

Appendix 2303: School Volunteer Package Form

SCHOOL VOLUNTEER CHECKLIST FOR PRINCIPALS

School _____ Principal _____

The following checklist is provided to ensure that all volunteers have been approved according to AP 2303 and is for the school's use and file.

Volunteer's name: _____

Date Volunteer begins duties: _____

Volunteer's duties: _____

Checklist	Yes	No	
Criminal Record check complete within two years			Date of CRC:
Interview Required			If no interview is conducted, please give the reason:
Interview completed if necessary			
References checked if necessary			If reference checks are conducted, please give the reason:
Application form on file			
Administrative Procedure 2303: Volunteers , provided			
Teacher informed			
Orientation provided			
Confidentiality protocols reviewed			

Date _____ Principal: _____

SCHOOL VOLUNTEER INFORMATION/APPLICATION FORM

INFORMATION:

A volunteer is a parent/guardian or other person, who has made a commitment that has been accepted by a school to assist the school in some manner, by handling a number of tasks without expectation of compensation.

There are some basic expectations for volunteers:

- Volunteers must not be used to provide services that would normally be provided by an employee.
- Volunteers should function as complementary extensions of the staff responsible for the teaching/learning situation; they should not undertake tasks that require them to make program or educational decisions.
- Volunteers must not be assigned tasks that would violate the privacy of students or their families, and shall not be provided access to student records, except that contact information may be provided, where required.

To protect the safety of our students, all volunteers must complete the application form attached. Each volunteer:

- Must agree to a criminal record check;
- Must provide at least three references which may be checked by the principal; and,
- May be asked to attend an interview with the principal.

VOLUNTEER APPLICATION FORM

Volunteer's name: _____

Address: _____ Phone: _____

School: _____ Date: _____

Please list and describe the most recent involvement or experience you have had in a school or other volunteer experience:

School/Other: _____ Date: _____

Responsibilities:

School/Other: _____ Date: _____

Responsibilities:

School/Other: _____ Date: _____

Responsibilities:

Please provide the names and phone numbers of three references.

1. _____

2. _____

3. _____

Have you ever been charged or convicted of a criminal offense? Yes No

Have you ever been asked to leave a school or school grounds? Yes No

If you are approved as a volunteer at the school of your choice do you agree to:

- Respect the confidentiality of students and staff
- Adhere to school and district policies and procedures (including Covid protocols)

Applicant's signature: _____ Date: _____

All volunteers in School District No. 8 (Kootenay Lake) must undergo a criminal record check.