



## ACCESSIBILITY:

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

School Year: \_\_\_\_\_ School: \_\_\_\_\_

Name of Volunteer Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

## Part A – Volunteer Screening

### Note:

- The role of volunteering with the Waterloo Catholic District School Board (WCDSB) generally involves contact with students to varying degrees, as well as places volunteers in a position of trust and confidence with regard to information they may receive.
- WCDSB's 'duty of care' for our students requires that we take reasonable steps to evaluate the suitability of prospective volunteers. We thank you for providing us with information in our volunteer screening process.

Please provide the names and phone numbers of three references.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## AUTHORIZATION

I authorize the WCDSB to obtain personal information from the above-noted people who are listed as references to assist in determining my suitability to be a volunteer with this school board.

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date

## Part B – Emergency Information

Please indicate any health condition or intolerance to certain medications (if applicable):

### EMERGENCY CONTACT

In case of emergency, please notify:

Name of Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Emergency Contact: \_\_\_\_\_



## Part C – Criminal Background/Offence Declaration

### CRIMINAL RECORD CHECK

If you are volunteering to coach or supervise overnight field trips or will be in situations where ‘direct and regular’ contact occurs with students, a **Criminal Record Check (CRC)** is required as follows:

- I am a **NEW** Volunteer.
  - I have completed a CRC within the previous six months and am attaching it here.
  - I need to obtain a CRC and will provide it.
  - I will not have direct and regular contact with students so no CRC is necessary.
- I am a **RETURNING** Volunteer with no interruption in my volunteer service (no CRC required).
- I am a **RETURNING** Volunteer but it has been 1-2 years since I last volunteered (no CRC required).
- I am a **RETURNING** Volunteer but it has been 3 or more years since I last volunteered.
  - I have completed a CRC within the previous six months and am attaching it here.
  - I need to obtain a CRC and will provide it.
  - I will not have direct and regular contact with students so no CRC is necessary.

### VOLUNTEER OFFENCE DECLARATION

I, \_\_\_\_\_ (name of volunteer applicant) hereby declare that:

- I have no convictions for offences under the Criminal Code of Canada, up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- I have the following convictions for offences under the Criminal Code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

Offence: \_\_\_\_\_ Date: \_\_\_\_\_

Offence: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Volunteer Applicant    Signature of Volunteer Applicant    Date

**Notice of Collection**

Personal information on this form is collected under the authority of sections 171(1)4, O. Reg 521/01, and of the Education Act and s. 2 of the Police Record Checks Reform Act, and in accordance with section 28(2) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information on this form will be used to administer WCDSB Volunteer programs. Questions about the use of the form should be directed to the school principal. Questions about the collection, use, or disclosure of personal information on the form should be directed to the Privacy Officer at [privacy@wcdsb.ca](mailto:privacy@wcdsb.ca), or 519-580-3297, or 35 Weber St. W., Unit A, Kitchener, ON, N2H 3Z1.

**Completed by:** Volunteer Applicant  
**Distribution:** Volunteer Applicant → School Principal  
**Retention:** School Main Office (Event +10 Years; CRC - Permanent)