

School Year 2021-22

Auguston Traditional Volunteer,



As we move ahead with the current school year, I would like to take some time to help guide those of you interested in volunteering at Auguston Traditional. Below is important information for volunteering at our school.

Name of Volunteer: _____

- Do you have a child at the school? Yes or No
- What is your purpose to be at the school?

Checklist to complete for all Volunteers:

- 1) All Volunteers must have a Criminal Record Check (CRC) completed at the School Board Office (SBO) prior to starting at Auguston. To do so, please book an appointment to go in to the SBO to fill out the Volunteer Consent form and provide 2 pieces of valid ID. Contact Tracee Hodgson, HR Administrative Assistant, at PH: 604-859-4891 or email criminal.check@abbyschools.ca. Volunteer CRCs are free of charge. *You will not be given a copy of the CRC nor does the school have a copy of it.*

check when CRC completed at the SBO

_____ **Initials of School Staff to confirm CRC has been approved**

Criminal Record Check Expiry: _____

- 2) All staff and volunteers are required to read the Communicable Disease guidelines and complete the on-line training and quiz (SWAY training) prior to starting.

Link for Safety training and Quiz: <https://sway.office.com/XFApAKYOoVODHuzj?ref=Link>

check when complete (*confirmation sent to SBO when quiz completed*)

_____ **Initials of School Staff to confirm completion**

- 3) Please fill out the **Volunteer Letter, Application & Confidentiality Understanding (AP 416-1, 416-2 & 416-4)**

check when ALL complete _____ **Initials of School Staff to confirm completion**

- 4) **Site based orientation** - Once your CRC application process is complete, the Communicable disease training completed, and the Volunteer forms, Mr. Colbert will meet with you to go over a mandatory site-based orientation that helps you understand the COVID safety protocols in place at Auguston. Please book an appointment with Mr. Colbert.

check when appointment is booked _____ **Initials of School Staff to confirm completion**

Thank you for your interest in volunteering at Auguston Traditional. Should you have any questions, feel free to call the office at 604-557-0422 or email Mr. Colbert at ryan.colbert@abbyschools.ca.

Sincerely,

Mr. Colbert
Principal
Auguston Traditional Elementary

I can confirm all the above is completed and volunteer is ready for the 2021-22 school year.

Approved by: Ryan Colbert, Principal