



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

Parent: to be completed each time your child changes schools
Community Volunteer: to be completed once per year

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 (and a copy sent to the Division Office).

I hereby verify that the following checks have been completed:	Comments:
1. Reference Check	<input type="checkbox"/> Two (2) completed
2. Provincial Child Abuse Check (attached)	<input type="checkbox"/> Applied for <input type="checkbox"/> Received & Submitted Date: Date:
3. Criminal Record Check (attached)	<input type="checkbox"/> Applied for <input type="checkbox"/> Received & Submitted Date: Date:
4. Holds a valid driver's licence	<input type="checkbox"/> Yes License #: _____

Principal's Signature

Date

Disclaimer: Any changes to this information must be shared with the Portage la Prairie School Division.