



FORM F498-1	
Adopted	September 8, 2009
Last Revised	February 2017
Review Date	February 2022

VOLUNTEER APPLICATION FORM

The Hastings and Prince Edward District School Board encourages the use of volunteers in its schools. The presence of volunteers enriches the educational experience of students.

Name: _____ Telephone: _____

Address: _____ Email: _____

Child(ren) names and class: _____

Emergency contact name: _____ Telephone: _____

I have an interest in the following areas:

- Coaching/training School excursions Extra-curricular activities (clubs, athletics)
- Special events Library Food for Learning program Food day
- Pediculosis (head lice) screening Transporting teams/groups
- Other: (please specify) _____

If interested in becoming a classroom/school volunteer on a regular basis, please circle availability.

Monday	Tuesday	Wednesday	Thursday	Friday
AM/PM	AM/PM	AM/PM	AM/PM	AM/PM

What is your grade level interest or special area of interest? _____

Are you available for the entire school year? ____ Yes ____ No (specify period available) _____

References Please provide the name and contact number for two references:

Name:	Number:
Name:	Number:

I agree to:

- Allow the school to contact and receive information from the references listed above.
- Supply a current Vulnerable Sector Check and to complete an annual Offence Declaration should my volunteer services continue for more than one school year.

I declare to:

- Maintain confidentiality and not disclose any school information regarding students, staff or any/all school-related matters without the written consent of the principal.

Volunteers must be made aware of health and safety processes, legal liability, procedures for reporting suspected child abuse, and school emergency procedures such as a fire drill or school lockdown. Volunteers must know the process to follow if they encounter difficulties with a student and are expected to be aware of and adhere to the Board Code of Conduct and the School Code of Conduct. The above information will be provided to you as part of your orientation. The principal retains the authority to accept or decline any volunteer's offer of service without appeal and to halt, without appeal, volunteer activity.

- I have read and understand Form F498-2: Information for Volunteers and agree to abide by it.

Signature

Date

Personal information on this form is collected under the authority of the *Education Act* and in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. The information will be used for administrative purposes as determined in Administrative Procedure 498 – Volunteers in Schools and will only be retained for the duration of your volunteer services. If you have any questions about this form please contact the principal of the school.