



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

HR 104/16

RCMP Personnel:

This individual wishes to volunteer with Rocky View Schools:

Volunteer's Name (please print): Date:
Address:
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 Criminal Record Check and Vulnerable Sector Check on person named above.

Request Authorized by School Administration

Name (please print): Robert Rodgers Position: Principal
School Name: Crossfield Elementary School
School Address: Box 369, Crossfield, Alberta T0M 0S0
Signature of School Administrator: [Handwritten Signature]

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.

Table with 3 columns: Detachment Name, Address, Phone Number. Rows include Airdrie, Beiseker, Chestermere, Cochrane, and Strathmore RCMP Detachments.

- 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.
Please 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.
Please return the results of the Criminal Record and Vulnerable Sector 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.



Annual Declaration Form - Volunteers Criminal Record/Vulnerable Sector Check

As per Board Policy GBCD – Mandatory Record Checks, approved April 18, 2013, 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, _____
(Print Name)

School: _____

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