



ST. THOMAS AQUINAS CATHOLIC SCHOOLS

VOLUNTEER REGISTRATION FORM

The St. Thomas Aquinas RCSSD appreciates the services of all of its volunteers. In order to ensure the safety of students, all volunteers in our schools must complete this registration form. A volunteer is someone who assists schools and/or students either in curricular or extra-curricular activities and includes volunteer drivers and students volunteering outside their school but does not include guest speakers, presenters, visitors to the school, or school council members in their positions 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 and should not be involved with 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: _____

Name of Volunteer: _____

Mailing Address: _____

Telephone Number: _____

Email address: _____

Do you have a criminal record for which you have not received official pardon? Yes ___ No ___

Have you completed a Criminal Record Check: dated in last 6 months (Vulnerable Sector (see #3 in conditions below) and Local Indices Search)? Yes ___ No ___

Have you completed a Child Welfare Information Services Check? Dated in last 6 months Yes ___ No ___

Do you have children or grandchildren registered in the school? Yes ___ No ___

If yes, please list by name and grade:

Name	Grade
_____	_____
_____	_____
_____	_____

If not, please list two references:

Name	Telephone
_____	_____
_____	_____

As a volunteer, we would like to advise you of the following conditions:

1. That the Principal is responsible for all volunteers. All volunteers are subject to the direction of the principal at all times.
2. Volunteers shall at all times act in accordance with Division and School policies and procedures.
3. Applicants for volunteer positions must submit a criminal record check and a child welfare information services (CWIS) check. Volunteers who are working with individual or small groups

of students on a regular basis or for longer periods without direct supervision will require a criminal record check inclusive of the vulnerable sector.

4. That 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 honoured.
5. That any information collected, used, generated, and stored by the St. Thomas Aquinas RCSSD including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
6. That 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.
7. That the teaching and administrative staff are responsible for student learning and discipline.
8. That 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.
9. That any failure to comply with these conditions or St. Thomas Aquinas RCSSD Board policies may result in your termination of your positions as a volunteer.

By signing this volunteer registration form, I am agreeing to the following:

1. The conditions outlined; and
2. That the information on this form is true and complete to the best of my knowledge.

Signature: _____

Date: _____

Parent/Guardian signature (if volunteer is under 18 years of age)

Date: _____

The personal information collected on this form is authorized under the provisions of the Education Act and its regulations and under Section 33(c) of the FOIP Act. If you have any questions or concerns regarding the collection or intended use of this information, please contact the FOIP Coordinator at STAR Catholic Schools office — 780-986-2500 or 1-800-583-0688.