



St. Francis of Assisi Middle School

To Whom It May Concern:

Re: _____
(Name of volunteer)

This letter is to confirm that the above mentioned person is wishing to volunteer their services with a school in the RDCRD #39. As per Division policy, it is now a requirement that all persons working with students within our division must have a Criminal Record Check completed.

Trusting this is in order

Gary Gylander
Principal

VOLUNTEER REGISTRATION FORM

Red Deer Catholic Regional Division #39 appreciates the services of all its volunteers. In order to ensure the safety of division students, all volunteers in our schools need to be registered. A volunteer is someone who assists the school and/or students either in curricular or extracurricular activities. It does not include division employees from other schools, guest speakers, presenters, special visitors to the school, or school council members in their position as school council members.

We hope that you will complete this form to enable the school in which you are volunteering to exercise control over who should or should not be involved with the children. The information collected on this form will be held in confidence as required by the Freedom of Information and Protection of Privacy Act.

If you are under 18 years of age your parent or guardian must sign this form.

Name of school:

Name: Mr./Mrs./Ms.

Surname

Given Names

Address:

Telephone No.:

Do you have siblings, children or grandchildren registered in this school? Yes ___ No ___

If yes, please list by name and grade:

Name

Grade

A security clearance is required before a volunteer position is

confirmed. Have you completed a Criminal Record Check?

Yes ___ No ___

CONFIDENTIALITY UNDERTAKING FOR VOLUNTEERS

I, _____ agree to act as a volunteer with Red Deer Catholic
(Name)

Regional Division (RDCRD #39) with the understanding that:

- I shall keep confidential all personal and confidential information which I may access or become aware of in the course of my service;
- I shall not disclose any such information acquired in the course and scope of fulfilling my duties or working with students and staff to any individual without authorization from RDCRD # 39;
- I shall not disclose any personal information from any individuals without being expressly authorized by RDCRD # 39 in advance to do so;
- Any records created by me in the course of my volunteer duties are the property of RDCRD # 39;
- I shall relinquish to RDCRD # 39 all control of any such records immediately upon completion of my service.

By signing this volunteer registration form, I am agreeing to the conditions outlined above.

(Signature)

(Date)

Parent/Guardian signature [if volunteer is under 18 years of age:

(Signature)

(Date)

Information collected shall remain in the school and retained in accordance with the Freedom of Information and Protection of Privacy Act. Only the school principal or person designated by the principal will have access to the information.