



# Volunteer / Volunteer Coach Registration and Confidentiality

School Year: \_\_\_\_\_

School:				
Mr.	Mrs.	Ms.	Surname:	Given Names:
Address:			Postal Code:	
Telephone Numbers:		Home:	Work:	Mobile:
Do you have children or grandchildren registered in this school?			Yes	No
If yes, list name and grade:				
Name:		Grade:	Name:	
Grade:		Name:		Grade:

### Criminal Record and Child Intervention Record Declaration

1. Are you currently charged with or have you ever been convicted of an offence under the *Criminal Code, Narcotic Control Act, Controlled Drugs and Substances Act, Food and Drugs Act, or Firearms Act*, or the criminal laws of this or any other country? (Individuals who have been granted pardons are not required to respond "Yes" to this question)

Yes                                      No

2. Have you ever been the subject of an order under the *Child, Youth and Family Enhancement Act* or equivalent legislation in any other province or country?

Yes                                      No

If the answer to either question is "Yes," Black Gold School Division will be unable to accept your volunteer application. You may appeal the decision in writing to the Associate Superintendent, Human Resources and Administration. The result of the appeal is final.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)

### As a volunteer, I agree to the following:

1. 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 staff is honoured.
2. That any information collected, used, generated, and stored by the Division including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. That I must not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless specifically authorized to do so by the teacher or Principal.
4. That I must notify the Principal of any conditions which may cause concern about my suitability as a volunteer.
5. That teachers and administration staff are responsible for student learning and discipline.
6. That administration, teaching, and support staff have specific roles to play and it is important that all staff operate as a team.

Volunteer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Designate Signature \_\_\_\_\_

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 Education Act.*