

As a volunteer we advise you of the following conditions:

- Principals are responsible for all volunteers present in the school or performing volunteer activities for the school while not on school premises. All volunteers are subject to the direction of the principal at all times.
- Volunteers shall at all times act in accordance with district policies and regulations, as well as school policies and rules.
- Any information collected, used, generated and stored by Nanaimo Ladysmith Public Schools including student, instructional, financial or administrative information is strictly confidential and to be used only in the performance of volunteer duties.
- Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the principal.
- All volunteers are required to complete the volunteer registration form annually, prior to commencing any activities in the school.
- All volunteers are required to provide a criminal record check.
- All volunteers engaged in activities involved with sports teams, overnight field trips, activities where district members are not in attendance at all times, and driving students in district or non-district owned vehicles must provide a criminal record check prior to assuming any volunteer duties.
- All volunteers are to register with the school office at the beginning of each day, and, while engaged in volunteer activities, will wear appropriate identification.
- If a volunteer is charged with a criminal offence during the course of volunteering, the volunteer must immediately notify the principal of the school of all charges laid, excluding minor traffic offences.
- Failure to comply with any of these conditions may result in termination of a volunteer’s duties.

Have you completed a criminal record check? _____

Do you have a criminal record for which you have not received an official pardon? _____

Signed this _____ day of _____, 20_____.
(day) (month) (year)

Signature

Please Print name

Parent/Guardian Signature (if volunteer is under 18 years of age)

Signature

Please Print Name

The personal information on this form is collected by School District 68 under the authority of the *School Act*, Section 85. The information will be used for the purpose of maintaining a record of volunteer. Personal information on this form will be protected under the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, School District 68, 395 Wakesiah Avenue, Nanaimo, B.C. V9R 3K6, Telephone 250 754-5521.