



VOLUNTEER REGISTRATION FORM

Coast Mountains School District 82 appreciates the services of all its volunteers. In addition to the completion of a criminal record check, all volunteers must complete the volunteer registration form in order to ensure your safety and the safety of all our students. An important element of the volunteer program is acknowledgement by the volunteer that they have been made aware of the expectations and guidelines of the volunteer program in the school. Please print legibly and complete the entire form and return to your school principal. The information on this form will be held in strict confidence and will be held in the school files for two years from the date of completion.

_____ *Last Name* _____ *First Name* _____ *Middle Name*

Any other names ever used:

_____ *Last Name* _____ *First Name* _____ *Middle Name*

Home Address _____
Street Number & Name Apt. # City Province Postal Code

Previous Address (if less than 2 years) _____

Home Phone _____ Work Phone _____

Cell _____ Email Address _____

Name of school you will be volunteering in _____

Do you have a child/children attending this school? _____ Yes _____ No

If yes, please list by name and grade:

_____	_____
<i>Name</i>	<i>Grade</i>
_____	_____
<i>Name</i>	<i>Grade</i>
_____	_____
<i>Name</i>	<i>Grade</i>
_____	_____
<i>Name</i>	<i>Grade</i>

If no children attending, please list at least two references we may contact:

_____	_____
<i>Name</i>	<i>Contact Telephone or Cell Number</i>
_____	_____
<i>Name</i>	<i>Contact Telephone or Cell Number</i>



Volunteer Registration Form

As a volunteer, we advise you of the following conditions:

- Principals are responsible for all volunteers present in the school or performing volunteer activities for the school while not on school premises. All volunteers are subject to the direction of the principal at all times.
- Volunteers shall, at all times, act in accordance with district policies and regulations, as well as school policies and rules.
- Any information collected, used, generated and stored by Coast Mountains School District 82 including student, instructional, financial or administrative information is strictly confidential and to be used only in the performance of volunteer duties.
- Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the principal.
- All volunteers are required to complete the volunteer registration form prior to commencing any activities in the school and shall be completed every two years thereafter.
- All volunteers are required to provide a criminal record check which includes identity verification and a vulnerable sector check.
- All volunteers engaged in activities involved with sports teams, overnight field trips, activities where district members are not in attendance at all times, and/or driving students in district or non-district owned vehicles must provide a criminal record check "prior" to assuming any volunteer duties.
- All volunteers are to register with the school office at the beginning of each day, and, while engaged in volunteer activities, will wear appropriate identification.
- If a volunteer is charged with a criminal offence during the course of volunteering, the volunteer must immediately notify the principal of the school of all charges laid, excluding minor traffic offences.
- Failure to comply with any of these conditions may result in termination of a volunteer's duties.

Have you completed a Criminal Record Check? Yes No

Do you have a criminal record for which you have not received an official pardon? _____

Signed this _____ day of _____, 20____.

(day) (month) (year)

Signature

Please Print Name

The personal information on this form is collected by Coast Mountains Schools District 82 under the authority of the *School Act*, Section 85. The information will be used for the purpose of maintaining a record of volunteers. Personal information on this form will be protected under the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and use of this information should be directed to the school principal.