



## THANK YOU!!!!

Thank you very much for your interest in volunteering with Operation Red Nose. We're sure you'll enjoy the experience and be satisfied knowing that not only are you making the roads safer and potentially saving a life, you're also helping to raise money for KidSport! Our process has changed a bit this year, so please read carefully.

Our Volunteer Coordinator will be processing over 250 of these, so in order to volunteer, please complete both pages of our application form **completely and clearly**. On the application, please ensure you also circle the nights that you would like to commit to volunteering. You can always add more later. The nights of operation are **Nov 29, 30, Dec 6, 7, 13, 14, 20, 21, and 31**. New this year, if you have had a Personal Information Check (PIC – formerly known as a Criminal Record Check) for ORN in the last two years, you do not need one for the next three years so please fill out this application and email it to Ashley (info below).

If you are a new volunteer, we will need you to have a PIC done as early as possible before you volunteer. To do so, please visit any of the Burnaby RCMP Police Offices:

**Hastings-Brentwood** - #104-4191 Hastings St, 604 656-3250, **Lougheed** - #178-9855 Austin Ave, 604 656-3200 (at Lougheed Mall, outside entrance by London Drugs Entrance), **Donald N. Brown** - 7191 Arcola Way, 604 656-3275, **Southwest** - 4501 Kingsborough St, 604 656-3232, or preferably, **Main Detachment** - 6355 Deer Lake Ave, 604 294-7922. You'll need two pieces of government issued ID. Accepted ID:

- Valid driver's license with photo
- Valid BC identification card with photo
- Current Canadian passport (expired passports not accepted)
- Birth certificate
- Immigration documents
- Certificate of Indian Status
- Canadian citizenship card
- Permanent resident card

Please give them the attached letter (so that you don't have to pay) along with your record check form that you will get from the RCMP. Wait for your check to be processed and when finished forward your application (both pages) and PIC to us. Either scan or take a quality picture of them and email them to Ashley at [orn@telus.net](mailto:orn@telus.net). **Please try to do this as early as possible, because it can take up to a week for your application to get to us.**

Thanks again for volunteering. We couldn't do this without your help. Please spread the word about the service and the volunteer opportunities to your family, friends and co-workers. It's a great experience and we can always use more volunteers. If you have any questions or concerns, please don't hesitate to contact Jackie Weinkam (Program Coordinator) at [jackieweinkam@gmail.com](mailto:jackieweinkam@gmail.com) or Ashley Arnold (Volunteer Coordinator) at [orn@telus.net](mailto:orn@telus.net).



***Operation Red Nose Burnaby 2019  
Campaign***

To Whom it may Concern:

Re: Criminal Records Check for \_\_\_\_\_

The above named has been offered a volunteer position as a driver and navigator with Operation Red Nose in Burnaby. As a requirement to volunteer with ORN, individuals must have a criminal records check. Would you kindly process this application and provide the results to the above named at no cost?

Our address is 630 Hillcrest St, Coquitlam, BC, V3J 6N9

Thank you for your support of Operation Red Nose.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Wilson'.

Chris Wilson  
Coordinator  
604 341-0241



# 2019 VOLUNTEER APPLICATION FORM

Volunteer No. : \_\_\_\_\_

| VOLUNTEER IDENTIFICATION   |  |                                 |  |                          |                  |
|--|--|---------------------------------|--|--------------------------|------------------|
| Last name  |  | Surname at birth                |  | First Name               |                  |
| Middle name  |  | Sex                             |  |                          |                  |
| F <input type="checkbox"/> M <input type="checkbox"/>  |  |                                 |  |                          |                  |
| Civic number   | Street                                 |                                 | Apt.   | City                     | Province         |
| Postal code  |  | Telephone (home)                |  | Telephone (cell)         | Telephone (work) |
| Extension  |  | Date of birth (YYYY/MM/DD)      |  |                          |                  |
| Email  |  | Driver's Licence No. (File No.) |  | Expiry date (YYYY/MM/DD) |                  |
| Do you drive standard  | Do you have any licence restrictions ? | Province issuing license        | Group/Company organizing your evening with Operation Red Nose, if applicable |                          |                  |
| Yes <input type="checkbox"/> No <input type="checkbox"/>   | _____ No <input type="checkbox"/>      |                                 |  |                          |                  |
| Name of your insurance company (mandatory for escort drivers)  |  | Policy No.                      |  | Expiry date (YYYY/MM/DD) |                  |
|  |  |                                 |  |                          |                  |
| VOLUNTEER DUTIES YOU ARE INTERESTED IN <input type="checkbox"/> Escort driver <input type="checkbox"/> Driver <input type="checkbox"/> Navigator <input type="checkbox"/> Other: _____ |  |                                 |  |                          |                  |

## DECLARATION

### CRIMINAL OFFENCE(S)

- I have not been convicted of a criminal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained a pardon.  
 I have been convicted, in Canada or elsewhere, of one or more criminal offences.

### PENDING CHARGE(S)

- I am not subject to any pending charges for a criminal offence in Canada or elsewhere.  
 I am subject to one or more pending charges, in Canada or elsewhere, for one or more criminal offences.

### COURT ORDER(S)

- I am not subject to any court order made against me in Canada or elsewhere.  
 I am subject to one or more court orders made against me in Canada or elsewhere.

If any of your responses to the statements given in the self-declaration are affirmative, please provide details in the space provided below.

| OFFENCE / CHARGE / ORDER | DATE | PLACE OF THE EVENT |
|--------------------------|------|--------------------|
|                          |      |                    |
|                          |      |                    |
|                          |      |                    |

I authorize Operation Red Nose (ORN) and any police service with jurisdiction over any or all parts of the province in which I reside to conduct a criminal record check to ensure that I meet the selection criteria set out by ORN that appear on the back of this form. However, only judicial antecedents that ORN deems to be incompatible with the volunteer's assignment will be taken into account. If my assignment requires the driving of a road vehicle, I authorize ORN and any police force to check the validity of my driver's licence. I also give my consent to the police force to forward the results of the background checks to ORN. A false declaration will result in the refusal of the application. Furthermore, between the time I submit this form and the time I participate as a volunteer, I will inform ORN of any new charge(s) against me relating to an offence and any conviction(s) in connection with such an offence. In accordance with the relevant legislation, ORN and its representative agree to protect the confidentiality of all information and data about the organization's clients and volunteers. Any declaration form that has not been signed or that contains unanswered questions will be considered incomplete and returned to sender. I also agree to comply with the volunteer commitment set out on the back of this form, which I have read and understood. I certify that the information provided in this declaration is accurate and complete.

DATE \_\_\_\_\_ Signature (mandatory) \_\_\_\_\_ X \_\_\_\_\_

\* This volunteer application form is valid for the 2019 campaign only. It is subject to approval and can be revoked at any time.

- By checking this box, I consent to the use of my name, image and likeness in the form of photographs for promotional purposes by Operation Red Nose, its partners, affiliates, agents, employees, representatives, licensees and assigns, without notification or compensation.  
 I do not wish to be contacted by Operation Red Nose for the 2020 campaign.  
 I don't want to receive any communication from Operation Red Nose for the current campaign.
- Have you participated in Operation Red Nose in the past? Yes  No

| RESERVED FOR POLICE CHECK              |   | ORN COMMITTEE      |   | Please return this form as soon as possible to :                           |
|--|---|--------------------|---|--|
| Checked by (name and registration no.) | Meets the criteria yes <input type="checkbox"/> no <input type="checkbox"/><br>Cannot be a driver <input type="checkbox"/><br>Cannot be an escort driver <input type="checkbox"/><br>Cannot be a navigator <input type="checkbox"/> | Approved by (name) | The volunteer has provided a criminal record check <input type="checkbox"/>           | ORN New Westminster<br>712-1655 Barclay Street<br>Vancouver, BC<br>V6K 2Y1 |
| Comments                               | Date  | Reason             |   |  |
|  |   | Date               | Final result<br>Accepted <input type="checkbox"/><br>Refused <input type="checkbox"/> |  |



## ADDITIONAL INFORMATION

### Selection Criteria

|  |  |  |
|--|--|--|
| <b>Incompatible offences if committed within the last five years</b> | <b>Sex</b> : prostitution (solicitation)<br><b>Violence</b> : assault, trespassing at night, uttering threats, intimidation, harassment, indecent telephone calls, mischief, arson causing damage to property, firearms (possession, omission)   | <b>Theft, fraud</b> : impersonation<br><b>Drugs</b> : possession<br><b>Other</b> : breach of condition or probation, obstructing a peace officer, other criminal charges   |
| <b>Incompatible offences at all times</b>                            | <b>Sex</b> : sexual assault or assault with a weapon, indecent acts, procuring, child pornography, corrupting children, bawdy house, rape<br><b>Violence</b> : kidnapping, attempted murder, homicide, aggravated assault, confinement, extortion, arson with disregard for human life, firearms (unauthorized use, trafficking) with disregard for human life, firearms (unauthorized use, trafficking) | <b>Theft, fraud</b> : breaking and entering, robbery, corruption<br><b>Driving</b> : offence causing death or bodily harm<br><b>Drugs</b> : trafficking, importing, cultivating<br><b>Other</b> : arrest warrant                 |
| <b>Offences resulting in limited acceptance</b>                      | <b>Theft, fraud</b> : theft, fraud (accepted as an escort driver during sanction)  | <b>Driving</b> : flight, dangerous operation of a motor vehicle, refusal to comply with demand, operation while impaired (accepted as a navigator during prohibition), unpaid tickets (tickets must be paid before volunteering) |

## VOLUNTEER COMMITMENT

### I agree to :

→ take all necessary precautions to ensure the safety of my team and of Operation Red Nose clients by complying with, among others, the traffic laws in my province (speed limits, use of seatbelts, signage, parking, etc.). Operation Red Nose is not responsible for any ticket received during the course of my volunteer duties.

→ comply with the Operation Red Nose code of ethics.

- **Sobriety** : I must not consume any alcohol or cannabis on the day I work with Operation Red Nose.
- **Confidentiality** : All information about Operation Red Nose clients and volunteers that is disclosed to me will remain confidential and will not be used for any purpose other than to fulfill the mandate conferred upon me. I will also not discuss any details with other volunteers that could be used to identify a client or volunteer.
- **Courtesy** : I will show patience and courtesy toward clients at all times.
- **Free service** : Operation Red Nose is a free service. I will never solicit donations, but if clients wish to make a donation, I will thank them.
- **Fatigue** : Operation Red Nose volunteers must often deal with fatigue, and its effects at night must not be underestimated. Therefore, I will not overestimate my capabilities and, if necessary, I will take a nap before reporting for duty as an Operation Red Nose volunteer.
- **Mutual respect** : All Operation Red Nose volunteers, whether they work in the headquarters or on the road, deserve my full respect and consideration.

→ return to Operation Red Nose all amounts given to me (donations, tips, gifts, etc.)

**If I do not honour my commitment, Operation Red Nose reserves the right to terminate my participation as a volunteer for the current and future campaigns. The decision of Operation Red Nose is final.**

## DESCRIPTION OF DUTIES

For office duties, please contact your local Operation Red Nose organization.

|  |  |  |  |  |   |
|--|--|--|--|--|---|
| <b>Escort driver</b>   | Person who escorts the driver and the navigator in his or her own vehicle.   | <b>Driver</b>  | Person who drives the client's vehicle.  | <b>Navigator</b>   | Person who rides with the driver in the client's vehicle. |
| Must be 19 years of age or older<br>Must have a valid Class 5 driver's licence and a vehicle | <ul style="list-style-type: none"> <li>• Please carefully complete the <i>Driver's Licence</i> and <i>Insurance Company</i> sections on the reverse.</li> <li>• Operation Red Nose only provides insurance coverage to escort drivers whose vehicles are insured against damage.</li> <li>• You must carry your proof of insurance and your driver's licence with you on the night of your shift with Operation Red Nose.</li> </ul> | Must be 21 years of age or older<br>Must have a valid Class 5 driver's licence | <ul style="list-style-type: none"> <li>• Please indicate your driver's licence file number on the reverse.</li> <li>• You must carry your driver's licence with you on the night of your shift with Operation Red Nose.</li> </ul> | Must be 19 years of age or older<br>Driver's licence not mandatory, but indicating the number on the reverse will speed up the processing of your application. |   |

## LOCAL INFORMATION

| <b>November/December</b> | <table border="1" style="width: 100%; text-align: center;"> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>29</td><td>30</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>6</td><td>7</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>13</td><td>14</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>20</td><td>21</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td>31</td><td></td><td></td><td></td><td></td> </tr> </table> | S   | M | T | W  | T  | F | S |  |  |  |  |  | 29 | 30 |  |  |  |  |  | 6 | 7 |  |  |  |  |  | 13 | 14 |  |  |  |  |  | 20 | 21 |  |  |  |  |  |  |  |  |  | 31 |  |  |  |  | <p>Please circle the dates you can commit to and the role you'd like to take on. If you're not sure at this point, we'll follow-up.</p> <p>Navigator, Escort Driver, Designated Driver, Office staff</p> <p>Is there someone you'd like to volunteer with?</p> <p>Name: _____</p> | <b>DON'T FORGET!</b> |
|--------------------------|--|---|---|---|----|----|---|---|--|--|--|--|--|----|----|--|--|--|--|--|---|---|--|--|--|--|--|----|----|--|--|--|--|--|----|----|--|--|--|--|--|--|--|--|--|----|--|--|--|--|---|----------------------|
| S                        | M  | T   | W | T | F  | S  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |    |    |  |  |  |  |  |  |  |  |  |    |  |  |  |  |   |                      |
|                          |  |   |   |   | 29 | 30 |   |   |  |  |  |  |  |    |    |  |  |  |  |  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |    |    |  |  |  |  |  |  |  |  |  |    |  |  |  |  |   |                      |
|                          |  |   |   |   | 6  | 7  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |    |    |  |  |  |  |  |  |  |  |  |    |  |  |  |  |   |                      |
|                          |  |   |   |   | 13 | 14 |   |   |  |  |  |  |  |    |    |  |  |  |  |  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |    |    |  |  |  |  |  |  |  |  |  |    |  |  |  |  |   |                      |
|                          |  |   |   |   | 20 | 21 |   |   |  |  |  |  |  |    |    |  |  |  |  |  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |    |    |  |  |  |  |  |  |  |  |  |    |  |  |  |  |   |                      |
|                          |  |   |   |   |    |    |   |   |  |  |  |  |  |    |    |  |  |  |  |  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |    |    |  |  |  |  |  |  |  |  |  |    |  |  |  |  |   |                      |
|                          |  | 31  |   |   |    |    |   |   |  |  |  |  |  |    |    |  |  |  |  |  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |    |    |  |  |  |  |  |  |  |  |  |    |  |  |  |  |   |                      |
|                          |  | <p>On the night of your shift with Operation Red Nose, don't forget to bring the following items with you :</p> <ul style="list-style-type: none"> <li>• Two pieces of photo identification, including a government issued photo ID, with name, date of birth, and signature (care card, passport, driver's licence, etc.)</li> <li>• your valid Class 5 driver's licence (for escort drivers and drivers);</li> <li>• your proof of insurance (for escort drivers).</li> </ul> |   |   |    |    |   |   |  |  |  |  |  |    |    |  |  |  |  |  |   |   |  |  |  |  |  |    |    |  |  |  |  |  |    |    |  |  |  |  |  |  |  |  |  |    |  |  |  |  |   |                      |