



# Semá:th Elementary Volunteers

If you are planning to volunteer in your child's classroom, help out on field trips, volunteer in our school for special events, volunteer as part of our Parent Advisory Council Executive, etc., you **MUST** obtain criminal record check clearance.

The Ministry of Justice regulations require ANY volunteer who comes near or works around children to complete a criminal record check, regardless of the time spent working near or around them. This requirement involves a Criminal Record Search, valid for 5 years, which includes a Vulnerable Sector Search.

## Steps to become a volunteer:

1. Inform our school that you would like to be a volunteer.
2. Pick up or request an electronic copy of our school's volunteer package, fill out the required forms and return to our school.
3. Have your criminal record check processed (see below).

## Criminal Record Check Process:

To obtain a CRC you will need to go to the Abbotsford School District Office during operating hours. No need to call or book an appointment.

**IMPORTANT:** Please bring 2 pieces of valid ID (one primary and one secondary)

Please allow 4-6 weeks for processing. Once our school receives your criminal record check clearance, we will contact you to inform you that you've been added to our approved volunteer list. At this time, you can start volunteering.

Thank you for your interest in becoming a volunteer in our school. If you have any questions regarding this process, please don't hesitate to contact our school.

**Jenny Frederick / Administrative Assistant**

**Semá:th Elementary**

**Abbotsford School District**

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