



## Adult Volunteers

Thank you for your time and commitment to helping at Auguston Traditional Elementary School. The children will greatly benefit from your efforts.

Volunteer helpers work all over the school and in many different capacities. Often volunteers come in to help with odd jobs. Sometimes volunteers sign up to help with specific activities or in a specific classroom. In order to maximize the effect of your help if you are working on specific activities or in a particular classroom, it is important that you establish and keep to a regular schedule. This enables the classroom teacher or special event organizer to do the necessary planning. Once you begin with us, we come to depend on you.

Becoming a volunteer is not only a time commitment, but also a serious responsibility. We very much appreciate the professionalism of our volunteers and remind them of the importance of the following guidelines:

- Remember that everything you hear or see regarding the students is confidential.
- If you cannot make your scheduled time, please let us know.
- Treat all members of our school community with respect.
- Please wear your name tag while on the school grounds and in the school.
- You are working under a staff member's or PAC Committee Chairperson's direction. Please consult with that person before initiating activities.
- Please inform the supervising teacher of any concerns regarding student behaviour.
- Please be assured that information given by you will be kept confidential.

As a volunteer in our school, you are in a position of trust and as such it is essential that privacy and confidentiality are maintained. Our children's safety is of prime concern to us. If children's safety or trust is compromised, we may find it necessary to ask you to relinquish your volunteer status. Your continued efforts and assistance are greatly appreciated. We look forward to working with you.

Thank you for your support.

Auguston Traditional Elementary Staff

I have read and am willing to follow these guidelines. I agree to a Criminal Record Check.

Volunteer Signature: \_\_\_\_\_

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

**NOTE:** Please also read and sign the Confidentiality Understanding – Parent Volunteers and Non-Employees Form (AP 416-4)