



File IGE-E

PORTAGE LA PRAIRIE SCHOOL DIVISION
535-3rd Street N.W., Portage la Prairie, Manitoba R1N 2C4
Telephone (204) 857-8756 Fax (204) 239-5998

SCHOOL VOLUNTEER REGISTRATION
(To be completed by all school volunteers)

SCHOOL _____
SURNAME _____ GIVEN NAMES _____
ADDRESS _____ POSTAL CODE _____
PHONE NO. _____
Residence Business

HAVE YOU VOLUNTEERED PREVIOUSLY, IF SO, WHERE AND IN WHAT AREAS?

AREAS OF INTEREST: (E.g., office work; classroom helper; coaching; supervising field trips, etc.)

SPECIAL SKILLS/TRAINING: (E.g., second language; music; art; coaching certificate, nursing, etc.)

TO BE COMPLETED BY VOLUNTEERS WORKING WITH STUDENTS UNDER SPECIAL CIRCUMSTANCES

If you are working with or supervising students **independently**, e.g. coaching, assisting students in isolated locations, supervising students on extended field trips, or helping in other situations outside of the immediate supervision of staff, Board Policy requires the completion of :

1. A Provincial Child Abuse Registry form (attached)
2. A Criminal Record Check (attached)
3. Reference Checks

CHARACTER REFERENCES: (please list the name and phone number of two references)

Name	Phone Number	Comments (for office use only)
1)		
2)		

DATE: _____ **SIGNATURE:** _____

* Principals need to complete the information on the back of this form.

PORTAGE LA PRAIRIE SCHOOL DIVISION
Section I: Instructional Program



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This Volunteer Registration Form is to be kept on file at the school.

I hereby verify that the following checks have been completed:	Comments:
1. Reference Check	
2. Provincial Child Abuse Check (attached)	
3. Criminal Record Check (attached)	
4. Holds a valid driver's licence	

If any of the above checks have not been completed, please explain in the comment section.

Principal's Signature

Date