



## VOLUNTEER REGISTRATION FORM

(This form will be kept on file at the school.)

The Calgary Board of Education appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to be registered. 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. It does not include guest speakers, presenters, visitors to the school, parents assisting their own children in the school, or school council members in their position as school council members. We hope that you will complete this form to enable the school in which you volunteer to exercise control over who should or should not be involved with the children. The information collected on this form will be held in strict confidence.

If you are under 18 years of age, your parent or guardian must sign this form.

**Name of school or department:**

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**Name:** Mr. Mrs. Ms

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Surname Given Names

**Mailing Address:**

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Postal Code

**Telephone No:**

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Daytime Evening

Do you have children or grandchildren registered in this school?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list by name and grade:

Name	Grade
_____	_____
_____	_____
_____	_____

You may be asked to provide two references (Principal discretion):

**Name**

**Telephone No.**

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Do you have a criminal record for which you have **not** received an official pardon?

Yes \_\_\_\_ No \_\_\_\_

Have you completed a CBE security clearance application previously? Yes \_\_\_\_ No \_\_\_\_

If you answered yes, where \_\_\_\_\_ and when \_\_\_\_\_  
Name of school Date

**A security clearance is required before a volunteer position is confirmed.**

[You will need two pieces of government issued identification, one with a photo.]

As a volunteer, we would like to advise 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. 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 are 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. Any failure to comply with these conditions or Calgary Board of Education policies may result in termination of your position as a volunteer.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature [if volunteer is under 18 years of age]:

\_\_\_\_\_ 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. If you have any questions about this form, please contact the school principal, Area Director or Service Unit Director.