



**Central Okanagan
Public Schools**
Together We Learn

VOLUNTEERS IN SCHOOLS - CHECKLIST

Name of Prospective Volunteer: _____

Volunteer Activity (coach, driver, etc.): _____

School: _____ **Date:** _____

The following checklist should be used in accepting/processing volunteers in schools:

- ☐ The Volunteer Disclosure Statement is signed with two pieces of identification provided and photocopied.
- ☐ The Police Information Check Form is completed and signed.
- ☐ Volunteer Code of Conduct Form is signed and filed at school level.
- ☐ Volunteer Disclosure Statement and Police Information Check verified and sent to the Human Resources Department in a confidential envelope with copies of identification provided.
- ☐ Human Resources Department will send the Volunteer Disclosure Statement and Police Information Check to the RCMP.
- ☐ The RCMP will verify information on the Police Information Check and **send the package to the Volunteer.**
- ☐ Volunteer must send original Police Information Check to the attention of the Human Resources Department, School District No. 23 (Central Okanagan), 1040 Hollywood Road S., Kelowna, BC V1X 4N2 or through the local school's internal mail system.
- ☐ If the Police Information Check indicates "negative" the name of the volunteer will appear in the District's database and is approved to volunteer.
- ☐ The Principal will provide access to the Volunteer Handbook and ensure that volunteer expectations are clearly outlined and the volunteer knows where to sign in and pick up a volunteer identification badge while performing volunteer activities.
- ☐ If the applicant is denied the opportunity to volunteer within School District No. 23, (Central Okanagan) the signed Volunteer Code of Conduct form should be pulled and placed in a separate "Volunteer Applicant Denied" file.

Please Note: Volunteers **cannot** volunteer at your school, without direct staff supervision, until the original Police Information Check forms are returned and approved by appearing in the District's database.