



PROCESS FOR STAFF APPLICATION

A. Complete all sections of the 'Volunteer Camp Staff Application Form' that pertain to new and/or returning staff. Submit completed forms to the address listed below (see section C) or e-mail completed form to info@campvip.org

B. Take the form requesting a Criminal Record check to your local police department. Inform them that you are a volunteer requesting criminal background check. You should **not** be charged as you are a volunteer. If you are charged, Camp VIP will reimburse you upon submission of a receipt. Background checks often take up to a month so please have it done early. Also, some police departments ask you to supply them with a stamped self-addressed envelope – please take one just in case.

****Please note ****

Staff application form and Criminal Background check do not have to be submitted simultaneously.

C. ALL APPLICANTS MUST APPLY FOR A CRIMINAL CHECK

Some police or RCMP submit the check directly to the address on the form; others will return it directly to you. If returned to **you** please forward it to:

Camp VIP Registrar
c/o St. Andrew's Presbyterian Church
531 Herbert Street
Duncan, BC V9L 1T2

Please note that the Criminal Background Check is now **mandatory**, must be **renewed each year** and is a **requirement** for attending Camp VIP.

If you have any questions regarding Camp VIP please call (250) 732-7270.