

## VOLUNTEER REGISTRATION FORM

*In order to ensure the security and safety of our staff and students, all volunteers in our schools need to be registered.  
 This form is to be completed and signed by all volunteers, including coaching staff.*

### PART A:

<b>Name of School:</b>	<b>School Year:</b>
<b>Legal Name: (Last Name, First Name)</b>	<b>Date of Birth:</b>
<b>Mailing Address (With Postal Code)</b>	
<b>Phone Number:</b>	<b>Email Address:</b>
<b>Do you have any children or grandchildren registered in this school?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please list by name and indicate teacher or homeroom:</b>	

### PART B:

**PLEASE NOTE:** All volunteers are required to provide a **Criminal Record Check and Vulnerable Sector Check** and an **Intervention Record Check** from Southwest Alberta Child and Family Services, Lethbridge. ([AP491: Volunteer coaches and Supervisors](#))

<b>Do you have a criminal record for which you have not received an official pardon?</b> <small>Note: Answering yes will not automatically exclude an applicant from becoming a volunteer in Westwind School Division.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you completed an Intervention Record Check previously for WWSD or another organization? (If yes, please attach)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PART C:

As a volunteer, we would like to advise you of the following conditions:

1. Coaches and team volunteers are required to review and sign the [Coaches Code of Conduct](#) and return with this application.
2. Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff are honoured.
3. Any information collected, used, generated, and stored by Westwind School Division including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
4. You may not disclose, communicate, publish, take, alter copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
5. You must notify the principal of any new criminal charges at the time the charge is made.
6. Any failure to comply with these conditions may result in the termination of your position as a volunteer.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Signature	Date

## OFFICE USE ONLY

### PART D: To be completed by the school administration

I have reviewed this application and acknowledge the following:

1. The volunteer has provided a **Criminal Record Check** and a **Child Welfare Check** from Southwest Alberta Child and Family Services, Lethbridge
2. The volunteer has received an orientation session that discusses the topics outlined in [AP491 Section 10](#).
3. For volunteer coaches:
  - a. I have received a signed copy of the [Coaches Code of Conduct](#) and attached it to this document.
  - b. I have made the volunteer aware of [AP314: Concussions](#) and ensured the coach is enrolled in the appropriate training modules.

Signature of School Administrator	Date