

AP 416-2 Volunteer Application Form

School Year: _____ (must be completed each school year)

Name: _____

Address: _____

Phone: _____ Email: _____

I have a child in this school: Yes - (name/s) _____
 No

Areas of Expertise and Interest:

- | | |
|---|---|
| <input type="checkbox"/> Tutoring (subject/s) _____ | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Food Days |
| <input type="checkbox"/> Field Trips | <input type="checkbox"/> Library |
| <input type="checkbox"/> Coaching - (sports) _____ | <input type="checkbox"/> Office Help |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Classroom Help |

Times available: _____

- I agree to a Criminal Record Check
- I have already completed a Criminal Record Check for the Abbotsford School District
- I have never been convicted of an offense involving children/violence/illegal substances.
- I have never been refused permission to volunteer previously.

Applicant Signature: _____

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For Office Use Only

- Approved
- Not Approved - (reason): _____

Principal's Signature: _____

AP 416-4 Confidentiality Understanding Parent Volunteers and Non-Employees

NAME: _____ POSITION: _____

A public body must protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal. Personal information is any information that is about an identifiable individual excluding their contact information.

All individuals with access to records, documents or information (in whatever format, i.e. hard copy, verbal, electronic, etc.), which contain personal or confidential information, are responsible for maintaining the integrity and confidentiality of those records. A person who contravenes section 30.4 (unauthorized disclosure) of the Freedom of Information and Protection of Privacy Act, commits an offence.

Confidential records are created with an expectation that they will not be disclosed to anyone outside of the Abbotsford School District except those persons who require the records for a legitimate purpose. Confidential records include records containing information about student information, employee information, District information that are meant to be used internally and only disclosed in very limited purposes.

Individuals who have access to personal or confidential information:

1. Must acknowledge that they understand the obligation to protect the personal and confidential information of the District.
2. Must not release personal or confidential information to any person without the express consent of the school district.
3. Must **only** make use of personal or confidential information for the purpose for which it was disclosed to them.
4. May not make any copies of any records containing personal or confidential information and to return any records provided to them in the course of acting as a volunteer to the District.

Please sign the statement below.

I have read and understand and will adhere to the above policy.

_____	_____	_____
Name (Please print)	Signature	Date
_____	_____	_____
Witness (Please print)	Signature	Date