



Geannette Lehman, Principal
Gateway Christian School
4210 – 59th Street
Red Deer / AB / T4N 2M9
Phone: 403-346-5795

Dear Parent/School Volunteer:

In an effort to maximize the safety of your children and our students, Red Deer Public School District has a policy for school volunteers.

1. All adult individuals (ie 18 years of age or older on September 1 of a school year) who serve as volunteers in a school or a school-sponsored activity under the direct supervision of school personnel (ie in a classroom, field trip or at a school event where school staff are also in attendance) must provide the Principal with the following prior to beginning service as a volunteer:

1. Criminal Record Check: * Note the Vulnerable Sector Check is Not Required**

2. Two written references, on a form prescribed by the Division, that attests to the individual's suitability to serve as a school volunteer. At least one of these references must be prepared by a school employee. These references must confirm the suitability of the individual to serve as a school volunteer.

2. All adult individuals (ie 18 years of age or older on September 1 of a school year) who serve as volunteers in a school or at school-sponsored activities who will be interacting with students in an unsupervised location either within or outside of a school (ie chaperoning an overnight trip, coaching school teams) must provide the Principal with the following prior to beginning service as a volunteer:

1. A Police Information Check, including a vulnerable sector check, and

2. Two written references, on a form prescribed by the Division, that attests to the individual's suitability to serve as a school volunteer.

In order to obtain a criminal record check and only pay the reduced rate, a form letter signed by the principal needs to be uploaded to the on-line process. Without this signed documentation, you will be charged the full rate. Please email Cathy McCullough (cathy.mccullough@rdpsd.ab.ca) to request a letter be filled out on your behalf.

Please note that although these measures will involve a small amount of work on your part, we believe they will go a long way to enhancing the safety of your children. To make it as easy as possible for you to meet these new requirements, we have attached the following template documents to this letter:

➤ School Volunteer Registration Form (for you to complete & return to the school).

➤ Volunteer Reference Form X 2 (for you to use in obtaining references and to provide completed references to the school upon completion).

Please feel free to make copies of these template documents as needed, or to ask the school office staff to make additional copies for you. We will be more than pleased to help make it as easy as possible for you to provide the necessary documents.

For the link to the online process, please click [HERE](#)

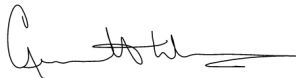
or visit the City of Red Deer website / City Services / Police (RCMP) / Police Information & Vulnerable Sector Checks.

Completed copies of police information checks, written references and other documents shall be retained by the school for five years. In the event that the individual wishes to continue as a volunteer following the five-year period, new documentation must be supplied.

Also, if you plan to volunteer at more than one school in the Red Deer Public School District, the School Volunteer Registration Form enables you to provide consent for us to share your information and documents with other schools, so that you are not required to obtain more than one set of documents.

Thank you for your willingness to serve as a volunteer and for your understanding in meeting these new requirements in order to enhance the safety of your children and our students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Geannette Lehman', with a long horizontal flourish extending to the right.

Geannette Lehman, Principal



Request for a Police Information Check, including Vulnerable Sector Check

Name of School: **Gateway Christian School**

Please be advised that the individual named below wishes to serve as a volunteer at Gateway Christian School. In accordance with the administrative procedures of the Red Deer Public School District, it is required to provide the school with a Police Information Check and a Vulnerable Sector Check.

The individual named below has completed and returned the Police Information Check and Vulnerable Sector Check. Please ensure that a copy of the completed and returned checks is provided to the school.

This form MUST be typed out and signed by the principal or it will not be accepted for the discounted volunteer rate. Please email cathy.mccullough@rdpsd.ab to request a letter.

Date_____





Gateway Christian School

VOLUNTEER REGISTRATION FORM

Name of Volunteer: _____

Address: _____

Home Phone: _____

Other Phone: _____

Email: _____

Child's Name [if applicable]: _____

Thank you for your willingness to serve as a volunteer at our school. Please be assured that it is greatly appreciated and that it will contribute greatly to enhanced learning experiences for our students.

Please sign below if you are willing for the information shown above, as well as any references you provide to us and information from a Police Information Check, to be shared in confidence with other schools in the Red Deer Public School District.

Signature

Date



VOLUNTEER REFERENCE FORM

Date: _____

Name of school: Gateway Christian School

Name of volunteer applicant: _____

Name of child(ren) attending Red Deer Public Schools (if applicable):

Name of reference provider: _____

Telephone number of reference provider: _____

Number of years for which you have known the volunteer applicant

[minimum two years required]: _____

Capacity in which you know the volunteer applicant:

I hereby confirm that, to the best of my knowledge, it is appropriate for the volunteer applicant to serve as a volunteer in a school setting in which he or she may have the opportunity to interact with students.

Name (please print): _____

(Signature of Reference Provider)



VOLUNTEER REFERENCE FORM

Date: _____

Name of school: Gateway Christian School

Name of volunteer applicant: _____

Name of child(ren) attending Red Deer Public Schools (if applicable):

Name of reference provider: _____

Telephone number of reference provider: _____

Number of years for which you have known the volunteer applicant

[minimum two years required]: _____

Capacity in which you know the volunteer applicant:

I hereby confirm that, to the best of my knowledge, it is appropriate for the volunteer applicant to serve as a volunteer in a school setting in which he or she may have the opportunity to interact with students.

Name (please print): _____

(Signature of Reference Provider)