

Volunteer Forms Package

Our Lady of the Rosary volunteers are an important component in the success of our students. Administration staff and students appreciate all the time donated by volunteers to help make our school the best it can be!

Please complete these forms and return to our Administrative Secretary.

District procedures require that all volunteers complete these forms every school year as well as viewing the Volunteer Orientation Presentation Powerpoint.

Thank you for your commitment.

Volunteer First-Name

Last Name

Preferred Phone #

E-Mail

I have children in the following Grades (Please check all that apply)

Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
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Yes, I have viewed/attended the Volunteer Orientation Presentation

Areas of Interest (Please check all that may apply)

<p><u>Classroom Volunteering Opportunities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom helper <input type="checkbox"/> Serve as Room Representative <input type="checkbox"/> Field Trip Assistance 	<p><u>School Event Opportunities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Beginning of the School Year BBQ <input type="checkbox"/> School Pictures <input type="checkbox"/> Weekly Paper & Bottle Recycling <input type="checkbox"/> Teacher Appreciation Breakfast <input type="checkbox"/> Shrove Tuesday Breakfast <input type="checkbox"/> Sports day/Play day <input type="checkbox"/> Family Nights <input type="checkbox"/> Family Movie Nights <input type="checkbox"/> Holiday Sport/Activity Night <input type="checkbox"/> Immunization Days <input type="checkbox"/> Feast Day - Our Lady of the Rosary <input type="checkbox"/> Year End BBQ
<p><u>School Council Opportunities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Healthy Hunger (Hot Lunch) Helpers <input type="checkbox"/> Classroom or Division Representative <input type="checkbox"/> Volunteer Coordinator <input type="checkbox"/> Fundraising - Special Events <input type="checkbox"/> Fundraising - Playground 	
<p><u>Learning Commons Opportunities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Processing, shelving and labeling books And Tidying Learning Commons <input type="checkbox"/> Assistance at Scholastic Book Fairs <input type="checkbox"/> Lunchtime assistance with Maker Space 	



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 Calgary Catholic School District 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 Calgary Catholic School District policies may result in termination of your position as a volunteer.

By signing this volunteer application form, if accepted by the principal, 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 _____ 20 _____

(Print Name of Volunteer)

(Signature of Volunteer)

(Signature of Principal)



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



VOLUNTEER ACKNOWLEDGMENT SHEET

I have read and received a copy of the “Volunteer Health and Safety Information Sheet” and agree, 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.

(Project/Site Name)

Volunteer Name (Please Print)

Volunteer (Signature)

Signed in the City of _____ on _____ 20 _____
(Date)

Witness Name (Please Print)

(Signature)

(Date)



CALGARY CATHOLIC SCHOOL DISTRICT

Annual Volunteer Acceptable Use Policy for Network (Internet, Intranet, Server) Use

The information requested on this form is collected pursuant to the *School Act*, Section 34 and in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*. The information will be used to establish that volunteers have an understanding of the policy for Acceptable Internet Use and consented to the rules and precautions in place for such usage. If you have questions concerning the collection or use of this information, please contact your school administrator.

VolunteerName: _____ SchoolYear: _____

A new copy of this form must be completed each school year.

The Calgary Roman Catholic Separate School District No.1 (the District) provides Internet access to all of the District's schools and office locations using the District's Wide Area Network. The purpose of the Internet access is to facilitate communications in support of research and education by providing access to a variety of electronic resources and opportunities for collaborative work.

The Calgary Catholic School District reserves the right to access, audit and monitor use of all supplied Information Technology (IT) resources for non-compliance to this policy, without prior notice to the user. There is no expectation of privacy on behalf of the user with regard to information technology resources.

Conditions and Rules for Use

To remain eligible as a user, the use of one's account must be in support of, and consistent with, the District's policies, regulations, mission statement and pillars.

The transmission of, or obtaining access to, any material in violation of any International or Canadian law, whether Federal, Provincial, Municipal, or of other statutes, is prohibited. In addition, the transmission of, or obtaining access to any material in violation of the laws of any other state, or in violation of the rules or laws of any International agency or organization, is prohibited. The violation of Canadian law will be deemed to occur in relation to transmission of, or obtaining access to, any material in breach of copyright, in relation to threatening or obscene material, in relation to illegal material or material protected by trade secret, or in relation to commercial use of the system provided by the District or use of the system provided by the District for product advertisement or political lobbying. The uses mentioned in this paragraph are not an exclusive list but are examples of unacceptable use that will result in the penalties outlined in this agreement.

The appropriate use of the Internet is a responsibility of all users. Any unacceptable use, including the violation of the terms of this agreement, and any additional rules the District may put in place from time to time regarding the use of the District's system, will result in cancellation of the privilege of use of the District's system for access to the Internet. The District may deny, revoke, suspend or close any user account at any time based upon a determination of unacceptable use by an account holder or authorized user. The determination as to whether an unacceptable use has occurred will be a decision solely within the discretion of the Chief Superintendent or his designate.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- Being polite in all of your communications to others.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal or international law.
- Maintaining the confidentiality of your personal address and phone numbers and those of students and colleagues.
- Using the network without disrupting the use of the network by others.
- Assuming that all communications and information accessible via the Internet are the private property of those who put it on the Internet.

Warranties

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes, without limiting what follows, loss of data resulting from delays, non-deliveries, mis-deliveries, server failure, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. **All users need to consider the source of any information they obtain and consider how valid and reliable that information may be.**

Network Security

Security on any computer network is a high priority especially when the network involves many users. **A user must never allow others to use his/her password.** Users should also protect their passwords to ensure network security, their own privileges and the ability to continue to use the network. If a user feels they can identify a security problem on the Network they must notify a system administrator. One should not demonstrate the problem to other users. Attempts to log on to the network as a network administrator will result in cancellation of user privileges. All users shall be responsible for all Internet activity. Any user identified as a security risk for having a history of problems with other computer networks will be denied access to the Internet by the District.

Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the Internet or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is also defined as the persistent annoyance of another user or the interference of another user's work.

Unacceptable Material

Users may encounter material the access to which, or use of which, is unacceptable such as hate literature, pornography, and information related to immoral or illegal activities. It is the user's responsibility not to initiate access to such material and to cease access to such material immediately upon discovery that access has been inadvertently gained to such material and to report the inadvertent access, in writing, to their supervisor. The District shall not be liable for any decision by any service provider, or by the District itself, to restrict access to, or to regulate access to, material on the Internet. It is also understood by the undersigned that the District does not control material on the Internet and the District is therefore, unable to control the content of data that a user may discover or encounter through the use of the Internet.

Penalties for Improper Use

Any user violating these rules, applicable Provincial, Federal, Municipal or International laws or posted classroom, school and District rules is subject to loss of Internet privileges.

Required Signatures

User

I have read, understand and will abide by the provisions and conditions of this agreement.

User Name (please print): _____

Signature: _____ Date: _____

School Administrator

I have explained the purpose of this Acceptable Use Policy to the volunteer named below. In addition, he/she has been informed about his/her responsibility in properly using the Internet for educational purposes and what penalties will result in his/her inappropriate use of the Internet.

Administrator Name (please print): _____

Signature: _____ Date: _____