

Annual Volunteer Registration Form

Valid only for the current school year

To ensure the security and safety of our staff and students, all volunteers in our schools **need to be registered**. This form must be completed annually. The information collected on this form will be held in strict confidence.

A volunteer is someone who assists schools and/or students either in curricular or extra-curricular activities including volunteer drivers and students volunteering outside their school.

Volunteers Do Not Include

- guest speakers
- presenters
- visitors to the school
- parents assisting their own children in the school
- school council members in their position as school council members
- students volunteering in their own schools

You must be 13 years or older to register as a volunteer. CBE students are not required to apply to volunteer in their own school. Students wanting to volunteer in another school are required to apply to volunteer.

	School / Department:				School Year:				
					_	YYYY - YYYY			
Preferred Name					Name on Police Information Check (PIC) (if different)				
Last Name:			_ L	Last Name:					
First Name:				_ F	irst Name:				
Date of Birth:		1	1		Title:	☐ Mr. ☐ Mrs. ☐ Ms.			
_	YYYY	MM		DD					
Mailing Address:	: (with postal code)							
Email Address: (same as on file at	CBE, if appli	cable)						
Cell Phone: Ot			ther Pl	ther Phone:					
	dran ar arandahi	ldran ragict							
Do you have chil	dien or granden	iuren registi	ered in	this sc	nool?	No Yes			
_	e list by name an				100l? <u> </u>	│ No │ │ Yes			
_	e list by name an					No Yes / Homeroom:			
If yes, pleas	e list by name an								
If yes, pleas	e list by name an								
If yes, pleas	e list by name an								
If yes, pleas	e list by name an								
If yes, pleas	e list by name an								
If yes, please	e list by name an	d teacher o	r homer	room:	Teacher				
If yes, pleas	e list by name an	d teacher o	r homer	room:	Teacher				
If yes, please	e list by name an	d teacher o	r homer	room:	Teacher				
Name of Stu	e list by name an	d teacher o	r homer	room:	Teacher	/ Homeroom:			

Which position will you volunteer for most often? Volunteer monitor (multi-purpose volunteer position which may include supervising students) Field trip volunteer Driver									
Do you have a criminal record for which you have not received an official pardon?									
Have you completed a Police Information Check (PIC) previously for CBE?									
If you answered yes, where									
		Name of School		Date (YYYY/MM/DD)					
A Polic	ce Information Check is requi	red before a volunteer position is	s confirmed.						
[You will need TWO (2) pieces of government issued identification, one with a photo.]									
As a vo	olunteer, we would like to advise	e you of the following conditions:							
1.	 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. 								
2.	 Any information collected, used, generated, and stored by the Calgary Board of Education including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties. 								
3.	3. You may not disclose, communicate, publish, take, alter copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.								
4.	You must notify the principal of any new criminal charges at the time the charge is made.								
5.	The teaching and administration staff is responsible for student learning and discipline.								
6.	School administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.								
7.	You as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.								
8.	8. Any failure to comply with these conditions or Calgary Board of Education <u>Administrative Regulation 5003 Volunteers</u> may result in termination of your position as a volunteer.								
By signing this volunteer registration form, I am agreeing to the conditions outlined.									
	Name of Volunteer	Signature	C	Current Date (YYYY/MM/DD)					

The information on this form is collected under Alberta's *Freedom of Information and Protection of Privacy Act* to carry out our responsibilities under the *Education Act*. If you have any questions about this form, please contact the school where you are registering and wish to volunteer.