

Memo

To: Prospective Volunteer

From: Handsworth Administration

Re: Annual Volunteer Procedures

Dear Prospective Volunteer:

Thank you for your interest in volunteering at Handsworth. The active involvement of volunteers has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationship between the school, parents, and the community. Consequently, the Board supports and encourages the use of volunteers to support the work of employees. (Excerpt from NVSD Policy 404: Volunteers in Schools)

All volunteers at Handsworth are governed under the provisions of NVSD Policy 404: Volunteers in Schools. Accordingly, prospective volunteers are required to complete all applicable documents, and return them to the Handsworth Main Office. You may then be contacted by an administrator for an interview, and possibly to begin a criminal records search process (cost covered by SD #44) depending on the nature of your volunteer activities.

While we appreciate your interest in volunteering, please note that all applicable screening and documentation processes must be completed and approved before beginning volunteer activities. This is especially important when a Criminal Records Search is required.

Please use the following checklist for the completion of volunteer / volunteer driver documents:

- ☐ Volunteer Application Form
- ☐ Volunteer Interview Sheet
- ☐ Volunteer Driver Application Form (Both Sides)
- ☐ Handsworth Secondary Volunteer Code
- ☐ Drivers Abstract Attached
- ☐ Drivers Abstract Faxed to School 604.903.3601 (Cannot drive until we have received)

Thank you again for your interest in volunteering at Handsworth.

Handsworth Administration