



Parent or Community Volunteers

Dear applicant;

Please find enclosed a volunteer information letter (School Volunteers – What You Need to Know), a volunteer application form, an information letter regarding the process for obtaining a police records check for the vulnerable sector (PRCVS) and an introduction letter to present to the police officer when requesting the police records check for the vulnerable sector at your local Police Services office.

Please read the enclosed documents. If you wish to proceed with the application to be a parent or community volunteer, please complete the attached application form, sign, and date and return the completed form to the Ottawa Catholic School Board, attention John Spencer, Volunteer Services.

When you have applied for a PRCVS, please send a copy of the receipt to the above. When you receive a copy of the PRCVS in the mail, please provide a copy to the Volunteer Service office c/o John Spencer.

When the completed application form and either a copy of the receipt for a PRCVS or a copy of the PRCVS is received, we will be in contact with you.

Regards;

John Spencer

John Spencer
Volunteer Services

Volunteer Services
570 West Hunt Club Road, Ottawa, ON K2G 3R4
Email: john.spencer@ocsb.ca
Tel (613) 224-2222 Fax: (613) 224-1874

September 2013



SCHOOL VOLUNTEERS – WHAT YOU NEED TO KNOW

Thank you for offering your time to be a parent or community volunteer for the Ottawa Catholic School Board (the Board).

The Board is responsible to provide a safe and secure learning and working environment for its students and staff. In order to do this the Board may request applicants to obtain a police records check for the vulnerable sector. For volunteers there is no cost for this service provided by the Ottawa Police Services.

A police records check for the vulnerable sector is a document prepared by an official of a police force or from national data in the Canadian Police Information Centre (CPIC) database that provides information concerning an individual's police records including criminal convictions, pardoned offences, convictions under the Controlled Drugs and Substances Act, Narcotics Control Act and Food and Drugs Act and all outstanding warrants and criminal charges.

“Vulnerable” refers to any persons who, because of age, disability or other circumstances, whether temporary or permanent, are in a position of dependence on others or at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

A Letter of Introduction (included in this package) is provided to a parent or community volunteer only that allows the Police Services officer to waive the fee for this service.

The parent and community volunteer program is operated under the supervision of the school Principal or designate. The school Principal or designate is responsible for assigning activities, supervising and coordinating volunteer activities at their school. The Principal makes the final decision of whether or not to accept a volunteer applicant who wishes to provide volunteer services at their school, and

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may at their discretion decline the offered services of any volunteer without prejudice.

In some cases the Principal or designate, at their discretion, after following the risk assessment protocol of the Board, may accept the offered services of a parent or community volunteer to provide volunteer services without requiring a police records check for the vulnerable sector under certain strict conditions deemed to be a low-risk activity.

These low-risk activities are defined as the Principal or designate assigning the volunteer to work under the direct supervision of a teacher in a classroom, an open or common area, such as hallways, commons, gymnasium, school play fields or an approved field trips where there is no isolated or unsupervised contact with students and not an overnight activity.

In all other circumstances the Principal or designate must request that a police records check for the vulnerable sector be obtained and provided.

A parent or community volunteer that has obtained a police reference check for the vulnerable for a specific school year may return as a volunteer the next school year provided that there is no lapse in volunteer service more than a six month period and the parent or community volunteer completes a Criminal Reference Check (CRC) form. This form is completed by the volunteer and states that the volunteer has not been charged or convicted of a criminal offence since the police records check was obtained. The CRC form may be obtained from the school administration office or the volunteer services office.

If you have any questions concerning the volunteer process please contact the undersigned, preferable by email.

John Spencer

John Spencer
Volunteer Services Office

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SCHOOL VOLUNTEER APPLICATION FORM

Please print clearly

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Preferred e-mail: address: _____

Preferred school(s) where I would like to volunteer: _____

Please check all applicable boxes below and complete all requested information:

I am a Parent/Guardian of a student currently enrolled in an OCSB school

If you have checked the above box, print name of school: _____

I am an immediate family member of a student currently enrolled in an OCSB school:

If you have checked the above box, please print your relationship to this student below and the name of the school that the student currently attends:

Relationship _____ School: _____

I am a student currently enrolled in a recognized University/ College

If you have checked the above box, print name of school: _____

I represent a public, community or private organization

If you have checked the above box, please print name of organization): _____

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If you are required to provide a Police Records Check for the Vulnerable Sector (please see the “School Volunteers- What You Need to Know” document for detailed information)

- (a) I have provided this document to the Ottawa Catholic School Board
- (b) I am waiting for delivery and will provide this document when received
- (c) I have provided a Police Records Check for the vulnerable sector to the Ottawa Catholic School Board in the past six months (school year) and have attached a School Volunteer Offence Declaration Form to this document

Please complete the following general information request and availability

(please check all applicable boxes)

- | | |
|---|---|
| <input type="checkbox"/> Music appreciation | <input type="checkbox"/> Sacraments |
| <input type="checkbox"/> Reading aloud to students | <input type="checkbox"/> Physical activity and sports |
| <input type="checkbox"/> Technology and Applications | <input type="checkbox"/> English Literacy |
| <input type="checkbox"/> Science | <input type="checkbox"/> Arts and crafts |
| <input type="checkbox"/> Social media and communication | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Chaperone/Special events | <input type="checkbox"/> French Literacy |
| <input type="checkbox"/> Other (please specify) _____ | |

Grade Level Preferred:

- Early Learning KP – 2 3 - 6 7 – 8 9 – 12

Availability: (regular school days):

- Mon. a.m. Tues. a.m. Wed. a.m. Thurs. a.m. Friday a.m.
 Mon. p.m. Tues. p.m. Wed. p.m. Thurs. p.m. Friday p.m.

Availability: (outside regular school hours):

- Designated weekends and special events
 Before/after school programs

Volunteer History:

Have you volunteered for the Ottawa Catholic School Board in the past six months? Yes No

If you checked yes, please provide name of school(s) below and approximate date(s)

School(s) where I volunteered _____

Date(s) when I volunteered _____

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Reference Check

In order to complete this Volunteer Application Form, every applicant is required to provide two references. **Reference #1** must be a person or organization that you have worked for/with for at least two years. **Reference #2** must be a non-family member /relation that has known you for at least two years.

It is strongly recommended that you contact the person(s)/organization you are providing below in this document to let them know that you have given their name(s) to the Ottawa Catholic School Board as a reference for consideration as a school volunteer and they may be called to verify this information.

Reference #1

Name of person/organization: _____

Relationship to me: _____

Telephone/cell phone contact number: _____

Reference #2

Name of person/organization: _____

Relationship to me: _____

Telephone/cell phone contact number: _____

By signing this School Volunteer Application form I acknowledge that I am 18 years old or older, that the information provided by me in this application is accurate and the persons referenced on this form may be contacted as references”

Applicant's Signature

Date

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Process for Obtaining a Police Records Check (PRC) for the Vulnerable Sector

Go to your local police services office with 2 pieces of I.D. and the “Letter of Introduction” and ask for a Police Records Check for the Vulnerable Sector. They will ask you to complete and sign a form with personal information authorizing them to complete a PRC for the vulnerable sector.

When you present the Board’s official “Letter of Introduction” to the officer verifying that you are applying to be a volunteer for the OCSB, the officer will waive the \$15.00 fee (the advertised cost to the public for this service is \$15.00). The standard processing time is 6-10 weeks. The police will send the completed PRC document by mail to your home address.

As an alternative, if you are under time constraints, at the Elgin Street police station only you can pay \$52.00 and receive your PRC within 48 hours. It must be picked up at the police station.

Please note the Ottawa Catholic School Board does not rebate fees or costs incurred to obtain a PRC.

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LETTER OF INTRODUCTION

FOR PARENT AND COMMUNITY VOLUNTEERS

**Criminal Records Department
Ottawa Police Services
PO Box 9634, Station T
Ottawa, ON
K1G 6H5**

Dear Officer,

The person presenting this Letter of Introduction has started the application process to volunteer in a school operated by the Ottawa Catholic School Board.

The Ottawa Catholic School Board (OCSB) Policies and Procedures (Criminal Reference Checks, Police Records Check for the Vulnerable Sector and Offence Declarations) requires that a person who has indicated an interest as a parent or community volunteer in a school or building operated by the Ottawa Catholic School Board is required to submit a Police Records Check for the Vulnerable Sector as part of the application process.

Please accept this letter as our request to process a Police Records Check for the Vulnerable Sector for the volunteer applicant presenting this letter.

Sincerely;

John Spencer

**John Spencer
Risk Management
Ottawa Catholic School Board**

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