

## Volunteer / Volunteer Coach Registration and Confidentiality Form

School Year: \_\_\_\_\_

School:				
Mr.	Mrs.	Ms.	Surname:	Given Names:
Address:			Postal Code:	
Telephone Numbers: Home:		Work:		Mobile :
Do you have children or grandchildren registered in this school?			Yes	No
If yes, list name and grade:				
Name:		Grade:		Name:
Name:		Grade:		Name:
Name:		Grade:		Name:
Name:		Grade:		Name:

### **VOLUNTEER SECURITY DISCLOSURE**

Are there any conditions which might cause concern regarding your suitability as a volunteer?      No      Yes

If yes, please provide details:

Each volunteer who volunteers at the school on a regular basis or who accompanies an overnight student excursion will require a current (within 12 months) Vulnerable Sector Check and Intervention Record Check on file at the school.

- Current Vulnerable Sector Check submitted:      Date: \_\_\_\_\_
- Intervention Record Check submitted:      Date: \_\_\_\_\_

### **Volunteer Orientation:**

The Principal has shared the applicable policies, procedures and expectations of me in my role as a school volunteer including:

- Any school philosophy regarding the participation of students (e.g. selection, playing time, behaviour expectations, etc.)
- Use of school facilities and equipment
- Safety requirements as specified within the Physical Education Safety Guidelines of Alberta found on the Alberta Education website
- Supervision expectations
- Discipline and referral procedures
- Communication with parents
- Finances and fundraising
- Transportation procedures

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- Professional development opportunities and
- Board Policies and Administrative Procedures that would impact me in my role

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **As a volunteer, I agree to the following:**

1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and staff is honoured.
2. That any information collected, used, generated, and stored by the Division including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. That I must not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless specifically authorized to do so by the teacher or Principal.
4. That I must notify the Principal of any conditions which may cause concern about my suitability as a volunteer.
5. That teachers and administration staff are responsible for student learning and discipline.
6. That administration, teaching, and support staff have specific roles to play and it is important that all staff operate as a team.

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

*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 School Act.*