

Boys & Girls Clubs of Thunder Bay

270 Windsor Street
Thunder Bay, ON P7B 1V6
Phone: (807)623-0354
Fax: (807) 622-5000
www.tbayboysandgirlsclub.org



ADULT VOLUNTEERS

FOR YOUR INFORMATION

Criminal Record Search

If you live in the City of Thunder Bay, to get a Criminal Record search completed by the **Thunder Bay Police Service** you can do one of the following;

- Apply online at thunderbaypolice.ca. Under the service tab, go to Police Records Search and follow the prompts.
- Attend the Criminal Record Search office at police headquarters at 1200 Balmoral Street between the hours of 8:00 a.m. - 3:00 p.m., Monday to Thursday (The Criminal Records Office is closed Fridays).

The staff in the Resource Centre will be able to assist you. What you'll need to bring along are 2 pieces of identification: 1 government photo ID and 1 with your name and date of birth. You will also need a signed letter from the organization you are applying to volunteer with proving that you are a volunteer (this is attached to this package).

The fee for this service, for the purpose of volunteer positions, is \$25.00 + HST (28.25).

Vulnerable Sector Checks

A vulnerable sector check (also, known as a vulnerable sector verification) is used to determine the possible existence of a criminal record and/or a sexual offence conviction for which an individual has received a pardon. In some cases, fingerprints may be required for submission to the RCMP National Repository of Criminal Records to complete the check.

Vulnerable members of society are defined in the *Criminal Records Act* as persons who, because of age, a disability, or other circumstances, whether temporary or permanent are

- a. in a position of dependence on others or
- b. are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

Any individual applying to work in a paid or volunteer position where they will be in contact with a vulnerable person may be required to complete a vulnerable sector check. Some examples of positions involving members of the vulnerable sector are: teachers, social workers, day-care workers, sport coaches and volunteers.

The Canadian Criminal Real Time Identification Services (CCRTIS) is responsible for maintaining the RCMP National Repository of Criminal Records, which includes pardoned sex offender records. The *Criminal Records Act* has specific requirements concerning the verification and disclosure of pardoned sex offender records.

Recent Changes

Local police agencies use the Canadian Police Information Centre (CPIC) system to perform vulnerable sector checks by conducting name-based queries of criminal records databases and flagged pardoned sex offender records.

A recent analysis of CPIC name-based queries determined that an individual could potentially avoid being linked to their pardoned sex offence(s) if he/she used a different name during the query. This scenario could occur if a legal name change was used for a query, and the name change went unreported to the RCMP for updating criminal record information. In the interest of public safety, the RCMP recently made enhancements to the CPIC system to ensure that an unreported name change would not allow a pardoned sexual offender to avoid being identified through a vulnerable sector query.

Some highlights of the enhancements:

- New automatic query of flagged pardoned sex offender records based on the gender and date of birth of the applicant.
- Fingerprints are now required to complete a vulnerable sector check when the gender and date of birth of an applicant matches a pardoned sex offender record.
- Ensures that individuals, who have obtained a legal name change, are properly screened for pardoned sex offender records.
- Vulnerable sector checks are treated as priority requests when fingerprints are submitted to the RCMP.

For purposes of volunteer positions there is no federally regulated fee that must be submitted to CCRTIS for processing a vulnerable sector check. (no payment for services)

NOTE: After 90 days, the Canadian Criminal Real Time Identification Services destroys fingerprint submissions relative to civil screening (including vulnerable sector checks) when the search process is completed. The fingerprints are not added to the RCMP National Repository of Criminal Records and are not searched for future purposes.

For more information please contact the Volunteer Coordinator of the Boys & Girls Clubs of Thunder Bay at 623-0354 ext. 115



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bnicholson@tbaytel.net

Date of Request: _____

As the authorized representative of the Boys & Girls Clubs of Thunder Bay, I hereby request that the Thunder Bay Police conduct:

Police Information Check (PIC)

As the authorized representative of a person or organization that is responsible for the well being of one or children or vulnerable persons as defined in Section 6.3 (1) of the Criminal Records Act I hereby request that the Ontario Provincial Police conduct:

Police Vulnerable Sector Check

Candidate: _____

Address: _____

Who will be working in a paid position (volunteer position) other (circle one)

Position requiring check: **Volunteer Supervisor Assistant**

Requests for Police Vulnerable Sector Checks Only:

Part 2(1)(c) of the Criminal Records Regulation requires applications for VS checks to show how the position is one of trust or authority towards that child or vulnerable person.

Description of duties; **Assisting full time staff during afterschool or evening programs for children and youth ages 4 to 18.**

William Nicholson

Authorized Representative

Signature

Volunteer Coordinator

Position Title

623-0354 x 115, bnicholson@tbaytel.net

Phone # and Email



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VOLUNTEER INFORMATION

Boys & Girls Clubs of Thunder Bay, serving Thunder Bay's children and youth since 1972.

The Boys & Girls Clubs of Thunder Bay aim to provide a positive experience to its members 4-18 years of age. Through our programs and services, we promote a sense of belonging, self esteem, and appreciation. The Boys & Girls Clubs of Thunder Bay endeavour to meet the needs of our membership through various fun and interactive workshops, clinics and programs focusing on the issues that are relevant to the children and youth in our community. We try hard to ensure there is something for everyone at the Club. With the safe and healthy environment provided at our Clubs, our members can expect an atmosphere where they can learn, participate and grow.

Our Mission Statement: To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Becoming a Volunteer A volunteer at the Boys & Girls Clubs of Thunder Bay should enjoy working with children and youth. Our volunteers offer their own skills to help enhance our programs and adapt to learning new things. We encourage enthusiastic role models that are willing to set a good example and most importantly have fun with the kids.

The Boys & Girls Clubs of Thunder Bay are looking for enthusiastic, motivated, committed people who would like to be positive role models for the children and youth who attend our programs. We offer varied time commitments and take volunteers on a weekly, biweekly, and monthly basis. Because our programs and clients are so diverse, volunteers are offered exciting and varied experiences suited to their interests and skills.

There are three steps to becoming a volunteer at the Boys & Girls Clubs of Thunder Bay.

1. The application - An application must be filled out completely before you can start to volunteer. We require three references from people such as teachers, guidance counsellors, and friends. Please no family members.

2. Police and Reference checks - A police check is required for any volunteer over the age of 18 years. To complete the police check you will require photo I.D. and proof of address. This can be done at the Thunder Bay Police station. A police check must be completed before you can start to volunteer. The police check takes approximately two weeks. If a criminal record exists, the agency will decide your suitability as an applicant. **A record does not automatically preclude eligibility.**

Photo I.D. - Drivers License, School student card, Immigration, Canadian citizenship card and passport are accepted.
Proof of Address - Any letter or material mailed directed to you, with your name and address on it. i.e.: utility bills, lease, mortgage agreement, credit cards or phone bills.

3. Volunteer Training - All volunteers will be trained by a qualified staff member.

If you have any questions, please call our Volunteer Coordinator at (807) 623-0354 Ext. 115.

BOYS & GIRLS CLUBS OF THUNDER BAY VOLUNTEER APPLICATION

Name: _____ E-mail: _____
Address: _____ Postal Code: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____

EDUCATION / EMPLOYMENT

Secondary School: _____ Grade: _____
Post Secondary School: _____ Major: _____
Employer: _____ Phone #: _____
Previous volunteer experience: _____

QUALIFICATIONS & SKILLS

C.P.R.: Expires _____ First Aid: Expires _____
 Drivers License: Type _____ High Five
 Other (Please explain): _____

INTERESTS – Please tell us what you are interested in (hobbies, sports, etc.)

AVAILABILITY

What days and times will you be able to volunteer? Days: _____ Times: _____

VOLUNTEER TYPE

General Student Placement Court Ordered Community Service High School Hours

VOLUNTEER SITE

Windsor Unit Vale Unit Outreach Program Breakfast Nutrition Program Fundraising Reading or Tutoring Program

EMERGENCY CONTACT PERSON

Name: _____ Relationship: _____
Daytime Phone: _____ Evening Phone: _____

REFERENCES All references must have known the applicant for at least one year. **Relatives, spouse, or equivalent do not qualify.**

1. Name: _____ Relationship: _____
Work Phone: _____ Home Phone: _____
2. Name: _____ Relationship: _____
Work Phone: _____ Home Phone: _____

I voluntarily give the Boys & Girls Club of Thunder Bay the right to make a thorough investigation of my past activities and agree to cooperate in such investigations and release from all liability or responsibility all persons, companies or corporations supplying information. I understand that any false statements made by me on this application or supplement thereto, or in connection with the above-mentioned investigation will disqualify me for a volunteer position. I further understand that I will be subject to a criminal record check (if 18 years of age or older). I hereby verify I have not been charged with a criminal offence for which I have not received a pardon.

Applicant: _____ Witness: _____ Date: _____