

Volunteers Welcome!



## VOLUNTEER REGISTRATION FORM

(This form is to be kept at school)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment No.: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Home: ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Please mark the days of the week and time you have to volunteer at the school.

MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  WEEKENDS

From/To (e.g. 8:00 a.m. to 11:00 a.m.): FROM \_\_\_\_\_ A.M. / P.M. TO \_\_\_\_\_ A.M. / P.M.

2. In what area are you interested in volunteering? (e.g., reading, tutoring, enrichment programs, classroom displays, school trips, any other area in which you are interested). Why? \_\_\_\_\_

3. Do you have a special talent or knowledge you would like to use in volunteering (e.g., play piano, pottery, etc.).

YES?  NO? (If yes, what?) \_\_\_\_\_

4. Do you speak other languages? Indicate which ones. \_\_\_\_\_

5. Have you done volunteer work before?  YES?  NO? (If yes, where?) \_\_\_\_\_

(List responsibilities, duties, grade level, special need students). \_\_\_\_\_

6. Do you have any health-related concerns the school should be aware of? (e.g., allergies, infectious or contagious conditions, medic alert, medications). \_\_\_\_\_

Emergency Contact: Surname: \_\_\_\_\_ Name: \_\_\_\_\_

Telephone Number: Home: ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_

7. Have you ever been convicted of a criminal offence for which a pardon has not been granted?  YES?  NO?

Have you ever been convicted of a sexual or violent criminal offence?  YES?  NO?

8. Please provide the name of only two references who may be contacted by the school.

a. Name of last school Volunteer Supervisor/Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: ( ) \_\_\_\_\_

b. Name of last school Volunteer Supervisor/Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: ( ) \_\_\_\_\_

By signing this form, I agree that the information provided by me on this form is true.

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



**INFORMATION SHEET:  
REQUIREMENTS FOR OBTAINING A POLICE RECORDS CHECK**

***WHO REQUIRES A POLICE REFERENCE CHECK?***

Any person who is in regular contact with students or is accompanying an overnight excursion is required to have a Criminal Background Check as a student safety issue. Volunteers for daytime excursions are excluded from obtaining a PRC.

***HOW DO I GET A POLICE REFERENCE CHECK?***

**Toronto Resident**

Complete the application form from Intranet/Human Resources/Forms. Principal (or designate) must witness the signing of the form and fill in the name of the school.

The cost is \$ 15.75 [subject to change] (paid by **money order, certified cheque or school cheque** payable to **Toronto Police Service**). **Personal cheques are NOT acceptable.**

The applicant must produce 2 government issued IDs containing a photograph. Once the name, date of birth and address (e.g. driver's licence, health card, permanent resident card, passport, birth certificate, etc.) have been confirmed; the school staff will make the copy.

The school will forward **only** the completed PRC form marked '**CONFIDENTIAL**' to: **Police Reference Checks, TCDSB Human Resources Department.**

The completion of the process usually takes approximately about 4 to 8 weeks. Toronto Police will mail the results directly to the individual. Upon receiving it, volunteer shall present it to the principal of the school or coordinator of the program. A copy of the PRC should be forwarded to Human Resources.

At the discretion of the principal and if the volunteer is known to the school, the volunteer may start their involvement in the school while the police check process is underway.

**Residents outside Toronto**

Please contact Human Resources Department ext. 2379 for further information.

**Note:**

Volunteer is required to apply for the PRC with the "Vulnerable Sector Screening". Police clearance applied directly at Toronto Police is unacceptable and not intended for volunteer working with vulnerable people.

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Carter, Novia. **Volunteers; The Untapped Potential**, Ottawa: Canadian Council on Social Development, 1975.

Hedges, Henry G. **Volunteer Parental Assistance Project; Some Special Needs; Some Suggested Tasks for Volunteer Parents**. St. Catherine's Ont.: Niagara Centre, OISE, 1972.

Mastors, Charlotte. **School Volunteers: Who Needs Them?** Bloomington, Indiana: Phi Delta Kappa Educational Foundation, 1975.

Murphy, Judith and Florio, Carol. **Never Too Old To Teach**. New York: Academy for Educational Development, 1978.

Ottawa Board of Education, **People Helping People**. (Pamphlet) Ottawa, n.d.

Patterson, Jeffrey. **Voluntary Sector at Risk**. Toronto: Social Planning Council of Metropolitan Toronto, 1983.

Robinson, Floyd. **Volunteer Helpers in Elementary Schools**. Toronto: OISE, 1971.

Scarborough Board of Education. **Parent Volunteers In Scarborough Schools**. (Research Report) Scarborough, Ont., 1976.

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Sharpe, Nancy & Greene, Nancy. **Volunteers, A Guidebook For Developing and Implementing A School Volunteer Program**. Peterborough County Board of Education. Peterborough, Ont. n.d.

Toronto Board of Education. **Volunteers In Education; Project 121**. Toronto: Learnxs Press, 1976.

Windsor Separate School Board. **S. A. G. E. Program: Senior Aid Guiding Education**. Windsor, Ont, n.d.

Nell Warren Associates Inc., **The Volunteers Manual**. Toronto, Ont.