

WHO CAN BECOME A SCHOOL VOLUNTEER?

Anyone who is interested in assisting at a school may do so. However, parents, senior elementary pupils, secondary and university students, and older adults are particularly welcomed.

WHAT ARE THE TYPES OF ACTIVITIES?

The range of possible volunteer activities is quite diverse and will differ from school to school. It may involve the volunteer in assisting the principal, the classroom teacher, or educational support staff in the delivery of curriculum and programs with their supervision to students.

Volunteering is a cornerstone in the establishment of the Catholic School Advisory Committee (CSAC). Under the auspices of the CSAC and under the direction of the principal, volunteer activities can involve fund raising, helping with pizza lunches, serving on committees, and assisting with communications to name a few. Volunteer coaching is an important part of many school programs and extends the involvement and enjoyment for students.

Whether working with students in the classrooms, on the playing field or lending a helping hand to assist the school. Your help is important and much appreciated!

WHAT DOES THE BOARD REQUIRE?

The policy which governs the use of volunteers follows:

Policy: S. 01 School Volunteers

The TCDSB endorses the use of volunteers in its schools.

Regulations:

1. A principal is encouraged to use volunteers in school to assist teachers with school activities.
2. The volunteers will perform such duties as assigned by the principal.
3. The volunteers will perform their duties without remuneration.
4. All volunteers who will be assisting students on a regular and/or an overnight excursion basis will be required to complete a Volunteer Registration Form and a Confidential Information and Communications form as found in the TCDSB Volunteer Manual and shall be required by the principal to submit a current Police Reference Check before the commencement of the assignment. The cost of the background check is at the volunteer's expense. Principals have the discretion to assume the costs when deemed appropriate. The local CSAC may also choose to fund the cost.
5. Volunteer coaches must abide by the Ontario Safety Guidelines for the particular athletic activity and Board policies as posted on the Board's website.

6. This policy will be implemented by January 1, 2008.
7. The Director will develop a protocol to provide guidance to implement this policy.

WHAT DO I NEED TO DO?

- Discuss your interest and talents with the principal.
- Obtain and sign the appropriate forms from the principal [Volunteer registration, Confidential Agreement, Police Reference Check forms]
- Follow steps on the back, for the PRC form.



WHO REQUIRES A POLICE REFERENCE CHECK?

Any person who is in regular contact with students or is accompanying an overnight excursion is required to have a Criminal Background Check as a student safety issue. Volunteers for daytime excursions are excluded from obtaining a PRC.

HOW DO I GET A POLICE REFERENCE CHECK (PRC)?

Toronto Resident

- Complete the application form. Principal (or designate) must witness the signing of the form and fill in the name of the school.
- The current cost is \$ 15.90 (paid by money order, certified cheque or school cheque payable to Toronto Police Service). Personal cheques are **NOT** acceptable.
- The applicant must produce 2 government issued IDs containing a photograph. Once the name, date of birth and address (e.g. driver's licence, health card, permanent resident card, passport, birth certificate, etc.) have been confirmed; the school staff will make the copy.
- The school will forward **only** the completed PRC form marked '**CONFIDENTIAL**' to: **Police Reference Checks, TCDSB Human Resources Department.**
- The completion of the process usually takes about 10 weeks.
- At the discretion of the principal and if the volunteer is known to the school, the volunteer may start their involvement in the school while the police check process is underway.

Residents outside Toronto

Please contact Human Resources Department ext. 2379 for further information.

Note:

- Please do not contact Toronto Police regarding the status of your application.
- Volunteer is required to apply for the PRC with the "Vulnerable Sector Screening". Police clearance applied directly at Toronto Police is unacceptable and not intended for volunteer working with vulnerable people.

FOR MORE INFORMATION, CONTACT:

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Adelino da Silva, Coordinator,
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Superintendent of Education,
Special Programs Department

TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2008

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Volunteers Welcome!



K. Kobus, Director of Education
C. LeBlanc-Miller, Chair of the Board