

ANNUAL SCHOOL VOLUNTEER REGISTRATION FORM

Valid only for the current school year.

In order to ensure the security and safety of our staff and students, all volunteers in our schools must be registered. The information collected on this form will be held in strict confidence.

A volunteer is:

An individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school or School Council members while in their role as School Council members.

Volunteers do not include:

- Guest Speakers or Presenters
- Visitors to the school
- Students volunteering in their own schools
- School Council members in their position as school council members
- Parents assisting their own children in the schools

Volunteers **must** be 18 years or older to register as a volunteer.

GYPSP students are not required to apply to volunteer in their own school.

Students wanting to volunteer in another school are required to apply to volunteer and are not required to be 18 years of age or older.

| | |
|------------------------------------|--------------------------------------|
| Name of School: | School Year: |
| Your Name: (Last Name, First Name) | Salutation: Mr. Mrs. Ms. No Title |
| Mailing Address: | Date of Birth: (YYYY/MM/DD) |
| Primary Phone Number: | Cell Phone Number: |

| | |
|--|----------------------|
| Do you have children or grandchildren registered in this school? | YES NO |
| If yes, please list by name and teacher of homeroom. | |
| Name of Student(s): | Teacher(s)/Homeroom: |

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| Your may be asked to provide two references: | |
| Name of Reference(s) | Phone Number(s): |
| Which position will you volunteer for most often? (select all that apply) | |
| Volunteer monitor (this is a multi-purpose volunteer position which may include supervising students) | Driver |
| Field trip volunteer | Coach |
| Other (please specify) | Hot Lunch |
| Do you have a criminal record for which you have <u>not</u> received a pardon? | YES NO |

Check the level(s) preferred:

| | | | |
|--------------|----------|-----------|----------|
| Kindergarten | Gr. 1 | Gr. 2 | Gr. 3 |
| Gr. 4 | Gr. 5 | Gr. 6 | Jr. High |
| Sr. High | Workroom | Gymnasium | Office |
| Library | Other: | | |

Check the days and hours you are available:

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|---|------|---------|------|-----------|------|----------|------|--------|------|
| A.M. | P.M. | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
| Do you intend to volunteer more than 10 hours throughout the school year? | | | | | | | | | |
| Yes | | | | | | | | | |
| No | | | | | | | | | |

A Criminal Record Check with Vulnerable Sector Check is required before volunteer positions for overnight trips, in situations where volunteers may be alone with a student, or for supervision of children into washrooms requiring support with toileting are confirmed.

As a volunteer, the Division would like to remind you of the following conditions:

1. Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honoured.
2. Any information collected, used, generated, and stored by Grande Yellowhead Public School Division including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. You may not disclose, communicate, publish, take, alter copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. You must notify the Principal of any new criminal charges at the time the charge is made.
5. The teaching and administration staff is responsible for student learning and discipline.
6. Staff administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.

7. You as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. Any failure to comply with these conditions or Grande Yellowhead Public School Divisions Administrative Procedure 490 - Volunteers may result in loss of privilege as a volunteer.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Signature

Date (YYY/MM/DD)