

Guidelines for Volunteering

- Remember that everything you hear or see regarding the students is confidential.
- If you cannot make your scheduled time please let us know.
- Treat all members of our school community with respect.
- Please wear your name tag while on the school grounds and in the school.
- You are working under a staff member's direction. Consult with that staff member before initiating activities.
- Please be assured that information given by you will be kept confidential.

As a volunteer in our school, you are in a position of trust and as such, it is essential that privacy and confidentiality are maintained. Our children's safety is of prime concern to us. If children's safety or trust is compromised, it will be necessary to ask you not to be a volunteer in our school.

The information given in this form is true and correct and I understand that falsification or omission of information may result in my removal as a volunteer. I have read and agree to follow the guidelines described above. The principal may contact my references. Once approved, this application is non-expiring while your children are at this school.

Applicant's Signature: _____

Date: _____

Office Use Only

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| <ul style="list-style-type: none"><input type="checkbox"/> Reference Check completed (complete for volunteers unsupervised by staff, principal's decision for volunteers supervised by staff)<input type="checkbox"/> Criminal Record Check on file (if needed)<input type="checkbox"/> Confidentiality, volunteer responsibilities discussed<input type="checkbox"/> Orientation meeting (for volunteers unsupervised by staff) |
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Date: _____ Principal's Signature _____