



Criminal Record/Vulnerable Sector Check Application
For Volunteers of Rocky View Schools

AF490-A
07/2017

RCMP Personnel:

This individual wishes to volunteer with Rocky View Schools:

Volunteer's Name (please print):	Date:
Address:	
<p><i>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.</i></p>	

Request Authorized by School Administration

Name (please print): PENNY BEAUDRY	Position: Principal
School Name: Windsong Heights School	
School Address: 3030 Windsong Blvd, Airdrie, AB, T4B 0Y3	
Signature of School Administrator: <i>Beaudry</i>	

Volunteer Information:

Please take this form to your local police agency. The following list includes some of the locations in our jurisdiction. Office hours vary by community, so call ahead for more information.

Airdrie RCMP Detachment	2 Highland Park Way NE	403.945.7200
Beiseker RCMP Detachment	75 North Road	403.947.3420
Chestermere RCMP Detachment	156 East Chestermere Drive	403.204.8777
Cochrane RCMP Detachment	359 - 1 Street E.	403.851.8000
Strathmore RCMP Detachment	500 Westlake Road	403.934.3968

- 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



CRIMINAL RECORD CHECKS FOR VOLUNTEERS

As per Administrative Procedure 490 – Mandatory Record Checks, all volunteers in Rocky View Schools (RVS) must submit Criminal Record and Vulnerable Sector Checks.

Please note presenters (guests whose function is to provide information or in-service to students on school related topics), and visitors (individuals granted permission by the school Principal or designate to be on school property), are not required to submit Criminal Record Checks, unless requested by the school Principal.

If you would like to volunteer in RVS, please review the following guidelines:

- The Criminal Record and Vulnerable Sector Checks must be completed prior to engaging in volunteer activities within RVS.
- Volunteers can pick up a **Criminal Record / Vulnerable Sector Check Application Form** at the school office (the application form includes instructions for completing the process).
- Once the Criminal Record and Vulnerable Sector Checks are completed by the police agency, volunteers must submit the documents to the school office.
- Volunteers who continue on a year by year basis must sign a Declaration form annually, to update information on Criminal Record and Vulnerable Sector Checks. The signed form must be submitted to the school.
- Volunteers must submit new Criminal Record and Vulnerable Sector Checks every 5 years.

Thank you in advance for completing the Criminal Record and Vulnerable Sector Checks, a process which adds another layer of due diligence in the effort to ensure the safety and well-being of students and staff in RVS.

Sincerely,

Human Resources
Rocky View Schools
2651 Chinook Winds Drive SW
Airdrie, AB T4B 0B4