

PART A – Registration

First name		Last name	
Mailing Address			
Telephone Home	Cell	Work	
References - Please list at least two references Name		Telephone	
Name		Telephone	
Name		Telephone	
Do you authorize a representative of PHSD to contact the above-mentioned references?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you provided a Criminal Record Check?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you provided an Intervention Record Check?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART B - Volunteer Code of Conduct

When participating in programs and activities in PHSD schools, volunteers are expected to:

1. Adhere to the standards of behaviour and ethical conduct required of Division staff;
2. Treat all persons with dignity and respect without prejudice as to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons, in accordance with Section 7(1) of the Alberta Human Rights Act (2000);
3. Appreciate that the Supervisor/Principal is in charge at all times;
4. Recognize that all individuals, whether staff, students or community members, are to be treated with dignity and respect;
5. Observe confidentiality in respect of all information gained through your participation as a volunteer;
6. Not volunteer while under the influence of alcohol or drugs;
7. Respect the right of the teacher to discipline students;
8. Accept and follow directions from the principal/teacher/supervisor/contact person and seek clarification where uncertain of tasks or requirements;
9. Take every reasonable and necessary precaution to ensure their personal safety and wellness as well as that of their colleagues and report to the supervising staff any hazard or hazardous practice in the workplace;
10. Practice careful stewardship of public money, property and resources of the school/department.

PART C - Confidentiality

This is to certify that I, _____
(please print name)

understand that any information (written, verbal or in any other form) obtained during the performance of my duties at any Pembina Hills School Division locations must remain confidential.

This includes all information about students, employees and contract staff members, as well as any information otherwise marked or known to be of a confidential nature.

I understand that any unauthorized release of, or careless handling of, confidential information is considered a breach and would be grounds for cancellation of my volunteer status and/or possible personal liability in any legal action arising from such breach.

Date Signature of Volunteer

Acknowledgement

I have read, understood and agree to comply to AP 40-60 Volunteers in Schools, the Volunteer Code of Conduct as above, and the following terms:

1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity of students, parents, volunteers and school staff is honoured.
2. That any information collected, used, generated, and stored by the Pembina Hills School 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 any change in my criminal record status will be reported to Pembina Hills School Division.

Name of Volunteer Signature of Volunteer

Date Witness Signature

Administration Only	
I approve the above as a volunteer in our school <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date:	Administrator Signature

Volunteer Schedule

(to be completed by the School Administrator)

School	Class				
Supervising Teacher	Starting Date				
Duties & Responsibilities					
Procedure to follow when reporting absence					
Schedule (if applicable)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Other					