VOLUNTEER APPLICATION FORM

River East Transcona SCHOOL DIVISION

Please indicate: ☐ New Registration ☐ Renewal

School Staff – please complete:

School:
Month/Year:

☐ Parent ☐ Grandparent ☐ Relative – specify:_____
☐ Community ☐ Coach
☐ Employee ☐ Student ☐ 18+ yrs old (student)

1. Personal Information

Last Name:	First Name:
Address:	
City:	Postal Code:
Phone:	Email:
Emergency Contact:	Phone:

2. Volunteer Interests

☐ Breakfast Program	☐ Hot Lunches	☐ Snack Program
☐ Classroom	☐ Library	☐ Parent Advisory Council
☐ Special School Events	☐ Field Trips	☐ Coaching – sport: _____
☐ Lunch Supervisor	☐ General School	

3. Languages

☐ English	☐ French	☐ Other - specify: _____

4. Mandatory Documentation Checks

Child Abuse Registry Check • *Dated within last 12 months* • *Valid for 1 year*	☐ Attached
Criminal Record • *Dated within last 12 months* • *Valid for 2 years*	☐ Attached or ☐ Previously Submitted
Commit to Kids • *Valid for 4 years from date of completion*	☐ Attached or ☐ Previously Submitted
Respect in Sport (Coaches only) • *Valid for 4 years from date of completion*	☐ Attached or ☐ Previously Submitted

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5. Mandatory Training

1. Accessibility for Manitobans Act (AMA) Training Video (https://amalearningmb.ca/)
   - Please complete both Accessible Customer Service Standards (Green) and Accessible Information and Communication Standard (Blue)
2. Commit to Kids (https://vta.c3p.ca)
3. Respect in Sport Online Training Program (www.respectgroupinc.com/respect-in-sport/#activity-leaders-program)

☐ I have viewed the AMA training.

6. Pledge of Confidentiality

As an employee/volunteer/trustee of the River East Transcona School Division, I acknowledge and understand that I may/will have access to personal information about others including the students, the confidentiality and protection of which is governed by the Personal Health Information Act (the act).

I further acknowledge and understand that the River East Transcona School Division has established written policies and regulations containing provisions for the security of personal health information in the division's possession during its collection, use, disclosure, storage and destruction, provisions for the recording of security breaches, and correct procedures to address security breaches.

I further acknowledge that I have been provided an orientation and have received or will receive ongoing training about these policies, regulations, and procedures.

I acknowledge that I am bound by the policies and procedures established by the River East Transcona School Division in accordance with the act and I am aware that a consequence of breaching them is prosecution under the act and/or disciplinary action.

I declare that the information given in my application form and any additional information provided in support of my application is true and complete to the best of my knowledge.

Date: _____ Signature: _____

Parent/Guardian Signature (if under 18 years): _____

Please Note: Volunteers must contact the RETSD HR Department should a change of status occur in their Criminal Record Check or Child Abuse Registry Check at any time during their placement. Failure to do so may result in their dismissal as a volunteer.

This personal information is being collected under the authority of the River East Transcona School Division and will be used for the purposes of volunteer registration. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection Act. If you have questions about the collection, please contact Human Resources at hr@retsd.mb.ca or 204.667.7130.