



**FORM 300.3A: School Volunteer Package**

**SCHOOL VOLUNTEER CHECKLIST FOR PRINCIPALS**

School \_\_\_\_\_ Principal \_\_\_\_\_

The following checklist is provided to ensure that all volunteers have been approved according to AP 300.3 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 for current school year			School year : 20__ to 20 __
Interview Required	<input type="checkbox"/>	<input type="checkbox"/>	If no interview is conducted, please give the reason:
Interview completed if necessary	<input type="checkbox"/>		
References checked if necessary	<input type="checkbox"/>	<input type="checkbox"/>	If reference checks are conducted, please give the reason: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Application form on file	<input type="checkbox"/>		
<u>Administrative Procedure 300.3: Volunteers, provided</u>	<input type="checkbox"/>		
Teacher informed	<input type="checkbox"/>		
Orientation provided	<input type="checkbox"/>		
Confidentiality protocols reviewed	<input type="checkbox"/>		

Date \_\_\_\_\_ Principal: \_\_\_\_\_



**FORM 300.3B: 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.**