

**Living Sky School Division No. 202**  
**Administrative Procedure (AP) Form**



| Form Name: 5.05A Volunteer Agreement |                 |
|--------------------------------------|-----------------|
| <b>Procedure Type:</b>               | Volunteers      |
| <b>Attached to Procedure:</b>        | 5.05 Volunteers |
| <b>Last Reviewed:</b>                | September 2023  |

| ANNUAL VOLUNTEER CHECKLIST   |  |              |  |
|--|--|--------------|--|
| <b>Volunteer Name:</b>   |  | <b>Date:</b> |  |
| <i>All documents are tracked by the principal and kept on file at the school.</i>  |  |              |  |
| This area <b>for volunteers that will have direct or sole supervision responsibilities:</b>  |  |              |  |
| <input type="checkbox"/> I understand that the following information is required as I will have direct or sole responsibility for providing supervision of students. <ul style="list-style-type: none"> <li><input type="checkbox"/> I have provided a satisfactory current criminal record check (within the last 12 months) which includes the vulnerable sector search.</li> <li style="text-align: center;"><u>or</u></li> <li><input type="checkbox"/> I have previously submitted a satisfactory criminal record check, including the vulnerable sector search, and have volunteered in the last school year or the previous 12 months. There have been no changes to my record.</li> </ul> <input type="checkbox"/> I have read and understand the principles of Procedure 5.03 – <i>Reporting Criminal Charges</i> . |  |              |  |
| This area for <b>all volunteers:</b>   |  |              |  |
| <input type="checkbox"/> I have read and understand the principles of Procedure 5.39 – <i>Confidentiality</i> . I understand that I am not to discuss information I have gained as a volunteer about students collectively or individually outside the school.<br><input type="checkbox"/> I have read and understand the principles of Procedure 4.40 – <i>Permission for Use of Students’ Work and Personal Information</i> . I understand that I am not to share any student information or images.   |  |              |  |
| <b>Volunteer Signature:</b>  |  | <b>Date:</b> |  |
| <b>Admin Approval Signature:</b>   |  | <b>Date:</b> |  |