

Administrative Procedure 390 – Form 390-1

ANNUAL VOLUNTEER REGISTRATION FORM

Valid only for the current school year.

In order to ensure the security and safety of our staff and students, all volunteers in our schools **need to be registered**. The information collected on this form will be held in strict confidence.

A volunteer is:

An individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school or School Council members while in their role as School Council members.

Volunteers do not include:

- guest speakers
- presenters
- visitors to the school
- parents assisting their own children in the schools
- school council members in their position as school council members
- students volunteering in their own schools

You must be 18 years or older to register as a volunteer. NGPS students are not required to apply to volunteer in their own school. Students wanting to volunteer in another school are required to apply to volunteer.

Name of School:		School Year:
Your Name: (Last Name, First Name)		Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> No Title <input type="checkbox"/>
Mailing Address: (with Postal Code)		Date of birth: (YYY/MM/DD)
Daytime Phone:	Evening Phone:	Cell Phone:



Do you have children or grandchildren registered in this school?

☐

No

☐

Yes

If yes, please list by name and teacher of homeroom:

Name of Student:

Teacher/Homeroom

You may be asked to provide two references (Principal's discretion):

Name of Reference:

Telephone Number:

Which position will you volunteer for most often?

☐

Volunteer monitor (this is a multi-purpose volunteer position which may include supervising students)

☐

Field trip volunteer

☐

Driver

☐

Coach

Do you have a criminal record for which you have not received an official pardon?

☐

No

☐

Yes

Have you completed a Criminal Record Check/Vulnerable Sector Check previously for NGPS?

☐

No

☐

Yes

If you answered yes, where _____ and when _____
Name of School Date (YYYY/MM/DD)



A Criminal Record Check/Vulnerable Sector Check is required before a volunteer position is confirmed.*

***Note: You will need TWO pieces of government issued identification, one with a photo.**

As a volunteer monitor, we would like to advise you of the following conditions:

1. Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honored.
2. Any information collected, used, generated, and stored by Northern Gateway Public Schools including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. You may not disclose, communicate, publish, take, alter copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. You must notify the principal of any new criminal charges at the time the charge is made.
5. The teaching and administration staff is responsible for student learning and discipline.
6. School administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
7. You as a volunteer monitor can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. Any failure to comply with these conditions or Northern Gateway Public Schools Administrative Procedure 390 Volunteer Requirements and Vulnerable Sector Verification may result in loss of privilege as a volunteer.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Signature

Current Date (YYYY/MM/DD)

The information on this form is collected under Alberta's Freedom of Information and Protection of Privacy Act to carry out our responsibilities under the Education Act. If you have any questions about this form, please contact the Office of the Secretary-Treasurer at 1-780-778-2800.

Staff and Volunteers Consent to Publish Personal Images and Work (2025 School Year)

To satisfy the requirements of Alberta's *Freedom of Information and Protection of Privacy Act* and the *Copyright Act*, Northern Gateway Public Schools (NGPS) is requesting consent from staff and volunteers to collect and use your images, work, and limited identifying information in the following manner:

Third Parties Collection

Third parties including TV, radio, print publications may visit schools or other divisional facilities to report on school programs, activities, and achievements. This is done with permission from school administration or divisional office administration and is supervised by NGPS staff. Images and information collected by third parties may become the property of these third parties and NGPS has no control over how these images are accessed or distributed.

NGPS Collection

NGPS may take images for posting on the division's website, internal print media, social media pages, or other forums. NGPS does not have control over how this information will be accessed or further distributed once posted to these various publicly accessible media platforms.

- At the most, the only identifying information that will be released with your image or work is your name, position, grade, and school e.g. *Jane Doe, Teacher, Grade 2, and Grasmere*.
- "Image" refers to both still images and video images.
- "Work" refers to art, crafts or any body of work produced while carrying out employment duties with NGPS.
- Staff are under no obligation to consent.
- Consent is only valid for the current school year.
- You can withdraw your consent at any time during the school year by notifying the school principal or divisional office in writing.
- Failure to return this form will be deemed a refusal to consent.

I hereby grant my consent to NGPS for the collection and use of my information under the terms outlined above.

Name

Signature

Date