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Dear Parent/School Volunteer:

In an effort to maximize the safety of your children and our students, the Red Deer Public School District has implemented new requirements for school volunteers. Effective September 1, 2010, all adults who volunteer in a school or at a school-sponsored activity, and who will have the opportunity to interact with students during the course of their volunteer service, will need to provide the school with a Police Information Check (formerly known as a Criminal Record Check). Fingerprints may be required to complete a Vulnerable Sector Check. As well, the adult volunteer will need to submit two written references that confirm the suitability of the individual to serve as a school volunteer. These documents must be completed every five years.

Please understand that, although these measures will involve a small amount of work on your part, we believe that they will go a long way to enhancing the safety of your children. To make it as easy as possible for you to meet these new requirements, we have attached the following documents to this letter.

- School Volunteer Registration Form (for you to complete and return to the school).
- Police Information Check Request Form, including a request for a Vulnerable Sector Check (for you to complete and provide to the RCMP when requesting a Police Information Check).
- Two Volunteer Reference Forms (for you to use in obtaining references).

Effective February 2015, the RCMP will be charging a \$5 fee for obtaining a Police Information Check. Individuals, who would like to serve as a volunteer, are required to obtain the above documents from the school, and present it to the RCMP, to have the Police Information Check processed. In the past, there were no fees charged by the RCMP, and in the chance of it happening, schools were able to reimburse individuals. However, due to the changes to Alberta Education budgets, we are no longer able to offer this service. Sorry for any inconvenience.

If you plan to volunteer at more than one school in the Red Deer Public School District, the School Volunteer Registration Form enables you to provide consent for us to share your information and documents with other schools, so that you are not required to obtain more than one set of documents.

Thank you for your willingness to serve as a volunteer and for your understanding in meeting these requirements in order to enhance the safety of your children and our students.

Cam Pizzey,

Principal  
Don Campbell Elementary