



# Annual 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 **need to be registered**. This form must be completed annually. The information collected on this form will be held in strict confidence.

**A volunteer is:**

Someone who assists schools and/or students either in curricular or extra-curricular activities including volunteer drivers and students volunteering outside their school.

**Volunteers do not include:**

- guest speakers
- presenters
- visitors to the school
- parents assisting their own children in the school
- school council members in their position as school council members
- Lethbridge School Division students volunteering in Division schools

You must be 13 years or older to register as a volunteer.

**PART A (Completed by all applicants)**

<b>Name of School or Department:</b>		<b>School Year:</b>										
<b>Your Name: (Last Name, First Name)</b>												
<b>If different from above, the name your Police Information Check (PIC) was registered under:</b>		<b>Date of birth: (YYYY/MM/DD)</b>										
<b>Mailing Address: (with Postal Code)</b>												
<b>Daytime Phone:</b>	<b>Evening Phone:</b>	<b>Cell Phone:</b>										
<p><b>Do you have children or grandchildren registered in this school?</b>    <input type="checkbox"/> No    <input type="checkbox"/> Yes</p> <p><b>If yes, please list by name and teacher or homeroom:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"><b>Name of Student:</b></td> <td style="width: 50%; padding: 5px;"><b>Teacher/Homeroom:</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			<b>Name of Student:</b>	<b>Teacher/Homeroom:</b>								
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<b>You may be asked to provide two references (Principal's discretion):</b>												
<b>Name of Reference:</b>	<b>Telephone Number:</b>											

**Part B: (complete if required: See \* below )**

The section below asks for information pertaining to Police Information and vulnerable sector checks. Please see \* below regarding volunteer duties that require these checks. **If not applicable move to Part C.**

**1. Have you ever been subject of an investigation or order under the *Child Welfare Act of Alberta* or equivalent legislation in any other province or country?** (If you answer "Yes" to this question, you must submit a current Child Welfare Statement along with this form.) **No** **Yes**

**2. Do you have a criminal record for which you have not received an official pardon?** **No** **Yes**

*Note: "Yes" to either (1) or (2) above will not automatically exclude an applicant from becoming a volunteer in Lethbridge School District No. 51*

**3. Have you completed a Police Information Check (PIC) previously for Lethsd51 or another organization?** *{Please attach}* **No** **Yes**

If you answered yes, where \_\_\_\_\_ and when \_\_\_\_\_  
Name of School/Organization Date (YYYY/MM/DD)

\*All individuals, including minors under the age of eighteen, who may be engaged in the following volunteer activities, shall be required to provide a current (within last 9 months) Police Information Check and an Intervention Record Check **once every three years** prior to assuming any volunteer duties regarding:

- Involvement in Sports Teams;
- Overnight field trips;
- Activities involving the supervision of students where District staff members are not in attendance at all times; or
- Driving students in District or non-District owned vehicles

Police Information Checks and/or Intervention Record Checks may also be required at the sole discretion of the principal, and/or the Superintendent in any circumstances where it is deemed appropriate. Under exceptional circumstances, the Superintendent may waive the requirement for the provision of a Police Information Check and/or Intervention Record Check.

**Part C: Must be read and signed**

As a volunteer, we would like to advise 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 honored.
2. Any information collected, used, generated, and stored by Lethbridge 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. School 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 monitor 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 Lethbridge School Division [Procedure 1003.3](#) may result in termination of your position as a volunteer.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Current Date (YYYY/MM/DD)

The information on this form is collected under Alberta's *Freedom of Information and Protection of Privacy Act* to carry out our responsibilities under the *School Act*.