



School Year 2024-25

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: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

• 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](mailto: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) Volunteers must annually complete the **Abbotsford School District Volunteer forms: AP 416-1, AP 416-2 & AP 416-4.**

check when ALL complete

\_\_\_\_\_ **Initials of School Staff to confirm completion**

- 3) In addition to your CRC application and the required Volunteer forms, we also need to share with you our mandatory site-based orientation file that outlines some tips and expectations for while you are volunteering here at Auguston. **Once you've completed all the previous steps and read over the [Site Based Orientation](#), please fill in the information at the following link to [complete your Volunteer Application](#).** Any questions can be directed to 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](mailto:kris.sward@abbyschools.ca).

Sincerely,

Mrs. Sward  
Principal  
Auguston Traditional Elementary

*I can confirm all the above is completed and volunteer is ready for the 2024-25 school year.*

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*Approved by: Kris Sward, Principal*