**Police Agency:**

*This individual wishes to volunteer with Rocky View Schools and will not receive renumeration:*

|  |  |
| --- | --- |
| Volunteer’s Name *(please print):* | Current Date:       |
| Address:       |
| Volunteer’s Position (indicate grade level(s) working with):       |
| *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):* | Position:      |
| School Name:      |
| School Address:      |
| Signature of School Administrator:      |

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**Volunteer Information:**

Please take this form to your local police agency. As detachment office hours vary by community, please call ahead for more information.

* + - * 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