



## **UPDATED PROCEDURES FOR VOLUNTEERING IN SCHOOL AND AT OFF CAMPUS ACTIVITIES**

The teaching staff and administration of CGS recognize the immense value of the many volunteers who support field experiences and extensions of learning as well as those who assist teachers in their classrooms or with special events.

March 1<sup>st</sup>, 2015 the process for parent volunteers to apply or renew their Police Information Checks (PICs) **changed**. Volunteers can **apply online** through a system called ePIC. ePIC allows applicants the convenience of applying online to submit their applications 24/7 from any location! No paperwork is required and applicants can monitor their status of their application through their own personal account. Detailed instructions on how to apply can be found on the CGS website or Calgary Police Service website (see link below).

The Principal approves anyone volunteering at CGS in a capacity that will bring them in contact with students. The approval process consists of the following steps:

1. Complete the Volunteer Compliance Agreement (available as part of CGS on-line registration). Completion and compliance with the volunteer compliance agreement will need to be repeated each year upon registration.
2. For all **new registrants** and all girls **entering grade 7**, parents who wish to volunteer to supervise students **must apply online** through ePIC (<http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks-locations.aspx>) and complete a Police Information Check (PIC) through your own personal account. PIC results will be returned to the applicant **not the school** and **you will be required to share it** with the Calgary Girls' School **in order to volunteer** to supervise students.
3. **Please Note: Effective May 1<sup>st</sup>, 2017** Volunteer Alberta's **NEW Volunteer Screening Program (VSPN)** will replace the Volunteer Police Information Check Program (VOAN). There is once again **no cost** for police Information checks for field trip supervisor volunteers to the Calgary Girls' School. However, prior to applying online for your PIC, **it is imperative** that you email [office@calgarygirlsschool.com](mailto:office@calgarygirlsschool.com) to request an official volunteer letter listing our unique VSPN number from Volunteer Alberta which provides us government funding for volunteers PICs. Unfortunately, **without the unique letter**, you will be required to pay for your PIC and CGS is not able to issue a refund. Results will be returned directly to the applicant online and the applicant is **required to share their results** with the agency Calgary Girls' School in order to volunteer to supervise students.
4. Upon sharing your valid PIC results with the school, the Principal will determine the eligibility of each volunteer. Volunteers are required to sign in at the school office and will be issued an identification tag that must be worn while volunteering within the school. The ID tag does not have to be worn during off campus trips.
5. Those who are approved as volunteers in the current school year will remain on the active volunteer roster until the end of that school year.

Following this initial implementation, volunteers will require approval and a valid police information check (PIC) upon **acceptance of their daughter(s) entering grade 4** and upon **registering their daughter(s) into grade 7**. All parent(s)/guardian(s) of new girl's entering CGS in grade 5 to 9 who wish to volunteer, will be required to complete an online police information check form during registration of their daughter(s).

It is also recommended that volunteers attend a "**volunteer orientation**" **session** to be offered at the beginning of each school year.

Thank you.