

Living Sky School Division No. 202

Administrative Procedure (AP) Form



Form Name: 5.05A Volunteer Agreement

Procedure Type:	Volunteers
Attached to Procedure:	5.05 Volunteers
Last Reviewed:	September 2026

ANNUAL VOLUNTEER CHECKLIST

Volunteer Name:		Date:	
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All documents are tracked by the principal and kept on file at the school.

This area **for volunteers that will have direct or sole supervision responsibilities:**

- ☐ I understand that the following information is required as I will have direct or sole responsibility for providing supervision of students.
 - ☐ I have provided a satisfactory current criminal record check (within the last 12 months) which includes the vulnerable sector search.
 - or
 - ☐ 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.
- ☐ I have read and understand the principles of Procedure 5.03 – *Reporting Criminal Charges*.

This area for **all volunteers:**

- ☐ I have read and understand the principles of Procedure 5.38 – *Records, Collection, Access and Privacy*. I understand that I am not to discuss information I have gained as a volunteer about students collectively or individually outside the school.
- ☐ I have read and understand the principles of Procedure 4.40 – *Permission for Use of Students' Work and Personal Information*. I understand that I am not to share any student information or images.

Volunteer Signature:		Date:	
Admin Approval Signature:		Date:	