



CRIMINAL RECORD / VULNERABLE SECTOR CHECK
APPLICATION FOR NON-PARENT VOLUNTEERS ONLY

Calgary Academy and the School Council of Calgary Academy (SCOCA) appreciate the gift of time and service of all its volunteers. The involvement of authorized volunteers in Calgary Academy provides an excellent source of support and enhances our learning programs.

We require all volunteers to complete the following application to help us connect them with meaningful opportunities and to assist in providing an effective and safe learning environment for our students.

Volunteer's Name	Current Date
Address	
Volunteer Position	
Volunteer Email	
Are you a past CA parent?	
Yes ☐	
No ☐	
Child's Name <i>(if applicable)</i> :	
Grade and Year of Child(ren) attended <i>(if applicable)</i> :	
If Not a Parent, What Is Your Affiliation?	

Request Authorized by School Administration

Staff Name	Position
School Name	
School Address	

Volunteer Opportunities:

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Please indicate your interest in the following volunteer opportunities (check all that apply):

- ☐ Coaching a sports team
 - ☐ School Council of Calgary Academy (SCOCA) Executive
 - ☐ Special Events
 - ☐ Supporting fundraising initiatives
 - ☐ Field trips
 - ☐ Exam Support (Scribing)
 - ☐ Bulletin boards
 - ☐ Administrative Support
 - ☐ Other (please describe)
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Please be advised of the following conditions for all volunteers:

- School volunteer service is permitted at the discretion of the Principal.
- Confidentiality is required in the school setting in order to respect the dignity and privacy of all students, parents, volunteers, and school staff.
- The staff at Calgary Academy are responsible for student learning and discipline.
- A volunteer's role is to assist Calgary Academy staff and enhance the student experience by working positively and collectively with the Calgary Academy teaching and administrative team.
- All volunteers are required to attend and participate in the Volunteer Orientation program.
- All volunteers are required to complete a police clearance check specifically designated for Calgary Academy, which includes a vulnerable sector verification.
- All volunteers must understand that they are not entering into an employment relationship with Calgary Academy and that they are not entitled to receive a salary or any employee benefits.

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- All volunteers must understand that their duties and responsibilities for each volunteer opportunity will be explained in detail in advance of providing the volunteer service.
- All volunteers will be provided with applicable safety information or training required for the volunteer duties, will follow all rules, guidelines, and abide by any and all risk assessments, health, and safety regulations, and instructions received prior to or during their volunteer service.
- All volunteers are subject to Calgary Academy's policies and procedures.
- Failure to comply with these guidelines may result in termination of your position as a volunteer with Calgary Academy.

By signing this Volunteer Application form, I agree to the conditions outlined above.

Calgary Academy Volunteer Confidentiality Agreement

I agree that I will act, always, to preserve the confidentiality of all personal information of which I become aware, including the personal information of students, parents, staff, and administration of Calgary Academy, while fulfilling my duties in a volunteer capacity at Calgary Academy.

I will hold all such information in the strictest of confidence, and I shall not sue, copy, or disclose such information to any individual within or outside of Calgary Academy without the permission of the Principal of Calgary Academy. I understand that my obligation of confidentiality continues into perpetuity

Volunteer Information:

Police Information Check with Vulnerable Sector Check (PIC-VS): Valid for 3 years. A current PIC-VS must be on file before any volunteer activities can begin.

Upon submitting this application, you will receive a personalized letter to assist you in obtaining your Police Information Check and Vulnerable Sector Check via email.

- Calgary Residents: Apply via [Calgary Police Solutions](#)
- Outside Calgary City Limits: Apply via [RCMP / CPS Outside Calgary Guidelines](#)



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Please note:

Police checks can take up to 6 weeks to complete. Please apply by the volunteer shift start date.

Volunteer Signature

Submit the completed form to Volunteers@calgaryacademy.com and retain a copy for your records.