

### PART A – Registration

First name		Last name	
Mailing Address			
Telephone Home	Cell	Email:	
Is this your first year as a volunteer? If no, please move to Part B		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a child/children attending this school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you do not have children in this school, please list two references we may contact:			
Name		Telephone	
Name		Telephone	
Do you authorize a representative of PHSD to contact the above-mentioned references?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you provided a Criminal Record Check?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you provided an Intervention Record Check?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

### PART B - Volunteer Code of Conduct

When participating in programs and activities in PHSD schools, volunteers are expected to:

1. Adhere to the standards of behaviour and ethical conduct required of Division staff;
2. Treat all persons with dignity and respect without prejudice as to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons, in accordance with Section 7(1) of the Alberta Human Rights Act (2000);
3. Appreciate that the Supervisor/Principal is in charge at all times;
4. Recognize that all individuals, whether staff, students or community members, are to be treated with dignity and respect;
5. Observe confidentiality in respect of all information gained through your participation as a volunteer;
6. Not volunteer while under the influence of alcohol or drugs;
7. Respect the right of the teacher to discipline students;
8. Accept and follow directions from the principal/teacher/supervisor/contact person and seek clarification where uncertain of tasks or requirements;
9. Take every reasonable and necessary precaution to ensure their personal safety and wellness as well as that of their colleagues and report to the supervising staff any hazard or hazardous practice in the workplace;
10. Practice careful stewardship of public money, property and resources of the school/department.

## PART C – Confidentiality and Undertaking Declaration

I do not have any charges nor have I been convicted with an offense that is criminal in nature.	<input type="checkbox"/> Yes, I have	<input type="checkbox"/> No, I haven't
I have not caused a child to need intervention nor have I been investigated by Social Services.	<input type="checkbox"/> Yes, I have	<input type="checkbox"/> No, I haven't
I understand that any information, either written, verbal or in any other form, that is obtained during the performance of my volunteer duties must remain confidential, including information regarding students, employees, contract staff members or any other information that is to be known as confidential in nature.	<input type="checkbox"/> Yes, I agree	<input type="checkbox"/> No, I do not agree
I have read the Volunteer Code of Conduct above, and agree to all terms.	<input type="checkbox"/> Yes, I have	<input type="checkbox"/> No, I haven't
I have read and agree to comply with AP 40-60 Volunteers in Schools	<input type="checkbox"/> Yes, I do	<input type="checkbox"/> No, I haven't
I understand that any unauthorized release of, or careless handling of confidential information is considered a breach and will cancel my volunteer status and/or may result in personal liability in any legal action arising from such.	<input type="checkbox"/> Yes, I agree	<input type="checkbox"/> No, I do not agree

I understand that any unauthorized release of, or careless handling of, confidential information is considered a breach and would be grounds for cancellation of my volunteer status and/or possible personal liability in any legal action arising from such breach.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

<b>Administration Only</b>	
I approve the above as a volunteer in our school	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	Administrator Signature