



Initial and Annual Renewal Form

Related to Criminal Record and Child Abuse Registry Checks for Volunteers

Name of Active Volunteer:

Location:

Start Date:

Year of Service	Volunteer Signature	Date	SJSD Employee Signature	Date
Initial Signature				
2011/12				
2012/13				
2013/14				
2014/15				

Note: Volunteers are to sign the first line entitled "Initial Signature" upon hire or once volunteer duties commence. An annual signature will be required every year thereafter to confirm the volunteer has remained active.

By the Volunteer signing above he/she acknowledges the following:

1. That I initially received a copy of the Division Policy IJOC with respect to volunteers and that I had the opportunity to ask questions;
2. That I understand I am required to immediately advise the Principal of any change to my criminal or child abuse records;
3. That I will annually verify my active volunteer service;
4. That I will annually confirm there has been no change to my criminal or child abuse registry records since they were first completed; and
5. That I will re-do my checks at any time I am requested by the Division to do so.

By the SJSD Employee signing above he/she acknowledges the following:

1. That the Volunteer performed volunteer duties in the school during that school year.

This personal information is collected under the authority of the Public Schools Act and the Freedom of Information and Protection of Privacy Act (FIPPA), and will be used for personnel administration purposes. If you have any questions about the collection of information contact the Access and privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, 204-888-7951.