AD Rundle Middle School

Volunteer Information Form

Our students benefit from parent/guardian involvement in schools. Thank you for generously donating your time to AD Rundle.   Please complete this form and return it to the school office as soon as possible. You must submit your completed Criminal Record Check Form to the RCMP detachment on Airport Road. Thank you!

Contact Information:

Name: _____

Ph #: _____

Email: _____

Organization*: _____

ADR Student(s)*: _____

_____

_____

Staff Sponsor*: _____

* If applicable

Volunteer Details:

We require volunteers in the following areas. Please indicate which position(s) you are volunteering for. Thank you!

- ☐ **Breakfast Club:** AD Rundle provides breakfast, by donation, to students in need. Contact Mrs. Gibbs for more info.
- ☐ **Driver** - We must have a copy of your liability insurance on file before you may transport students in your vehicle.
- ☐ **Fieldtrip Supervisor –** Occasionally, teachers will ask parents to supervise various fieldtrips.
- ☐ **Fundraising –** Please contact Mrs. Molsberry or the school Principal/Vice-Principal for more information
- ☐ **Library Helper –** Please contact Mrs. Clarke for more information
- ☐ **Lunch Time Support –** Please contact the school Principal/Vice-Principal for more information
- ☐ **Parent Advisory Council –** Elections to the PAC Executive take place each May
- ☐ **Reading Support –** Please contact the school Principal/Vice-Principal for more information
- ☐ **School Planning Council** - Please contact the school Principal/Vice-Principal for more information
- ☐ **Sport Game Referee** - Please contact Mr. Lightle for more information
- ☐ **Sports Team Coach** - Please contact Mr. Lightle for more information
- ☐ **We Care Lunch Program** - Please contact the school Principal/Vice-Principal for more information
- ☐ **Other** *(please explain):* _____

Office Use Only:

Clear Criminal Record Check ☐   Insurance on File ☐   Date

Volunteering At AD Rundle Middle School

We have a number of areas at our school in which parents, grandparents, family members and guardians might like to volunteer their time. Pleased fill out the form on the reverse side of this page and return it to the school office a.s.a.p. if you are interested in any of our volunteer opportunities.

Your interest in our students and our school is appreciated. We value your willingness to share your time and talents to increase opportunities for our students. We hope your volunteer service time is rewarding.

All ADR Volunteers are honoured at a Volunteer Tea each May. We hope to see you there!

Student Safety & Security

We welcome volunteers at our school. However, the Chilliwack School Board is responsible for ensuring a safe and secure environment for all students.

Board Policy states:

"the Chilliwack School Board requires all persons serving as volunteers in district schools and on school sponsored activities to submit to a District Criminal Records Search".

We require a Criminal Record Check to be performed every school year. The forms and procedures associated with the search are available at the school office. While on duty, volunteers are asked to sign-in at the school office and are expected to wear a school Volunteer Identification Tag.

Confidentiality

As a volunteer you are operating in a position of trust. You may become aware of information pertaining to individual students or staff that is of a privileged nature.

Any discussion of students or staff members should be kept between you and the staff member involved and should be motivated only for the good of that person.

If you have a concern, please direct your comments to the staff member, or Principal/Vice-Principal. Discipline is the responsibility of the school administration. The Board's behavior policies outline expectations of students and staff.

Remember to pick-up your Criminal Record Check Form from the school office. All volunteers must have a new Criminal Record Check performed each school year. Criminal Record Checks are free!