

VOLUNTEER SERVICE APPLICATION FORM

NAME:	SCHOOL: Holy Cross Elementary
ADDRESS:	POSITION APPLIED FOR: General School Volunteer
PHONE NUMBERS: HOME: OTHER:	Names of children/Grandchildren at school:

I. Statement of volunteer interest areas.

II. Related Qualifications (knowledge, skill/ability requirements, and certifications. Mark N/A if this is not applicable)

III. Screening Requirements

- RCMP check

IV. Signature

The foregoing information is accurate, and I understand references may be checked prior to processing any further in the application process. I agree to submit the required documents listed under Item III.

Volunteer

Date

The information collected on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act of Alberta, to be used to organize and coordinate a school field trip. If you have any questions about the collection, use or disclosure of the information collected on this form please contact the School Board's by telephone at (780) 826-3764.

VOLUNTEER OFFER AND ACCEPTANCE FORM

I _____ agree to accept the Volunteer position of General School
Volunteer at Holy Cross Elementary School.

Board Expectations for Volunteers

Volunteers are an important part of the educational team and are expected to:

- ◆ comply with all relevant board policies, regulations, and school rules;
- ◆ respect and maintain the confidentiality of personal information involving students and staff that may be gathered as a result of the fulfillment of their roles and responsibilities as a volunteer within the school;
- ◆ not disclose, remove, or otherwise use for any particular purpose any school documentation or information unless otherwise specifically preauthorized by the school Principal;
- ◆ be appropriately qualified for the task for which their services are being utilized;
- ◆ be reliable in terms of fulfilling all duties and responsibilities at assigned times;
- ◆ report inappropriate student conduct to the Supervising Teacher or to the Principal;
- ◆ Seek clarification in the event of confusion or uncertainty as to their roles and responsibilities;
- ◆ notify the Principal of any criminal charges that may be levied against him/her at the time the charge is issued (see steps 12 –13 of the screening process for clarification).
- ◆ Adhere to the schedule or itinerary; and
- ◆ dress appropriately for all activities.

Consent and Acknowledgement of Risk

1. I agree to meet the Board's expectations as listed above.
2. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
3. I agree to abide by the rules and regulations including directions and instructions from the school's/service provider's administrators and staff while volunteering in a program or activities.
4. I acknowledge that it is my responsibility to advise the board of any medical and/or health concerns which may affect my participation in programs or activities or the safety of other persons.
5. I acknowledge that I may be asked to sign an addition consent form respecting participation in particular field trips or activities, and that failing to do will result in my being precluded for such field trips or activities.
6. I acknowledge that in the event I fail to comply with any terms, conditions, or regulations regarding volunteers, such conduct/behaviour may result in the termination of my position as a volunteer for the district.
7. I understand, acknowledge and consent to the above as described herein.

Name (please print)

Signature

Date

I. Screening Documents Submitted and Satisfactory:

- RCMP check

II. Interview: (Attach question sheet)

Date:
Interviewer:
Comments:

III. VOLUNTEER PASSED SCREENING

- VOLUNTEER NOT ACCEPTED:**

Reasons why not accepted:

IV. VOLUNTEER START DATE: _____

V. Signature

I certify that I have performed the above screening procedures in accordance with the Volunteer Policy # 5220 and that the individual above is considered suitable / unsuitable for the Volunteer position of

_____ at _____ School.

Principal

Date