



# ST. THOMAS AQUINAS CATHOLIC SCHOOLS

## VOLUNTEER REGISTRATION FORM

The St. Thomas Aquinas RCSR #38 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 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 do not directly supervise students, and where a staff member is present and in attendance at all times, will not be required to submit record checks.

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 RCSR D #38 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 RCSR D 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 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 or the Division Office (780-986-2500)