

## Required Steps

May 25, 2021

### Become a Literacy Volunteer

1. Submit an application form on the volunteer webpage
2. Meet with RPL Volunteer Coordinator
3. **Submit Two letters of Reference**
  - One letter from an employment reference (alternatives: a teacher/professor; volunteer work supervisor) and one letter from a personal reference (not a family member)
  - Both letters **must contain** the following information:
    - How long has the reference known the candidate? Please note that a reference should have known the candidate for at least 2 years
    - In what capacity does the reference know the candidate? Employer? Volunteer Manager? Teacher/Professor? Friend? Associate?
    - What strengths and weaknesses would the candidate bring to the volunteer tutoring situation?
    - Is the candidate reliable and responsible?
    - Would the reference want to be tutored by the candidate? (hypothetically)
    - The reference's daytime telephone number and/or e-mail address

Please forward letters of reference to the Volunteer Coordinator in one of the following ways:

**Email:** [volunteer@reginalibrary.ca](mailto:volunteer@reginalibrary.ca)

**Mail:** Literacy Services, Regina Public Library, Box 2311, Regina, S4P 3Z5

**In person:** Literacy Service Office, 2<sup>nd</sup> floor, Central Library, 2311 – 12<sup>th</sup> Ave.

### 4. Complete Criminal Record Check

An acceptance letter will be issued by the Volunteer Coordinator (bring this to the Police Station to have the processing fee waived). The Regina Police Service must be told that the request is for the purpose of a volunteer activity:

- Report to the Regina Police Service at 1717 Osler Street (an appointment may be necessary)
- The personnel at the front desk will direct the candidate to the criminal record checks office
- Candidates will be asked to show two pieces of identification
- Bring the completed Criminal Record Check to the Literacy Services office. Once it is verified, the original may be returned to the volunteer, if requested.

**5. Sign Confidentiality Agreement**

All volunteers are asked to read RPL's Confidentiality Agreement and are asked to sign as a confirmation they understand what it means

**6. Take RPL's Volunteer Tutor Training course**

Online tutor training at <https://app.betterimpact.com>

\* Login with the Username and Password you created when you submitted your application