail to the address on the bottom of the form, complete with a photocopy of one piece of personal identification.

2. Complete Part A and Part B of the ***ECRL Volunteer Registration Form*** and submit to ECRL by one of the following methods
 - a. Give to a representative at your library branch, or
 - b. Email to Public Services Manager: acampbell@ecrl.ca
3. You will receive a letter from ECRL stating that you are applying to be a volunteer. This letter will allow the RCMP to waive the processing fee for your Criminal Record Check.
4. Bring your completed Consent for the Release of Police Information Form, along with the letter from ECRL, to your nearest RCMP detachment.
5. Pick up the results of your Criminal Record Check at the RCMP detachment, as directed by the RCMP staff member who accepts your request form (likely after 3 days, will depend on your location).
6. Complete Part C of the ECRL Volunteer Registration Form once you receive the results of both record checks.
7. Submit your completed ECRL Volunteer Registration Form with copies of the results of both your record checks by:
 - a. Give to a representative at your library branch, or
 - b. Email to Public Services Manager: acampbell@ecrl.ca
8. You will receive a letter from ECRL indicating whether or not the volunteer registration process has been successfully completed.

Modified Volunteer Registration Procedure

Unpaid guest programmers who do not attend regularly and are never left alone with customers can follow this Modified Volunteer Registration Procedure:

1. Complete Part A and Part B of the ***ECRL Volunteer Registration Form***, sign at the bottom, and submit to ECRL by one of the following methods:
 - a. Giving to a representative at your Library branch, or
 - b. Email to Public Services Manager: acampbell@ecrl.ca
2. You will receive a letter from ECRL indicating whether or not the volunteer registration process has been successfully completed.

Questions?

If you have any questions, please contact Public Services Manager by email at acampbell@ecrl.ca or by phone at 902-747-2597.