



**Criminal Record/Vulnerable Sector Check Application**  
For Volunteers of Rocky View Schools


AF490-A  
07/2017

**RCMP Personnel:**

*This individual wishes to volunteer with Rocky View Schools:*

Volunteer's Name (please print):	Date:
Address:	
<p><i>The Freedom of Information and Protection of Privacy Act (FOIP), Chapter F-25, charges Rocky View Schools with protecting the privacy of individuals, most who are under the age of majority. In order to show due diligence in this regard, please conduct a <b>Criminal Record Check and Vulnerable Sector Check</b> on person named above.</i></p>	

**Request Authorized by School Administration**

Name (please print): Robert Rodgers	Position: Principal
School Name: Crossfield Elementary	
School Address: P.O. Box 369, Crossfield, AB T0M 0S0	
Signature of School Administrator: 	

\*\*\*\*\*

**Volunteer Information:**

Please take this form to your local police agency. The following list includes some of the locations in our jurisdiction. Office hours vary by community, so call ahead for more information.

Airdrie RCMP Detachment	2 Highland Park Way NE	403.945.7200
Beiseker RCMP Detachment	75 North Road	403.947.3420
Chestermere RCMP Detachment	156 East Chestermere Drive	403.204.8777
Cochrane RCMP Detachment	359 - 1 Street E.	403.851.8000
Strathmore RCMP Detachment	500 Westlake Road	403.934.3968

- You will be required to produce a valid Driver's license or a Passport with photo I.D. and another piece of government-issued I.D. such as Alberta Health Care card or birth certificate.
- State that this is a Volunteer Position. Please note some detachments may charge an administration fee for the request.
- Ensure both Criminal Record and Vulnerable Sector Checks are completed.
- The results of the Criminal Record and Vulnerable Sector Checks may take approximately four weeks to be processed by the police agency.
- Return the results of the Criminal Record and Vulnerable Sectors Checks to the school office.
- Rocky View Schools must be notified immediately, if the status of your Criminal Record and Vulnerable Sector Checks change at any time.

**Reference:**

- AP490 Volunteers, Visitors and Presenters Mandatory Record Checks



Annual Declaration Form - Volunteers
Criminal Record/Vulnerable Sector Check

AF490-B
07/2017

All volunteers in Rocky View Schools must update Criminal Record and Vulnerable Sector Checks annually. Submission of false information may result in termination of volunteer activities within Rocky View Schools.

I, \_\_\_\_\_

School: Crossfield Elementary

(Print Name)

declare since the last Criminal Record and Vulnerable Sector Checks collected by Rocky View Schools, or since the last Declaration given by me to Rocky View Schools, that:

I have no convictions for offences under the Criminal Code of Canada, up to and including the date of this Declaration, OR

I have been convicted of criminal offences under the Criminal Code of Canada

If there are any convictions, please submit a separate page to provide information regarding the specifics of the conviction(s), date of the conviction(s), court location and sentence.

I have no unresolved charges under the Criminal Code of Canada, up to and including the date of this Declaration, OR

I have unresolved charges under the Criminal Code of Canada

If there are any unresolved charges, please submit a separate page to provide information regarding the specifics of the offence(s), date of the offence(s) and court location.

DATED at City: \_\_\_\_\_

Date (Day/Month/Year) \_\_\_\_\_

Volunteer Signature

Please submit completed form to the school where you volunteer and retain a copy for your records.

The personal information on this form is collected, used, and disclosed in accordance with the School Act, Sections 45 and 117, and the Freedom of Information and Protection of Privacy Act, Section 33, to determine suitability for employment or engagement as a volunteer to work with students. The information collected is kept confidential and used consistent with the purpose provided under the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection, use, and disclosure of personal information, please contact the Rocky View Schools' Records Management Coordinator, 2651 Chinook Winds Drive, Airdrie, AB, T4B 0B4, ph. 403-945-4013.

Distribution: Signed Copy - School Files

Reference:

- AP490 Volunteers, Visitors and Presenters Mandatory Record Checks