



North Cariboo Christian School

## Procedure: 409 – Volunteer Incentive Program

Category: School  
Date Approved: April 2019  
Adopted: September 2019  
Revisions:  
Reviewed:

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Every family enrolled at NCCS is required to choose between these two options:

1. Choose to actively participate in the Volunteer Incentive Program (VIP) by committing to, at minimum, 20 hours per family of volunteer work per school year. This works out to an average of 2 hours per month.

Families choosing this option must include a cheque for \$500 dated June 15th of the current school year or complete a Pre-Authorized debit form to be withdrawn directly from their bank account on June 15th. This cheque/debit will be processed only if the 20 Volunteer hours are not met. Parents are highly encouraged to choose this option.

Families with incomplete VIP hours may, with the permission of the board, pay a prorated amount based on \$25 per outstanding volunteer hour.

2. A family unable to commit to the 20 volunteer hours per year must pay a \$500 non-participation fee, which is in addition to tuition fees. This payment must be made within the first month of the current school year. The funds will then be used to help support the efforts of volunteers to make sure needs are met.

Hours and amounts for families enrolled for only a part year will be prorated.

Your completed volunteer commitment form must be submitted by Sept 15 of each year. Families with volunteer hours that have not been completed, or where appropriate payment has not been made by June 30th of each school year, will not be eligible for re-admission for the following September until their account is brought into compliance.

**How the program works...**each school year families enrolled at NCCS will receive a volunteer timesheet. This timesheet is used to track their contributing hours. There will be one form per family which will be kept in an accessible binder outside the school office. It will be accessible to families from the labour-day clean-up time until the school years' end. Appropriate volunteering done throughout the summer can also count towards a family's volunteer hours and can be added to the timesheet upon its availability in September. Any member (children, parents, grandparents, etc.) of the family can contribute to their family's volunteer sheet. Hours are recorded by the

volunteer at the time they are completed and initialled by the Chairperson of the committee the volunteer served under or staff member who can verify the contributed hours. The NCCS yearly parent volunteer hours can be transferred to other family members after reaching your own total hours to help them reach their total hours.

## **What kind of volunteering qualifies under the Volunteer Program?**

Nearly all hours spent volunteering in a way that supports NCCS, its programs and facilities, qualifies- so long as it is approved by a committee chair, Principal, Board Member or Volunteer Program Coordinator.

Volunteer hours can include, but are not limited to, the following...

Board membership; committee membership, including time spent at meetings; helping at or organizing school events; noon hour supervision; field trip participation; hospitality, including cooking or baking for school events; annual fundraising events, for example The Foam Fun Run; Hot lunch program; interior/exterior renovations; grounds keeping, including lawn mowing. Any work which you receive payment for would *not* qualify as part of the Volunteer Program.

If you have questions about whether what you are doing qualifies as volunteer hours, simply contact a staff member, your committee chairperson or the Volunteer Program Coordinator for additional clarification.

Parents, who are interested in volunteering in key positions (i.e. noon hour supervisor, Librarian and Field trip Chaperones) where a close relationship with children is inherent, may be required to complete special training and extra security checks.

While volunteering for NCCS, please keep in mind at all times the NCCS Parent, Volunteer and Society Member Code of Conduct Policy and Procedure 406.



# North Cariboo Christian School

## Volunteer Program

Please check off areas of interest and return to the school office by September 15<sup>th</sup>. (Keep a copy for your own records)

Also list any other areas of expertise! Email [volunteer@nccschool.ca](mailto:volunteer@nccschool.ca) with any questions.

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

Contact Number \_\_\_\_\_ Email: \_\_\_\_\_

### 1. Joining a committee

- Promotions Committee (Fundraising, increasing the visibility of NCCS in the community)
- Building & Transportation (Decisions regarding building and bus maint/replacement)
- Education (Curriculum and Library decisions)
- Health and Safety (Emergency plan, ensuring health and wellness)
- Admissions (Interviewing applicants, Society members only)

### 2. Playground Supervision

- Before school (8:15-8:35)
- Lunch (12:15- 1:15)
- After school (2:30-2:45)

### 3. Hot Lunch Program - We have a coordinator to do the organizing, but need in-kitchen personnel:

- Hot Lunch Kitchen Supervisor (food preparation & kitchen mgmt, FoodSafe required)
- Picking up lunches from restaurants
- Cooking lunches/serving/cleanup (possibly two different shifts, times vary)
- Available for baking/food prep (day/time flexible)
- Help with special concessions/hot lunches

### 4. Sports teams coaching/helping

- Basketball
- Volleyball
- Track and field
- Other \_\_\_\_\_

### 5. Classroom (see teacher)

- Class helper
- Provide baked goods for class bake sales
- Field trip assistants/drivers
- Swim/Skate/Ski supervisors & helpers
- Instruction of special skills \_\_\_\_\_

6. Fundraising initiatives through the Promotions Committee

- School Social Dinners
- Christmas Fair
- Foam Fun Run
- Pastor Appreciation event
- Track and Field Concession
- Decorating/Setup/Cleanup for events
- Cooking/baking for events
- Special fundraisers
- Your fundraising idea \_\_\_\_\_

7. Maintenance

- Building upkeep
- Yard maintenance (mowing, trimming, sweeping, etc)
- Snow shovelling (early morning/afternoon snow shovelling)
- Playground inspection - monthly
- Annual clean-up day (end of August/beginning of September)
- Carpentry, Plumbing, Electrical skills \_\_\_\_\_

8. Other important areas

- Prayer vigils
- Yearbook/school photography

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- I choose to actively participate in the Volunteer Program (**recommended**). Please find my cheque or Pre-Authorized Debit form dated May 15 of the current school year. This cheque/debit will be processed only if the 20 hours are not met.

\_\_\_\_\_  
(Signature)

- I choose not to actively participate in the Volunteer Program. I agree to pay the \$500 non-participation fee. Please find my cheque or Pre-Authorized Debit form dated September 15 of the current school year.

\_\_\_\_\_  
(Signature)

There are diversities of gifts, but the same spirit. There are differences of ministries, but the same Lord. And there are diversities of activities, but it is the same God who works in all. But the manifestation of the Spirit is given to each one for the profit of all.  
1 Corinthians 12:4-7



# VOLUNTEER PROGRAM PRE-AUTHORIZED DEBIT FORM

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

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

I choose to have my Volunteer Incentive Program payment withdrawn from my/our bank account through pre-authorized debit if my volunteer hours are not completed. Please debit my bank account number as detailed below. (Or attach bank produced withdrawal form or void cheque).

BANK:    (Always 3 digits)

TRANSIT:      (Always 5 digits)

ACCOUNT:

(Number of digits varies among the different financial institutions)

Financial Institution Name: \_\_\_\_\_

Financial Institution Branch Address: \_\_\_\_\_

Choose one:

Please debit my account for the non-participation fee of \$500 on September 15 / 30, \_\_\_\_\_

Please debit my account for my incomplete volunteer hours based on a rate of \$25/hour on June 15, \_\_\_\_\_. You will be notified of the amount prior to processing.

Please note that if the payment date is not a business day, the transaction will be processed on the next business day.

I may revoke my authorization at any time, subject to providing notice of 30 days. To obtain a sample cancellation form, or for more information on my right to cancel a PAD agreement, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

I have certain recourse right if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

# North Cariboo Christian School

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Phone 250.747.4417 Fax 250.747.4410 [www.nccschool.ca](http://www.nccschool.ca)



Thank you for your interest in volunteering at NCCS!

Any volunteers that will be in contact with the students at NCCS are required to have a Criminal Records Check completed. This would include anyone working in the school in the classroom or with the hot lunch program, playground supervision, field trip supervision, etc. The Criminal Records Check can be done online or in person at the police station.

1. Online: You can apply for your criminal records check online using your BC Services Card for verification. The first time you connect, there's a bit of a process to become registered, including downloading an app on your phone or computer, and verifying your identity through Service Canada either in person or by video. It's not an immediate process, but once signed up, you won't have to do it again. You can access this portal using this information:

Website: <https://justice.gov.bc.ca/criminalrecordcheck>

Access Code: 767Y2ZM9H9

The Criminal Record Check report will be forwarded directly to the school.

2. In Person: The paper Police Information Check form is included in the registration package and can be printed, filled out, and dropped off at the Police Station. They will verify your identity and call you when the report is ready for pickup. You will then drop it off at the school.

The Criminal Records Check is valid for one year, and we ask that any persons intending to volunteer in a capacity where you will be in contact with children complete this process at the beginning of the year.

Thank you!

Give them more  
than an education  
Give them a **foundation**  
for living