



Annual Volunteer Registration Form

Valid only for the current school year

To ensure the security and safety of our staff and students, all volunteers in our schools **need to be registered**. This form must be completed annually. The information collected on this form will be held in strict confidence.

A volunteer is someone who assists schools and/or students either in curricular or extra-curricular activities including volunteer drivers and students volunteering outside their school.

Volunteers Do Not Include

- guest speakers
- presenters
- visitors to the school
- parents assisting their own children in the school
- school council members in their position as school council members
- students volunteering in their own schools

You must be 13 years or older to register as a volunteer. CBE students are not required to apply to volunteer in their own school. Students wanting to volunteer in another school are required to apply to volunteer.

School / Department: _____ School Year: _____
YYYY - YYYY

Preferred Name _____ Name on Police Information Check (PIC) (if different) _____

Last Name: _____ Last Name: _____

First Name: _____ First Name: _____

Date of Birth: _____ / _____ / _____ Title: ☐ Mr. ☐ Mrs. ☐ Ms.
YYYY MM DD

Mailing Address: (with postal code) _____

Email Address: (same as on file at CBE, if applicable) _____

Cell Phone: _____ Other Phone: _____

Do you have children or grandchildren registered in this school? ☐ No ☐ Yes

If yes, please list by name and teacher or homeroom:

Name of Student: _____ Teacher / Homeroom: _____

You may be asked to provide two references: (Principal's discretion)

Name of Reference: _____ Telephone Number: _____

Which position will you volunteer for most often?

- ☐ **Volunteer monitor (multi-purpose volunteer position which may include supervising students)**
- ☐ **Field trip volunteer**
- ☐ **Driver**

Do you have a criminal record for which you have not received an official pardon? ☐ **No** ☐ **Yes**

Have you completed a Police Information Check (PIC) previously for CBE? ☐ **No** ☐ **Yes**

If you answered yes, where _____ **and when** _____
Name of School Date (YYYY/MM/DD)

A Police Information Check is required before a volunteer position is confirmed.

[You will need TWO (2) pieces of government issued identification, one with a photo.]

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

1. Confidentiality is of the utmost importance in the school setting to ensure that the privacy, dignity and worth of students, parents, volunteers and school staff is honored. The personal information of students is considered highly sensitive and must always be handled with extreme care.
2. Any information collected, used, generated, and stored by The Calgary Board of Education including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties if needed.
3. You may not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless authorized by the teacher or principal.
4. You must notify the principal of any exposure to student personal information that is inappropriate for your volunteer role, or if you have concerns about the use and/or disclosure of student personal information.
5. You must notify the principal of any new criminal charges at the time the charge is made.
6. The teaching and administration staff are responsible for student learning and discipline.
7. 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.
8. You as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
9. Any failure to comply with these conditions or The Calgary Board of Education [Administrative Regulation 5003: Volunteers](#), may result in termination of your position as a volunteer.

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

Name of Volunteer Signature Current Date (YYYY/MM/DD)

Collection Notice

The personal information requested on this form is collected under section 4(c) of Alberta's *Protection of Privacy Act* (POPA), the *Education Act*, and their regulations. It will be used to provide school staff contact information of volunteers and used for matching to volunteer opportunities. If you have any questions about this form, please contact the school where you are registering and wish to volunteer.