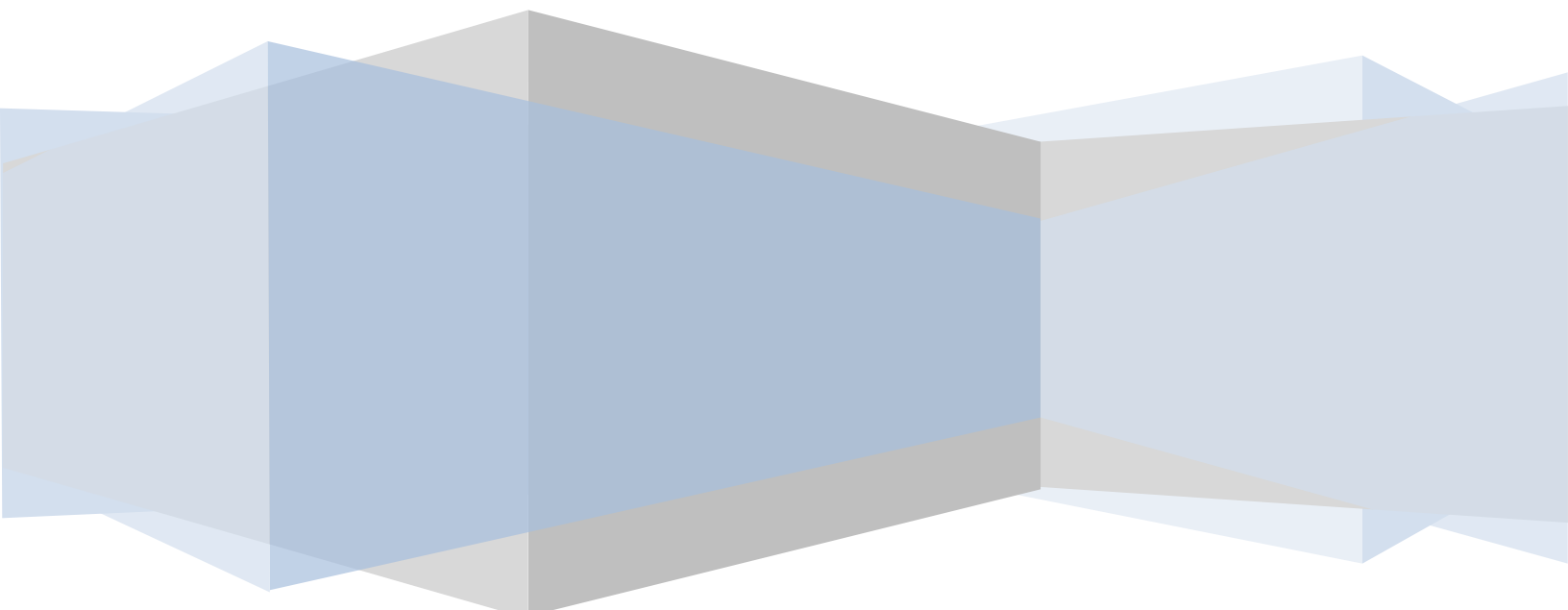




**CALGARY CATHOLIC  
SCHOOL DISTRICT**

# **VOLUNTEER**

## **Forms**





## VOLUNTEER APPLICATION FORM

The Calgary Catholic School District (CCSD) appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to apply and be accepted by the principal of that school. A volunteer is someone who assists school and/or students either in curricular or extra-curricular activities and includes volunteer drivers but does not include guest speakers, presenters, visitors to the school, or school council members in their position as school council members. We expect that you will complete this form to enable the school in which you volunteer to exercise control over who should be involved with the children. The information collected on this form will be held in strict confidence.

If you are under 18 years of age your parent or guardian must sign this form.

**Name of school or department:** \_\_\_\_\_

**Name:** Mr. Mrs. Ms. \_\_\_\_\_  
Surname Given Names

**Mailing Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ Postal Code

Daytime Evening  
**Email address:** \_\_\_\_\_

Do you have children or grandchildren registered in this school? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list by name and grade:

Name	Grade
_____	_____
_____	_____
_____	_____

If not, would you please list at least two references with whom the school may check:

Name	Telephone No.
_____	_____
_____	_____

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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

1. That school volunteer service is permitted at the discretion of the principal.
2. That 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.
3. That any information collected, used, generated, and stored by the CSSD including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
4. That 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.
5. That the teaching and administration staff are responsible for student learning and discipline.
6. That 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. That you as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. That all volunteers are required to participate in the School Volunteer Orientation program.
9. That any failure to comply with these conditions or CSSD policies may result in termination of your position as a volunteer.

By signing this volunteer application form, if accepted, I agree to the conditions outlined.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian signature [if volunteer is under 18 years of age]:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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. If you have any questions about this form, please contact the school principal.

## VOLUNTEER CONFIDENTIALITY AGREEMENT

TO: THE CALGARY ROMAN CATHOLIC  
SEPARATE SCHOOL DISTRICT NO. 1  
(The district)

I, \_\_\_\_\_, agree that I will act at all times to  
(Name of the Volunteer)

preserve the confidentiality of all personal information of which I become aware during  
the course of fulfilling my duties as a volunteer at \_\_\_\_\_ School.  
(Name of School)

I further agree that in particular I will preserve the confidentiality of any personal  
information which I receive with respect to students, parents, staff and administration.

I will hold all such information in the strictest of confidence and I shall not use, copy or  
disclose such information to any other individual within or outside of the district, in  
whole or in part, in any manner or form, unless I have obtained the permission of the  
Principal.

Executed and witnessed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
(Print Name of Volunteer)

\_\_\_\_\_  
(Signature of Volunteer)

\_\_\_\_\_  
(Signature of Principal)



## Volunteer Police Security Clearance Procedure

*All overnight volunteers are required to have police security clearance through Calgary Police Services.*

### **TO BE FILLED OUT AND SUBMITTED AT LEAST 4 WEEKS PRIOR TO VOLUNTEERING**

#### **For schools within the city limits of Calgary:**

1. All volunteers will present themselves to the school principal. At the principal's discretion, the volunteer will be given the **Calgary Police Service "Consent to Search and Disclosure of Personal Information (Agency)"** form. Also, the **Calgary Catholic School District Volunteer Registration** form will be supplied.
2. If the potential volunteer refuses to complete the forms **or** there appears to be discrepancies in the information **or** there is concern about the suitability of the applicant, then the Principal will not allow the individual to volunteer in the school.
3. The **"Consent To Search and Disclosure of Personal Information (Agency)"** form is stapled to the photocopy of the two pieces of ID. The principal will bundle the applications, accompanied with the appropriate service fee per applicant, and send them to Calgary Police Service (CPS):  
**Calgary Police Service, Security Clearance unit**  
**133-6 Avenue SE, Calgary, AB T2G 4Z1**
4. CPS will process the Consent forms. The result of this process will be "Consent to Search and Disclosure of Personal Information Response". The CPS Response will be distributed directly to each school.
5. Only two responses will appear. Either the individual is clear or the individual must go to the CPS office for identification. Only those individuals with a clear police check may volunteer. The principal will contact the Superintendent, Human Resources regarding those Police Security Checks that are **not cleared**.
6. Immediately following the identification, the CPS will prepare a letter to the individual detailing their criminal record. **Persons with a criminal record will not volunteer for the Calgary Catholic School District unless authorized by the Superintendent, Human Resources.**
7. It must be emphasized that all persons requesting to volunteer at the school that permission is completely at the discretion of the principal.
8. Volunteers must have a new Police Security Clearance every 3 years.

**Please note: Section B of the Police Information Check form refers to AGENCY—the school is the agency. The Police Information Check form must have original signatures (no FAX copies or photocopies). The school is to mail the form to the Police Security Unit with the fee.**

#### **For schools outside the city limits of Calgary (Airdrie, Cochrane, Chestermere):**

1. All volunteers will present themselves to the school principal. At the principal's discretion, the volunteer will be asked to obtain a RCMP Security Check.
2. If the potential volunteer refuses to complete the forms **or** there appears to be discrepancies in the information **or** there is concern about the suitability of the applicant, then the Principal will not allow the individual to volunteer in the school.
3. It must be emphasized that all persons requesting to volunteer at the school that permission is completely at the discretion of the principal.
4. Volunteers must have a new Police Security Clearance every 3 years.
5. Only those individuals with a clear police check may volunteer. The principal will contact the Superintendent, Human Resources regarding those Police Security Checks that are **not cleared**.

**The district reserves the right to request a criminal security clearance at any time.**



## **Volunteer Health and Safety Information Sheet**

Health and Safety on our premises is of the utmost concern. We consider Occupational Health & Safety legislation to be the minimum requirement.

### **Responsibilities:**

The volunteer must ensure that they have received the appropriate training in Health & Safety to ensure that they are competent to perform all required work in a safe manner.

The volunteer must immediately report ALL accidents, incidents, and near misses to a district representative.

### **Rights:**

Volunteers have the right to know about hazards/conditions which could cause immediate serious injury to any person.

Volunteers have the right to refuse unsafe work if the worker believes that it will cause an imminent danger to the health or safety of themselves or another worker.

### **Emergency Response:**

Each work site has its own emergency response plan. Be sure to go over this with a school district representative and become familiar with it prior to commencement of work.

### **Rules:**

While on site the following rules apply:

- Sign in/out at main office
- Wear a visible Visitor ID tag at all times.
- Walk, do not run
- No smoking on school district property



## ACKNOWLEDGMENT SHEET

I have read and received a copy of the "Volunteer Health and Safety Information Sheet" and agree, on behalf of;

\_\_\_\_\_  
(Name of Volunteer)

\_\_\_\_\_  
(Project/Site Name)

to comply with the requirements of this document and all requirements of the Occupational Health & Safety Act and Regulations for Calgary Catholic School District Volunteer Projects. I will also take all necessary precautions to ensure the health and safety of our employees, suppliers and sub-volunteers while on the project and ensure that they are provided with and are aware of the preceding requirements.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
(Signature)

Signed in the City of \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_  
(Date)

\_\_\_\_\_  
Witness Name (Please Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)