



Annapolis Valley Regional Centre for Education

Volunteer Registration Form

(The school will forward this form to the Human Resources Department and a copy may be kept on file at the school.)

In order to ensure the safety of students, all volunteers in the Annapolis Valley Regional Centre for Education need to be registered. A registered volunteer is defined as an adult (18 years or older) who is not an employee of the AVRCE but who interacts with students within the school, or as part of activities associated with the school. Registered volunteers are approved by the school principal and have provided proof of completion of all necessary background checks. A volunteer includes, but is not limited to, a coach, a driver, a regular classroom helper or a trip chaperone. It does not include visitors to the school or employees of the AVRCE who have completed the required checks. The following information is required in order for the Principal to grant approval to volunteer in their school:

Volunteer's Name: _____

Volunteer's Email Address: _____

School(s) in which I wish to volunteer: _____

Volunteer's Role: _____

☐ I have a child(ren) registered in the school(s) in which I wish to volunteer, and my address is on file with the school(s). **Student Name(s):** _____

☐ I do not have a child registered in the school(s) in which I wish to volunteer, and my contact information is: Mailing Address: _____

Telephone No: _____
Daytime Evening

Please provide two references (it is the Principal's discretion as to whether or not a reference check will be performed).

Name

Telephone No.

initial I am aware that I am required to provide a completed "Child Abuse Register - Request of Search" approval letter, submit it to the Human Resources Department at the AVRCE Regional Office, within **6 months** of date of issue, and receive approval prior to volunteering.

initial I am aware that I am required to provide a completed "Criminal Records Check", (including Vulnerable Sector Check), submit it to the Human Resources Department at the AVRCE Regional Office, within **6 months** of date of issue, and receive approval prior to volunteering.

initial I am aware that these checks are valid for a maximum of three (3) years and must be repeated and resubmitted once expired if I wish to remain as a registered volunteer.

By signing this Volunteer Registration Form, I am indicating that I have read the "Expectations for Volunteers" and I am agreeing to the expectations outlined.

Signature: _____

Date: _____