

Christ the King Catholic Elementary School

Volunteer Agreement

Name: _____

Address _____ Phone: _____

Please complete either section A or B

A. Volunteer for an Excursion or Event

Class _____ Date: _____

Excursion Destination: _____

Volunteer directly responsible to (teacher): _____

Duties and Responsibilities:

B. Regular Volunteer:

Activity volunteering for: _____ **Start Date:** _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Time Available					

Procedure for reporting absence: Email Principal & Administrative Assistant

All volunteers, please carefully read and sign the following:

The volunteer agrees to:

- respect the confidentiality of all information that may be received regarding any students or staff while a volunteer
- abide by WCDSB policies and procedures
- notify the appropriate person at school as soon as possible when circumstances necessitate absence from duties
- act in accordance with the norms and expectations of the school as outlined during orientation and in the volunteer manual

The school agrees to:

- provide both initial orientation and ongoing training and support for a volunteer
- show respect and appreciation by giving volunteers suitable assignments in line with a volunteer's area of interests and skills
- inform volunteers in advance of all scheduled changes (holidays, special events, etc.) ensure that students treat all volunteers with respect and cooperation

Date: _____

Signature of Volunteer: _____ Signature of Principal: _____

Personal information on this form is collected under the authority of the Education Act and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in the Waterloo Catholic District Schools, and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator.

