

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**902.1
ADMINISTRATIVE REGULATION
Volunteers**

GUIDELINES FOR SELECTING VOLUNTEERS:

The school principal will consider the following as a guide in determining the suitability of volunteers. It is understood that at the discretion of the principal the degree of compliance with the guidelines below will be higher for non-parent volunteer applicants.

1. Interview volunteers.
2. Establish qualifications, skills and training for the specific volunteer position.
3. Determine what experience or skills they have in managing the behaviour of children.
4. Discuss an action plan with a volunteer in the event a child misbehaves putting others at risk.
5. Discuss and/or request references.
6. Ensure **all** volunteers have completed a police information check.
7. Document information received (qualified or disqualified as a volunteer).
8. Ensure that volunteer drivers have provided a driver abstract or driver statement as to any traffic violations within the past 12 months.
9. Provide each successful volunteer with a copy of the District's **VOLUNTEER HANDBOOK**

The principal will ensure that the section on volunteer drivers in Administrative Regulation 623.1 AR Student Field Experiences is understood by volunteers. Each volunteer driver must complete a Volunteer Driver Authorization Form (623.1 AR Student Field Experiences)

Cross Refs: Schools Protection Program Volunteer Check List, Fund Raising Policy 918, Field Experiences Policy 623, Criminal Record Search Volunteers 403

Adopted: April 27, 1999
Reviewed:
Revised: October 30, 2006