



Volunteer Registration

Volunteer, coach and supervisor
approval

FORM-CP-001

RESTRICTED

Notice of collection. The personal information collected on this form is collected by Grasslands Public Schools under the authority of POPA section 4(c) and the *Education Act* SA 2012 section 33(1)(d), in support of screening, approving and recording individuals who volunteer with students. This notice is provided in accordance with POPA section 5(2). The information is used to identify the volunteer and the activity they are approved for, record the principal's assessment of their suitability, record the undertakings the volunteer gives, and record the Superintendent's approval. The criminal record check and driver's abstract themselves are obtained separately and are not collected on this form.

If you have any questions about the collection or use of this information, please contact the Access and Privacy Coordinator at privacy@grasslands.ab.ca or 403-793-6700.

Volunteer and activity

NAME OF PROPOSED VOLUNTEER, COACH OR
SUPERVISOR

ACTIVITY

SCHOOL

PRINCIPAL

INCLUDES DRIVING STUDENTS

☐ Yes ☐ No

If yes, the volunteer must also complete FORM-TR-001 Volunteer Automobile Driver Authorization, and the school must hold a current driver's abstract and a copy of the driver's licence.

Principal's verification

As principal, I have done the following to satisfy myself that the person named above is an appropriate choice for this role:

- ☐ I have advised the prospective volunteer of the need to provide a Criminal Record Check, including the vulnerable sector check. This will remain on file in the Grasslands office and need not be updated annually unless the individual is asked to provide a new one.
- ☐ We have discussed all relevant topics as outlined in AP-760.
- ☐ We have discussed the behaviour expected of adult leaders.
- ☐ If the volunteer will be driving students, I have received an acceptable driver's abstract and have filed it. This must be done annually.
- ☐ I know the recommended volunteer and can attest to their character and suitability.

or

- ☐ I have obtained and retained on file references from at least two people whom the volunteer has agreed to have me contact.

I recommend that the volunteer named above be approved for the activity noted above.

PRINCIPAL SIGNATURE / E-SIGNATURE

DATE

YYYY-MM-DD

Volunteer undertaking

As a volunteer leader of students, I agree to abide by the division policies, administrative procedures and school rules and expectations as outlined by the principal. In order to protect students, I have provided names of references, if requested, and I also agree to provide a current Criminal Record Check, including the vulnerable sector check. If this volunteering involves driving students, I will provide a current driver's abstract.

VOLUNTEER SIGNATURE / E-SIGNATURE

DATE

YYYY-MM-DD

Declaration of confidentiality

As a volunteer leader, I promise that I will maintain confidentiality with respect to information regarding all students or employees of the division. I understand that disclosure on my part of any such privileged information may be cause for the removal of my status as an approved volunteer in the division schools.

VOLUNTEER SIGNATURE / E-SIGNATURE

DATE

YYYY-MM-DD

District Office approval

I have received an original copy of a current Criminal Record Check and I approve this recommendation.

SUPERINTENDENT OR DESIGNATE

SIGNATURE / E-SIGNATURE

DATE

YYYY-MM-DD