



Dear Volunteer:

Wetaskiwin Regional Public Schools (WRPS) believes that school volunteers, through their donation of time and talent, contribute significantly to the successful operation of a school.


While encouraging volunteerism, the Division also has the responsibility to ensure a safe and secure learning and working environment in our schools. The guidelines and procedures relating to volunteers are found in [AP 490 Volunteers in Schools](#). The forms that the Division requires are included in this package as follows:

- Volunteer Registration Form
- Volunteer Driver Authorization Form (if you are volunteering to drive students)
- Reference Form

Additionally, all of our volunteers are required to complete a Security Clearance (or Criminal Record Check) with their local police detachment.

Thank you for expressing interest in volunteering to make a difference in the lives of our students.

Sincerely,



Peter Barron  
Superintendent of Schools



# WETASKIWIN REGIONAL PUBLIC SCHOOLS

*"Inspiring students to become the best they can be."*

**FORM 490-1**

## **VOLUNTEER REGISTRATION for SCHOOL:** \_\_\_\_\_

To ensure the safety of students, all volunteers in our schools need to be registered. Please refer to [AP 490](#) for the guidelines and procedures related to volunteers.

**Name:**

\_\_\_\_\_ *Surname*

\_\_\_\_\_ *Given Names*

**Mailing Address:**

\_\_\_\_\_

\_\_\_\_\_ *City & Postal Code*

**Telephone Number:**

\_\_\_\_\_ *Daytime*

\_\_\_\_\_ *Evening*

Do you have children or grandchildren registered in this school?  Yes  No

If yes, please provide their name(s) and grade(s):

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Do you have a criminal record? Yes  No

Were you asked to provide a security clearance? Yes  No

As a volunteer, please note that:

1. Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students is honored.
2. The teaching and administration staff are responsible for student learning and discipline.
3. School administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
4. The policies, procedures, and rules of Wetaskiwin Regional Public Schools and the school need to be adhered to.
5. Volunteers enhance student learning by working positively and cooperatively with the school team.

**By signing this volunteer registration form, I agree:**

1. to the conditions outlined in AP 490
2. that the information on this form is true and complete.
3. to the school providing my contact information to the school's volunteer coordinator (if applicable).

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent/Guardian signature (if volunteer is under 18 years of age):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Any personal information you provide is protected under Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP Act) and will only be used for purpose for which it was collected. If you have any questions about the collections, use or disclosure of information collected on this form, please contact the **WRPS FOIP Coordinator at 5515 – 47A Ave., Wetaskiwin, AB, T9A 3S3**. The phone number is (780) 352-6018 and the fax is (780) 352-7886.



## Falun School

Box 30, Falun, AB. T0C-1H0

Phone: 780-352-2898

### Security Clearance Letter

Name of Applicant: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your interest in volunteering with Wetaskiwin Regional Public Schools (WRPS). In the interest of providing a safe environment for our students, WRPS requires security clearance checks including a **Criminal Record & Vulnerable Sector Check** for volunteers who work with our students.

To obtain your **Criminal Record & Vulnerable Sector Check**, provide this letter and two pieces of legal identification to your local RCMP or police detachment. You may have to pay a fee for the Criminal Record Check although most police detachments do not charge volunteers.

Please provide the results to the school office.

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Michelle Zarantonello

Administrative Assistant