



Annual Volunteer Registration Form

Valid only for the current school year

In order to ensure the security and safety of our staff and students, all volunteers in our school **need to be registered**. This form must be completed annually. The information collected on this form will be held in strict confidence.

A volunteer is:

Someone who assists the students either in curricular or extra-curricular activities.

Volunteers do not include:

- guest speakers
- parents assisting their own children in the school
- presenters
- Parent Advisory Committee members in their position as committee members
- visitors to the school
- students volunteering in the school

You must be 16 years or older to register as a volunteer.

Name of School: Montessori School of Calgary		School Year:
Your Name: (Last Name, First Name)		<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
If different from above, the name your Police Information Check (PIC) was registered under:		Date of birth: (YYYY/MM/DD)
Mailing Address: (with Postal Code)		
Daytime Phone:	Evening Phone:	Cell Phone:
<p>Do you have children or grandchildren registered in this school? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, please list by name:</p> <p>Name of Student:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Which position will you volunteer for most often?</p> <p><input type="checkbox"/> Volunteer monitor (This is a multi-purpose volunteer position which may include supervising students)</p> <p><input type="checkbox"/> Field trip volunteer</p> <p><input type="checkbox"/> Driver</p>		

Do you have a criminal record for which you have not received an official pardon? No Yes

Have you completed a Police Information Check (PIC) previously for another organization? No Yes

If you answered yes, where _____ and when _____
Name of Organization Date (YYYY/MM/DD)

A Police Information Check is required before a volunteer position is confirmed. (To process the PIC you will need 2 pieces of government issued identification, including one with a photo.)

IMPORTANT: THIS IS A LEGAL COMMITMENT; READ IN FULL AND UNDERSTAND BEFORE AGREEING TO, AND ACCEPTING, THE TERMS HEREUNDER.

1. I realize that my attendance is important, and I will make every attempt to give twenty-four (24) hours' notice if I am unable to fulfill my volunteer commitment.
2. I hereby agree to conduct myself in a professional manner in all my dealings with students, staff members, parents and other volunteers.
3. In the event that a student disciplinary issue arises, I agree to first speak with the appropriate teacher, the Principal or the Head of School to explain the behavior and to follow the procedures that are set by the school. In this regard, the Montessori School of Calgary will not tolerate violence and/or any kind of abusive behaviour from any individual toward any other individual.
4. I agree that the **confidentiality** of the students and staff members must be absolutely upheld. Under no circumstances should personal information of students, staff members or other volunteers be discussed with anyone except the appropriate staff member in a proper setting. Volunteers will not, during or at any time after the commencement of this Volunteer Registration Agreement, unless authorized by the Head of School for the Montessori School of Calgary, use or disclose or assist others to use, disclose, copy, alter, interfere with or destroy any confidential information, data or other materials relating to the school or property of the Montessori School of Calgary.
5. I hereby agree and acknowledge that I am expected to take direction from the Head of School, the Principal or the teaching staff at the Montessori School of Calgary and adhere to Montessori School of Calgary policies and procedures.
6. I hereby agree that I must notify the Head of School of the Montessori School of Calgary of any new criminal charges at the time the charge is made.
7. I hereby agree and acknowledge that any failure to comply with these conditions or the Montessori School of Calgary policies and regulations may result in termination of my position as a volunteer.

I hereby certify and represent that I have read the foregoing and fully understand the meaning and effect of same, and, being of legal age in my province of residence and intending to be legally bound, I have executed this document as evidenced below.

Signature

Current Date (YYYY/MM/DD)