

**MEMORANDUM**

2011-2012: 34

TO: Elementary Principals  
Elementary Vice-Principals  
Secondary Principals  
Secondary Vice-Principals

FROM: Janis Medysky  
Associate Director

SUBJECT **ANNUAL OFFENCE DECLARATIONS FOR VOLUNTEERS IN SCHOOLS**

**Background**

In accordance with Policy No. 3250 – Volunteers in Schools, and Administrative Procedures Memorandum A7220, Volunteers in Schools, volunteers are required to complete an Annual Offence Declaration for Volunteers (FORM 1) after providing the original Criminal Records Check.

**Current**

1. Print the “Approved Volunteer” list for your school.
2. Provide approved volunteers with the Annual Offence Declaration for Volunteers form (FORM 1) and request that it be completed and returned to the principal, on or before October 15, 2011.
3. Completed forms together with your printed list of “Approved Volunteers” are to be forwarded to your Area Executive Assistant on or before October 31, 2011.
4. Executive Assistants will enter the Annual Offence Declaration for Volunteers data.
5. Principals will be able to access their updated “Approved Volunteer” list by November 30, 2011.

Current volunteers who do not submit an Annual Offence Declaration for Volunteers on or before December 31, 2011, will be deleted from the database on January 1, 2012, and will have to submit a new Criminal Records Check.

Principals may use their current list of approved volunteers until the new data is uploaded.

Volunteers who do not have an approved Criminal Records Check may use (FORM 2) Volunteer Offence Declaration – Emergency Provision. This serves as an emergency provision for a one time only volunteer activity, excluding overnight field trips, pending the submission of an approved Volunteer Criminal Records Check. Approved Volunteer School Transfer Form (FORM 3) is also included for volunteers transferring to another school who have an approved Criminal Records Check / Offence Declaration on file.

Should you have any questions, please contact your Superintendent of Education.

September 26, 2011



1170 Highway 26 West  
Midhurst, ON L0L 1X0

Phone: (705) 728-7570  
www.scdsb.on.ca

**Annual OFFENCE DECLARATION for Volunteers**

<b>NAME: (Please Print)</b>	<b>Date of Birth</b>		
	<b>Year</b>	<b>Month</b>	<b>Day</b>
<b>SCHOOL:</b>			

**I DECLARE**, since the last Criminal Background Check or Offence Declaration collected by this Board, that:

I have **no** convictions under the Criminal Code of Canada, up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

**OR**

I have been convicted of the following criminal offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

List of Offences

1. a) Date: \_\_\_\_\_  
b) Court Location: \_\_\_\_\_  
c) Conviction: \_\_\_\_\_
2. a) Date: \_\_\_\_\_  
b) Court Location: \_\_\_\_\_  
c) Conviction: \_\_\_\_\_
3. a) Date: \_\_\_\_\_  
b) Court Location: \_\_\_\_\_  
c) Conviction: \_\_\_\_\_

(Use additional pages, if necessary.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the Offence Declaration is not received by December 31<sup>st</sup>, a new Criminal Records Check will be required prior to volunteering.

Information collected on this form is collected under the authority of the S.170 of the Education Act and Board Policy 3250 in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFI PPA) and will be used for volunteer screening and placement. The completed Offence Declaration must be submitted annually and will be retained with the applicant's Criminal Records Check and Vulnerable Sector Screening report submitted by the applicant as required by Board Policy 3250.



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**Volunteer OFFENCE DECLARATION – Emergency Provision**  
*(One time only)*

<b>NAME: (Please Print)</b>	<b>Date of Birth</b>		
	<b>Year</b>	<b>Month</b>	<b>Day</b>
<b>SCHOOL:</b>	<b>VOLUNTEER ACTIVITY:</b>		

**I DECLARE**, since the last Criminal Background Check or Offence Declaration collected by this Board, that:

I have **no** convictions under the Criminal Code of Canada, up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

**OR**

I have been convicted of the following criminal offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

List of Offences

1. a) Date: \_\_\_\_\_
- b) Court Location: \_\_\_\_\_
- c) Conviction: \_\_\_\_\_
2. a) Date: \_\_\_\_\_
- b) Court Location: \_\_\_\_\_
- c) Conviction: \_\_\_\_\_
3. a) Date: \_\_\_\_\_
- b) Court Location: \_\_\_\_\_
- c) Conviction: \_\_\_\_\_

(Use additional pages, if necessary.)

\_\_\_\_\_  
Signature Date

**NOTE:** *This Offence Declaration serves as an emergency provision for a one time only volunteer activity, excluding overnight field trips, pending the submission of an approved volunteer criminal records check. This provision to be executed by the Principal only and should be done in consultation with the Superintendent of Education.*

Information collected on this form is collected under the authority of the S.170 of the Education Act and Board Policy 3250 in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFI PPA) and will be used for volunteer screening and placement.



**APPROVED VOLUNTEER SCHOOL TRANSFER FORM**

**PART I**

The following volunteer has an approved Criminal Records Check / Offence Declaration and is on the approved volunteer list for the \_\_\_\_\_ school year.  
**School Year**

Date:	
Name of Volunteer: (Please Print)	
Name of Current School:	
Name of School Transferring to:	

\_\_\_\_\_  
Principal's Signature

**PART II**

Please add the above named volunteer to \_\_\_\_\_  
(School Name)

list of approved volunteers.

\_\_\_\_\_  
Principal's Signature

Copy to: Area Executive Assistant