

School Year 2022-23



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
- If yes, please include First and Last Names of Children

- What is your purpose to volunteer 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. If you do not have a current approved CRC, please see information below on how to have it completed:
 - **WHERE:** School Board Office (SBO), 2790 Tims Street, Abbotsford, BC V2T 4M7 PH: 604-859-4891 or email criminal.check@abbyschools.ca
 - **WHEN:** 8am to 4pm (*it is NOT necessary to book an appointment*)
 - **WHAT TO BRING:** 2 pieces of valid ID
 - **ADDITIONAL INFO.:** 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 complete

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

Criminal 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 **Abbotsford School District Volunteer Form, AP 416-2 & AP 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, Mrs. Sward 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 Mrs. Sward.

check when complete _____ **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 Mrs. Sward at kris.sward@abbyschools.ca.

Sincerely,

Mrs. Sward
Acting Principal
Auguston Traditional Elementary

I can confirm all the above is completed and volunteer is ready for the 2022-23 school year.

Approved by: Kris Sward, Acting Principal