



Volunteering at CSS

1. Fill out a **Volunteer Applicant: Contact Information** Form. This can be found on our website. Email completed form to css-officestaff@sd33.bc.ca or drop it off at the school. You will be contacted to pick up a volunteer package from Chilliwack Secondary School office.
2. In the package you will be given a **Volunteer Letter** on school letterhead and an **Upper Fraser Valley Regional Detachment Chilliwack Community Police Office Police Information Check (PIC)** form to complete.
3. The volunteers/applicants must apply in person at the Police Agency in the jurisdiction they reside. If you are a Chilliwack resident then you will bring the **Volunteer Letter, PIC and Volunteer Applicant: Contact Information** form to [45924 Airport Rd.](#)
4. Once the Police Agency has completed the PIC, the results will be provided directly to the volunteer/applicant.

*Police Information Checks submitted with positive results will be carefully reviewed by the designated staff worker (PIC Officer). A decision to approve or deny the application will be made and a letter containing the acceptance or denial as a volunteer will be mailed back to the volunteer/applicant to the address provided and a copy of the decision letter will be provided to the school(s)
5. Volunteers/applicants must deliver the original PIC to the [Chilliwack School District Office \(8430 Cessna Drive\)](#).
6. Once the PIC is processed and approved by the Chilliwack School District Office, an approval letter along with the original PIC will be mailed to the volunteer/applicant. A copy of the approval letter will be sent to the school(s) for their records.
7. **If you are assisting with driving students.** You will also need to complete a **STUDENT FIELD TRIP VOLUNTEER DRIVER AUTHORIZATION FORM 623.1D** You will find this form in the volunteer package. Complete this form and attach your Driver Abstract. Return this form to the office for the principal's signature.