



September 2023

Parent and Community Volunteers

We invite you to join us in an important volunteer role to support another exciting year of learning and engagement both in our school and out in the community.

As a volunteer in our school, you take on the responsibility of a “trusted adult” that our youth look toward for encouragement and a helping hand. In this role, it is important that you feel supported and safe, and at the same time, understand the expectations of our volunteers as outlined by our District and school policies.

Prior to participating as a volunteer, we ask that you review and complete our **Volunteer Information/Application Package** attached. We know that this is new for Mt. Sentinel, but is certainly not new in our District. We are required to align our school practices with District policies and procedures.

For more information, please visit the policy section of our District website: [Administrative Procedure 2303: Volunteers](#). Please note, that the teacher sponsor will submit the volunteer package to the school principal for review and final approval.

Your volunteer time with us is valued and appreciated. Volunteerism is an important value we try to encourage in our youth at Mt. Sentinel. As a school volunteer, you help us model what this looks like and the reward that comes from sharing our time for the betterment of our community.

With gratitude for your support,

Shellie Maloff | Principal
Mount Sentinel Secondary School
Email: shellie.maloff@sd8.bc.ca

FORM 300.3B: **SCHOOL VOLUNTEER INFORMATION/APPLICATION FORM**

INFORMATION:

A volunteer is a parent/guardian or other person, who has made a commitment that has been accepted by a school to assist the school in some manner, by handling a number of tasks without expectation of compensation.

There are some basic expectations for volunteers:

- Volunteers must not be used to provide services that would normally be provided by an employee.
- Volunteers should function as complementary extensions of the staff responsible for the teaching/learning situation; they should not undertake tasks that require them to make program or educational decisions.
- Volunteers must not be assigned tasks that would violate the privacy of students or their families, and shall not be provided access to student records, except that contact information may be provided, where required.

To protect the safety of our students, all volunteers must complete the application form attached. Each volunteer:

- Must agree to a criminal record check;
- Must provide at least three references which may be checked by the principal; and,
- May be asked to attend an interview with the principal.

VOLUNTEER APPLICATION FORM

Volunteer's name: _____

Address: _____ Phone: _____

School: _____ Date: _____

Please list and describe the most recent involvement or experience you have had in a school or other volunteer experience:

School/Other: _____ Date: _____

Responsibilities:

School/Other: _____ Date: _____

Responsibilities:

School/Other _____ Date: _____

Responsibilities:

Please provide the names and phone numbers of three references.

1. _____

2. _____

3. _____

Have you ever been charged or convicted of a criminal offense? Yes No

Have you ever been asked to leave a school or school grounds? Yes No

If you are approved as a volunteer at the school of your choice do you agree to:

- Respect the confidentiality of students and staff
- Adhere to school and district policies and procedures (including Covid protocols)

Applicant's signature: _____ Date: _____

All volunteers in School District No. 8 (Kootenay Lake) must undergo a criminal record check.