



# VOLUNTEER REGISTRATION FORM (Non Paid Position)

**SCHOOL** \_\_\_\_\_ **ACTIVITY(IES)** \_\_\_\_\_

The Livingstone Range School Division greatly appreciates the services of all of its volunteers. In order to ensure the safety of students, the Board of Trustees believes that all volunteers need to be registered.

**Name:** \_\_\_\_\_  
Surname Given Names

**Mailing Address:** \_\_\_\_\_  
Address/Box No. Town Postal Code

**Telephone No.:** \_\_\_\_\_

Do you have children registered in this school? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, please list by name and grade:*

Name	Grade	Name	Grade
_____	_____	_____	_____

If not, would you please list at least two references with whom the school may check:

Name	Phone No.
_____	_____
_____	_____

An original criminal record check has been presented to the school, and a copy of the check is attached to this form. Yes \_\_\_\_\_ Date \_\_\_\_\_

As a volunteer, please be advised of the following:

1. The principal (or designate) is the supervisor for all volunteers.
2. Confidentiality is of the utmost importance, and the dignity and worth of students and staff shall be maintained.
3. For classroom volunteers:
  - a) Teaching and administration staff are responsible for student learning and discipline.
  - b) School administration, teaching staff, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
  - c) A volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
4. For volunteers outside the classroom:
  - a) If the activity is being conducted by a volunteer, without the supervision of a teacher, the principal (or designate) shall cover the following points during conversation:
    - (i) philosophy and playing time (if a team)
    - (ii) supervision expectations
    - (iii) discipline and referral procedures
    - (iv) communications with the home and school
    - (v) finances and fundraising
    - (vi) transportation procedures
    - (vii) use of school facilities and equipment

By signing this volunteer registration sheet, I am agreeing to the conditions outlined.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Adopted: April 16, 2002  
Revised: March 22, 2013, August 2020