



Volunteer Registration Form

Edmonton Catholic Schools appreciates the services of all of its volunteers. In order to ensure your safety and the safety of all our students, all volunteers must complete this registration form. Please print legibly and complete the entire form. The information on this form will be held in strict confidence. This volunteer registration form will be held for two years from date of completion. Those individuals involved with the following mentioned activities shall be required to provide a criminal record check and a child welfare check prior to assuming any duties. Costs of these checks will be the responsibility of the school named below. (overnight field trips, activities involving supervision where staff are not always directly involved, sport teams in the capacity of head coach or trainer, driving students)

Middle Name

Any other names ever used:

Middle Name

Postal Code

Postal Code

Cell Phone:

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:

Grade

Grade

Grade

Grade

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

Phone number

Phone number



As a volunteer we advise you of the following conditions:

1. 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.
2. Volunteers shall at all times act in accordance with Division policies and regulations, school policies and rules and will conduct themselves in such a manner in keeping with the Division's core values.
3. Any information collected, used, generated and stored by the Edmonton Catholic School Division including student, instructional, financial or administrative information is strictly confidential and to be used only in the performance of volunteer duties.
4. 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.
5. All volunteers are required to complete the Volunteer Registration form annually, prior to commencing any activities in the school.
6. All volunteers engaged in activities involving with sports teams, overnight field trips, activities where Division staff are not in attendance at all times, and driving students in Division or non-Division owned vehicles must provide a criminal record check and a child welfare check prior to assuming any volunteer duties.
7. 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.
8. 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.
9. Failure to comply with any of these conditions may result in termination of a volunteer's duties.

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

Have you ever been investigated by Child Welfare? _____

Signed this _____ day of _____, 20 ____.

Signature

Please Print Name

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

Signature

Please Print Name