

FORM 300.3a: School Volunteer Package

SCHOOL VOLUNTEER CHECKLIST FOR PRINCIPALS/VICE-PRINCIPALS

School _____ Principal / Vice-Principal _____

The following checklist is provided to ensure that all volunteers have been approved according to Board Policy 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			
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 300.3: Volunteers , provided			
Teacher informed and approves			
Orientation provided			
Confidentiality protocols reviewed			

Date _____ Principal/Vice-Principal signature: _____

SCHOOL VOLUNTEER INFORMATION/APPLICATION FORM

INFORMATION:

The Board of Education for School District No. 8 (Kootenay Lake) believes that volunteers provide considerable benefit for students. In addition, the participation of volunteers increases communication and positive relationships between the school and the community.

The Board encourages the use of volunteers in District schools and expects its schools to be safe and secure. The use of volunteers must be supported by appropriate safeguards with respect to the selection and use of volunteers. The School Board, through its employees, must maintain control of school programs and school-sponsored activities. The delivery of effective services to students requires harmony between school staff and volunteers.

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.

More detailed expectations are spelled out in Administrative Procedure 300.3: Volunteers.

PROCESS:

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? _____

Applicant's signature: _____ Date: _____

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