



VOLUNTEER REGISTRATION FORM

TO BE COMPLETED ANNUALLY

The East Central Alberta Catholic Separate School Division appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to be approved 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. The personal information collected on this form is collected under the authority of the Alberta's Protection of Privacy Act for the purpose of volunteer screening, approval, and school safety. It will be used and disclosed only as authorized by law. If you have questions about the collection, please contact the school principal or ECACS's Access and Privacy Officer.

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

Name of School: _____

Date of Application: _____

Name of Volunteer: _____

Mailing Address: _____

Phone: _____

Email Address: _____

Do you have a criminal record for which you have not received official pardon? Yes ☐ No ☐

Have you completed a Criminal Record Check: dated in the last 6 months
(Vulnerable Sector and Local Indices Search)? Yes ☐ No ☐

Have you completed a Child Welfare Information Services Check?
Dated in the last 6 months Yes ☐ No ☐

Do you have children or grandchildren registered in the school? Yes ☐ No ☐

If yes, please list by name and grade:

Name	Grade
_____	_____
_____	_____
_____	_____

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

Name	Phone
_____	_____
_____	_____

VOLUNTEER GUIDELINES AND EXPECTATIONS

Do you have a criminal record for which you have not received an official pardon (Yes or No?)_____

In making the decision to volunteer in ECACS's schools, it is critical for volunteers to understand the following guidelines and expectations:

1. That the school volunteer service is permitted at the discretion of the principal.
2. Volunteers shall at all times act in accordance with Division policies and regulations, school policies and rules, and endeavor to conduct themselves in such a manner to be keeping with the Division's vision, mission and fundamental beliefs.
3. 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 honored. A volunteer must not share information about students, staff, or other volunteers with other people.
4. Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless 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. In the case of volunteer coaches, a staff member will be assigned to assist and admin/staff are responsible for all operations of the team.
7. If a volunteer has concern, he/she should bring the matter forward to the appropriate school staff or school administration. For example, if a volunteer has a concern with a student, he/she should redirect the matter to the student's teacher or speak with school administration. If a volunteer has a concern with a teacher, he/she should discuss the matter first with that teacher, and if necessary, speak with school administration.
8. All volunteers who are to be assisting with school activities at a school on any given day shall register at that school office at the beginning of each day.
9. All volunteers shall be directly supervised by school personnel. When direct supervision is not possible, a criminal record check and vulnerable sector check shall be requested. This includes a) all community coaches, b) field trips and activities involving the supervision of students where division staff members are not in attendance at all times, c) any overnight field trip supervisors, and d) volunteers driving students in division or non-division owned vehicles.
10. All individuals, including minors under the age of eighteen, assuming volunteers activities with a school, shall be required to advise and declare in writing whether or not they now have or have ever had a criminal record, prior to assuming any volunteer duties.
11. If in the course of volunteering with the school, a volunteer is charged with an offence under the Criminal Code of Canada, the volunteer must immediately notify the principal of all criminal charges laid, excluding minor traffic offences unless the volunteer is engaged in activities involving the use of motor vehicles.
12. Volunteers are expected to support the moral teachings of the Catholic Church.

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

Signature:_____

Date:_____

Parent/Guardian signature (if volunteer is under 18 years of age)

Date:_____

The personal information collected through the Volunteer Registration Form is collected for the purpose of assessing, approving, and managing volunteers participating in ECACS school and supporting student and school safety. This collection is authorized by section (c) of Alberta's Protection of Privacy Act and protected in accordance with Section 10 and used and disclosed in accordance with Sections 12 and 13 of the Act. Volunteer personal information shall be retained and securely destroyed in accordance with the division's approved records retention and disposition schedule. Questions about this collection may be directed to the **school principal or ECACS's Privacy and Access Officer** at 780-842-3992.