



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, the Red Deer Public School District has implemented new requirements for school volunteers. Effective September 1, 2010, 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 understand that, although these measures will involve a small amount of work on your part, we believe that 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 and return to the school).
- Police Information Check Request Form, including a request for a Vulnerable Sector Check (for you to complete and provide to the RCMP when requesting a Police Information Check).
- Volunteer Reference Form (for you to use in obtaining references).

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.

The RCMP charge a reduced fee for obtaining a Police Information Check when the individual making the request plans to serve as a volunteer. Please bring your receipt to the school and we will be pleased to reimburse you.

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,

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, he or she is required to provide the school with a Police Information Check, including a Vulnerable Sector Check.

The individual named below therefore requests that the requested Police Information Check, including a Vulnerable Sector Check, be completed and that a copy be provided to him or her.

Name of Volunteer:

\_\_\_\_\_ Date \_\_\_\_\_





Gateway Christian School

<b>VOLUNTEER REGISTRATION FORM</b>
------------------------------------

**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 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 opportunity to interact with students.

Name (please print): \_\_\_\_\_

\_\_\_\_\_

(Signature of Reference Provider)