

## Volunteer Check List

Below are the requirements needed to become a volunteer. **All documents can be found on SharePoint under Documents and Forms > Volunteer.** Please ensure to complete all the following:

- Child Abuse Check
- Criminal Record and Vulnerable Sector Checks
- Pledge of Confidentiality
- Completion of Orientation (confirmation sheet signed once orientation has been completed)
  - Volunteer Confirmation Form (Day Trips/In-School)
  - Volunteer Confirmation Form (Coach/Overnight)
- LSSD Driver Form – Transporting Students in Personal Vehicles – **renew every year**
- \* Certificate for Respect in School – **renew every 4 years**
- \* Certificate for Respect in Sport (coaching only) – **renew every 5 years**

**Checks must be within the last 6 months. After this school year volunteers must renew their Child Abuse and Criminal Record checks every 3 years.**

### Child Abuse Checks:

- **Part 1:** Volunteer to date and sign
- **Part 2 – Section A:**
  - **A-1:** Staff member to fill in school name
  - **A-3:** Check off volunteer and add position such as, 'volunteer', 'parent volunteer', or 'homestay'
  - **A-4:** staff member to sign on first line after they have verified all information
- **Part 2 – Section B:** to be filled out by volunteer
  - **B-7:** Volunteer to date and sign
  - Staff member to copy the 2 pieces of ID the volunteer has noted in Section B and send to Board Office along with CAR Check.
- **Part 3:** Name of volunteer at the top and check off 'Exempted'

### Criminal Record & Vulnerable Sector Checks:

Volunteer must fill in all highlighted areas of the two application forms. Once completed, please provide the volunteer with a letter (which can be found under *Documents and Forms*) from the school that is signed by admin to ensure the fee will be waived when they take the letter and application to the RCMP. When the checks are completed and volunteer has picked them up, they must return them to the school. The School is then required to send the check to the board office.

### \*\* Certificate for Respect in School/Respect in Sport:

Please inform the volunteer(s) once they have completed the Respect in School/Respect in Sport course, they must email their completion certificate to the school administrator/secretary for verification. The secretary will then send it to the board office. If the volunteer is coaching, they must complete both the Respect in School and Respect in Sport.

Here is the link: [https://mbed-school.respectgroupinc.com/koala\\_final/](https://mbed-school.respectgroupinc.com/koala_final/)

### **Volunteer Orientation:**

Volunteers must attend an orientation session from the principal or designate which will include reviewing all components of the volunteer handbook and signing a volunteer confirmation form. The recruitment, selection, training, and recognition of the volunteers shall be the responsibility of the principal.

- Welcome
- Value of volunteers in the school
- Areas within the school for volunteering opportunities
- Contents of the Volunteer Handbook
- Housekeeping items: coffee, washrooms, personal belongings, parking etc.
- Questions
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### **LSSD Driver Form**

This form is to only be completed if the volunteer will be transporting students in their personal vehicle. Along with the form, the volunteer must also attach a photocopy of their driver's license and vehicle registration.

**All paperwork including child abuse checks, must come through the board office.**