



Cowichan Valley School District

Form 490-1

VOLUNTEER REGISTRATION FORM

Name: _____
(Surname) (Birth Name) (Middle Initial)

Date of Birth: _____ Place of Birth: _____
(Year/Month/Day) (City/Province, etc.)

Present Address: _____

Postal Code: _____ Telephone: _____ / _____
(Home) / (Cell)

Name of School to volunteer at: _____

Day(s) of week you wish to volunteer: _____

Time(s) of day you wish to volunteer: _____

Area(s) in which you wish to volunteer: Library Classroom Playground Extra-Curricular

Other: (please specify): _____

Do you wish to be a volunteer driver? Yes No

Attached are copies of my:

- Current valid driver's license Yes No
- Driver's license abstract Yes No
- Current valid vehicle registration and vehicle insurance Yes No

Personal references:

Name: _____ Telephone: _____

Address: _____

Name: _____ Telephone: _____

Address: _____

Have you ever been convicted of a criminal offence for which you have not been subsequently pardoned?

Yes No

If required, would you consent to having a Criminal Record Search completed by your local law enforcement agency?

Yes No

I agree that the information provided on this application form is true and accurate.

I authorize the Board of School Trustees, School District No. 79 (Cowichan Valley), at their discretion, to inquire with the noted personal references.

I understand the responsibilities associated with being a volunteer at a school and agree to abide by the instructions provided to me by the School Principal and/or classroom teacher.

(Volunteer's signature)

(Date)

**DO NOT WRITE IN THIS SPACE
OFFICE USE ONLY**

Application Approved: Yes No

Approved by: _____

Position: _____

Date: _____

VOLUNTEER REGISTRATION FORM

Dear School Volunteer

Thank you very much for volunteering your services at our school.

Due to the special nature of the work you are volunteering to do, it is important that you are aware of some important points relating to this responsibility. You may be asked to assist with a variety of different tasks, including;

1. helping a teacher prepare materials and putting them away after use
2. setting up and operating classroom equipment, as requested by the teacher
3. locating and displaying reference materials, pictures and books
4. assisting and supervising learning activities
5. assisting with sports and other extra-curricular activities
6. assisting in the school library
7. other specialized tasks that may be identified.

Due to your involvement with students and staff in the school, you will be exposed to privileged knowledge of the many aspects of the school's students - other people's children - and school life. **It is important that you observe the confidentiality regarding the privileged information you may obtain in the school.** Not only is the privacy of information protected by legislation, our teachers also adhere to a professional "Code of Ethics". It is imperative that you also follow certain aspects of these tenets:

- speak and act towards students with respect and dignity, always mindful of their individual rights and sensibilities
- respect the confidential nature of information concerning students; under no circumstances is a student's abilities, behaviour and/or their problem(s) to be a topic of discussion outside the school
- recognize the privileged relationship that exists with students and refrain from exploiting that relationship for private advantage
- if, as a volunteer, you disagree with, or feel critical of any teacher's methods or actions, you are to discuss these only with the teacher concerned, and only thereafter in confidence with the appropriate authority in the school
- follow the District's and School's Code of Conduct.

While performing the various tasks asked of you, you must also be aware of and sensitive to the contractual agreements in place with our employees. It is important that you follow the directions given to you regarding any tasks requested of you.

Should you volunteer to drive students to school-related and/or extra-curricular activities, you must provide to the school principal a copy of your current, valid driver's license and a copy of the vehicle registration and insurance for the vehicle to be used in transporting the students. As well, a current driver's abstract must be provided; this abstract can be obtained from the motor vehicle office located at the B.C. Access Centre on Duncan Street in Duncan, or by calling ICBC at 1-800-950-1498 and requesting a fax be sent directly to the school.

Thank you for being a volunteer.

Sincerely,

School Principal
