WEST PARK
ELEMENTARY SCHOOL

3814 - 55 Avenue
Red Deer, Alberta T4N 4N3

Phone: (403) 343-1838
Fax: (403) 341-7869
www.westparkelem.rdpsd.ab.ca

Dear Parent / School Volunteer:

In an effort to maximize the safety of your children and our students, the Red Deer Public School District has a policy on school volunteers. All adults who volunteer in a school or at a school-sponsored activity, and who will have opportunity to interact with students during the course of their volunteer service, will need to provide the school with a Police information check (formerly known as a Criminal Record Check) and TWO written references that confirm the suitability of the individual to serve as a school volunteer.

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)
- Police Information Request letter issued by the School Office with the Principal's signature
- Volunteer Reference Form - 2 needed (for you to use in obtaining references and to provide completed references to the school upon completion)

We understand that the fee for obtaining a Police Information Check when the individual making the request plans to serve as a volunteer is $5.00.

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 make it as easy as possible for you to provide the necessary documentation.

If you plan to volunteer at more than one RDP School within the District, you are ONLY required to complete one set of this documentation. With your consent, we can share the documentation with any other school(s) you plan on volunteering with.

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

Yours sincerely,

Mrs. Katharyn Blades
Principal

VOLUNTEER REGISTRATION FOR
West Park Elementary School

Name of Volunteer Applicant **(First & Last)**	
Address	
City, Province	
Postal Code	
Home Phone	
Cell 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 form a Police Information Check, to be shared in strictest confidence with any other school(s) in Red Deer Public School District (assuming you would like to volunteer at any other school(s)).

Signature Date

School(s) to share information with: _____

VOLUNTEER REFERENCE FORM

Reference #1 of 2

You are being asked to fill out a character reference form for an individual who would like to volunteer at an Elementary School with young children. Please complete to the best of your ability.

Date:	
Name of School:	West Park Elementary School
Name of Volunteer Applicant:	
Name of Reference Provider:	
Phone Number:	
How long have you known the volunteer applicant?	
Please describe the capacity or context in which you know the volunteer applicant and any relevant information that makes them a good volunteer candidate:	

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 children / students.

Printed Name **Signature of reference provider**

Check here: ☐ YES **INITIAL HERE:** _____

I also hereby consent for this information to be shared with other schools within Red Deer Public School District should this volunteer applicant seek to volunteer within more than one school.

VOLUNTEER REFERENCE FORM

Reference #2 of 2

You are being asked to fill out a character reference form for an individual who would like to volunteer at an Elementary School with young children. Please complete to the best of your ability.

Date:	
Name of School:	West Park Elementary School
Name of Volunteer applicant:	
Name of Reference Provider:	
Phone Number:	
How long have you known the volunteer applicant?	
Please describe the capacity or context in which you know the volunteer applicant and any relevant information that makes them a good volunteer candidate:	

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 children / students.

Printed Name **Signature of reference provider**

Check here: ☐ YES **INITIAL HERE:** _____

I also hereby consent for this information to be shared with other schools within Red Deer Public School District should this volunteer applicant seek to volunteer within more than one school.