



# CALGARY GIRLS CHARTER SCHOOL

Creating generations of strong, confident young women.



## VOLUNTEER INFORMATION

2024-2025

**LAKEVIEW CAMPUS**  
6304 Larkspur Way SW  
Calgary, AB T3E 5P7  
P: 403.220.0745

# WELCOME



Thank you for expressing interest in volunteering at Calgary Girls Charter School. We truly believe that volunteering is an altruistic act, where our whole school community benefits from the engagement of stakeholders. In this handbook you will find relevant information related to the volunteering experience at CGCS, the responsibilities of the teacher(s) and the volunteer, and the process for applying to be a volunteer. Please do not hesitate to reach out to our office team ([office@mycgcs.ca](mailto:office@mycgcs.ca)) if you have any questions or concerns.

Sincerely,

The Team at CGCS.

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# About CGCS

## Our Vision, Mission and Values

Calgary Girls Charter School is a public school, founded in 2003, educating approximately 470 students in grades 4 through 9. Our Administration, staff and Board of Directors are committed to aligning our all-girls learning methodology to the standard Alberta Education curriculum. We are consistently applying research findings about girls and their learning to the structure of our program.

This includes but isn't limited to:

- Exploring the historical impacts of societal change and innovation in women and girls
- Examining and understanding current portrayals of girls and women in society (including media representation of girls and women)
- Discussing and acknowledging the impact of these portrayals

CGCS is unique because our Charter mandates a focus on students in grades 4-9, where research shows girls-centered learning to have the highest impact. These years are also key in promoting self-confidence, resiliency and healthy relationship building skills. Alongside the provincial curriculum, we include our Go Girls program. We developed this curriculum to support students in fostering self-confidence, self-awareness and healthy body-image, and to encourage discussions around social issues and resiliency.



CGCS continues to review our methods to ensure they are relevant and appropriate. We strive to create an environment that creates space for girls to find their voice, learn to navigate social issues, develop greater aspirations for themselves and society, and celebrate the role of women from past to present.

**Vision:** Generations of strong, confident, empowered women

**Mission:** Delivering exceptional learning in a safe environment

**Values:** Achievement | Courage | Integrity | Respect | Community

## Important Contact Information



CGCS is home to approximately 500 students and 45 staff members, at Lakeview Campus, Grades 4 - 9.

Below is a list of people who are available to assist you should you require help or clarification regarding the procedures outlined in this package.

Position	Person	Location
Board Chair	<b>Christine Jackson</b> <a href="mailto:board.chair@mycgcs.ca">board.chair@mycgcs.ca</a>	--
Superintendent	<b>Dani Sever</b> dani.sever@mycgcs.ca 403-287-1335 Extension: 3029	Board Office
Principal	<b>Jenelee Jones</b> <a href="mailto:jenelee.jones@mycgcs.ca">jenelee.jones@mycgcs.ca</a> 403-220-0745 Extension: 3038	Lakeview Campus
Vice Principals	<b>Amy Park</b> <a href="mailto:amy.park@mycgcs.ca">amy.park@mycgcs.ca</a> 403-220-0745 Extension: 3036  <b>Marlene Vazquez</b> <a href="mailto:Marlene.vazquez@mycgcs.ca">Marlene.vazquez@mycgcs.ca</a> 403-220-0745 Extension: 3035	Lakeview Campus

# Duties and Responsibilities Supporting Volunteering

## Teacher Responsibilities

Under the supervision of the Principal, the teacher is responsible for:

- Ensuring each volunteer has been provided all forms required to be completed prior to volunteering
- Ensuring each volunteer has completed the forms prior to the volunteer experience
- Meeting with the volunteer **prior** to the volunteer experience (pre-volunteer planning) to:
  - speak about the specific tasks required of the volunteer
  - the duration of the volunteer experience
  - Itinerary
  - the safety protocols, including the location of first aid resources.
  - emergency procedures
  - medical conditions of students
  - risks associated with the volunteer experience
  - if the volunteer experience is off site, review of the risks to students in the care of the volunteer and acquaint the volunteer with the location
  - Supervision ratios required
  - Specific dress requirements needed to support the volunteer experience (ie. hiking shoes, sunhat)
- Greeting the volunteer at the beginning of the experience, creating a name tag for volunteer to wear throughout the volunteer experience, share relevant communication methods used (ie. cell phones) throughout the experience
- Provide all resource materials needed to support the volunteer's success in the volunteer experience
- Check-in with the volunteer throughout the duration of the experience
- Debrief the volunteer experience following the experience, including the evaluation of potential areas that could be improved and/or need to be addressed



## Volunteer Responsibilities

In alignment with [AP490](#), Volunteers participating in the activities of the school are expected to:

- Submit all required paperwork annually, as requested
- Share relevant areas of volunteer interest or expertise to assist the school in identifying volunteer assignments
- Abide by the rules of confidentiality
- Act in an assisting capacity with teachers but not assume functions considered responsibilities of the teacher
- Seek the counsel and take the direction of the Principal or designate in any decision area(s) which may be unclear to the volunteer
- 2.5 Sign in when arriving at the school and wear volunteer identification provided by the school.

In addition to the Administrative procedure above, volunteers are also responsible for:

- Signing in at the main office at the start of the volunteer experience and out following the volunteering experience
- Having personal communication devices to be used to communicate with staff throughout the duration of the volunteer experience
- Doing a headcount of students every ten minutes, as applicable
- Wearing an identification tag throughout the whole volunteer experience
- Maintaining confidentiality before, during and after the volunteer experience
- In the event of an incident or emergency, notifying the appropriate staff to support a positive outcome

## Guidelines for Volunteering at CGCS

### Internal Processes to Support Volunteers

Parent involvement is the pillar of school success. At the Calgary Girls' Charter School, families volunteer in a variety of capacities and their help and expert advice enhance our school community. Families can learn about volunteer opportunities advertised in family communications home from the school's Administrative Team and/or the School Council, Grade Group updates and/or the family newsletters.

Every fall, the Administration will share information with families about the internal processes that support volunteering in the school. Below is the internal process that will support volunteering at CGCS.

**Please allow a minimum of 3 weeks for processing volunteer applications.**

**Internal Process:**

1. Volunteer handbook is shared
2. [Volunteer fills out a volunteer application \(Google Document\)](#)
3. Volunteer completes forms required (Acknowledgement of Risk and Confidentiality agreement) to be completed and returned to the school
4. The school completes PIC (vulnerable sector) application
5. Upon receipt, the volunteer submits a copy of the completed PIC letter to the school
6. The school confirms approval via letter

**Forms to be completed:**

- A Volunteer Application Form (Google Form)
- AF490 - A - Confidentiality Agreement
- AF490 - B - Acknowledgement of Risk (to be completed for each volunteer experience)
- Police Information Check (PIC) in vulnerable sector

**Confidentiality and Volunteering:**

The Confidentiality and Volunteering Agreement ensures that volunteers understand and commit to protecting sensitive information and adhering to school policies and procedures. It helps to maintain a secure environment while clearly defining roles and responsibilities.

**Acknowledgement of Risk:**

Acknowledging the risk for volunteering off site recognizes that volunteers may encounter challenges or hazards during the volunteer experience. This understanding ensures that they are aware of potential issues and agree to take necessary precautions to minimize risks.

**Police Information Check in Vulnerable Sector:**

Police Information Checks in Vulnerable Sector for volunteers ensure student safety by screening for criminal backgrounds. They provide assurance to parents and staff that the environment is safe and responsible and also comply with legal requirements for working with children.

## Frequently Asked Questions (FAQs)

1. **What if I am scheduled to volunteer at a special event and can't make it?** *Please contact the coordinator of the activity to report your absence. If unable to reach them, please call the school office to report your absence.*
2. **How is the information I provide to the school used?** *The information in the Volunteer Package is collected under Alberta's Freedom of Information and Protection or Privacy Act to carry out our responsibilities under the School Act. This information will be strictly confidential and is used only in the performance of volunteer duties.*
3. **How often do I have to complete a Police Security Clearance?** *A Police Security Clearance is only valid for 3 years, and must be repeated upon expiry if the participant is still interested in volunteering.*
4. **Can I use a Police Security Clearance completed at another school?** *Yes, a photocopy of Police Security Clearances, completed at other schools, may be provided to the office in which case a new Clearance is not required.*





## Confidentiality/Non-Disclosure Undertaking Volunteers

I, \_\_\_\_\_ understand that Calgary Girls Charter School, hereafter referred to as CGCS, is bound by legal requirements, particularly but not limited to the Freedom of Information and Protection of Privacy Act (FOIPPA), regarding confidentiality of and disclosure of information in its possession, and that as a volunteer of CGCS, I too, am bound by such requirements.

Additionally, I understand that as part of the duty imposed by law, certain information should be considered as confidential and not to be disclosed even if such information is not dealt with under any statute.

Information not generally available to the public in relation to CGCS or its operations, personnel, or students is considered to be confidential information.

I understand and agree to be bound by the following provisions as a CGCS volunteer:

1. I will not disclose, discuss or share any confidential information.
2. I will not use confidential information for my own personal purposes or gain.
3. I will notify the Principal/Superintendent/Board Chair (as appropriate), prior to complying, of any request, process or proceeding designed to require me to disclose confidential information concerning CGCS or its operations, personnel, or students.
4. In the event that I am obligated by law, order, subpoena or other form of compulsory requirement to disclose confidential information, I shall make it known prior to disclosure that this information is considered private and confidential and is not for further communication or distribution in any form.

I understand that this provision does not require me to take any action that would constitute contempt of any court or result in the obstruction of the process of any tribunal or other authority having the power to compel disclosure by law, order, subpoena or other form of compulsory requirement.

5. I will abide by the terms of this undertaking even following the conclusion of my volunteering with CGCS, howsoever arising.

Any clarification with respect to the expectations of CGCS relating to any matter set out in this undertaking may be obtained from the Superintendent.

Dated at \_\_\_\_\_ Alberta, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature: \_\_\_\_\_

*Authorized by CGCS Personnel:*

Name:	Position:
Signature:	



## Consent of Volunteer and "Acknowledgement of Risk" (Off-Site Activity/ies)

**VOLUNTEER NAME:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. Select either ( a ) or ( b )
  - a. I will be given the opportunity to volunteer in the following program or activity: (please specify program)
    - i. Name of Service Provider:
    - ii. Location:
    - iii. Date:
    - iv. Teacher in Charge:
  - b. I will be given the opportunity to volunteer in the following series of off-site activities for the following program. (please specify program)
2. The Calgary Girls Charter School's Expectations for Volunteers who are part of the supervision of an off-site activity and are expected to:
  - Review and comply with the requirement of Volunteers (Volunteer Registration)
  - Have qualifications appropriate for the off-site activity
  - Have the opportunity to purchase Travel and Health Insurance
  - Are expected to know the details of the off-site activity and their specific duties and authority prior to departure
  - Exhibit positive behaviour and be an acceptable role model
  - Must support and follow the school code of conduct
  - Adhere to the schedule or itinerary
  - Dress appropriately for the off-site activity
  - Fulfill their duties as supervisors for the duration of the off-site activity, including evenings and weekends

Potential hazards may include, but are not limited to, the following: (if additional space is required, add a separate sheet)

- weather - snow, ice, rain, wind, mud and heat
- overhead power lines
- nature - water, plants, insects, wild/domestic animals
- a golf course
- crossing roads & alleyways
- bushes, hills, rocks & fallen trees
- playground equipment
- broken glass
- stray animals
- pedestrians, cyclists & rollerbladers
- other (please identify)

**CONSENT AND ACKNOWLEDGEMENT OF RISK**

- 3. I consent to modes of transportation to and from the volunteer experience, if applicable. (eg. biking, walking, bussing). Please circle your response.
  - a. I accept this mode of transportation for this activity: **YES or NO**
  - b. I will provide my own mode of transportation: **YES or NO**
- 4. I am satisfied that I have been informed of my right to obtain as much information about the volunteer experience, or activity prior to participating in the experience, and that I have the right to refuse to volunteer if I do not consent to the level of risks presented (please circle your answer). **YES or NO**
- 5. I freely and voluntarily assume the risks and hazards inherent in the nature of the program or activity and understand and acknowledge that I, as a volunteer, may suffer personal and potentially serious injury due to an unforeseeable or fortuitous event. (please circle your answer). **YES or NO**
- 6. I have been informed that I have the right to ask about on and off site rules and regulations, including directions and instructions from the school's administrators, instructors, and supervisors while volunteering in the program or activity. (please circle your answer). **YES or NO**
- 7. If required, I will participate in any preparatory and post sessions associated with this activity or program. (please circle your answer). **YES or NO**
- 8. I acknowledge that it is my responsibility to advise the Calgary Girls Charter School of any medical or health concerns which may affect my participation in the stated program or activity. (please circle your answer). **YES or NO**
- 9. I consent that the Calgary Girls Charter School, through its employees, agents, and officers at the school may secure such medical advice and services as those individuals, in their sole discretion, may deem necessary for my health and safety, and that I shall be financially responsible for such advice and services. (please circle your answer). **YES or NO**

\_\_\_\_\_  
Volunteer Legal Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Health Information - Provided Voluntarily (at the volunteers discretion)**

(Teacher-in-charge will have this information during Off-Site Activity/ies to address health and medical needs - including emergencies.)

Volunteer Name:

Allergies:

Medical Conditions that could impact the volunteer experience, that may require medical support:

Dietary Restrictions (if any):

Other Concerns:

Emergency Contacts:

Name:

Phone:

The personal information contained on this form is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act for the purpose of participation in school trips. If you have any questions about this consent form, please contact the Calgary Girls Charter School at 403-220-0745.

