

ABOUT US

BECOME A VOLUNTEER!

An updated CARC/CRC may not be required for:

- Individuals who are previous volunteers at any BSD school, who continue to volunteer in consecutive academic years. However, if you are wanting to volunteer in an additional school, and your volunteer record checks on file are older than 3 years, a new CARC and CRC will need to be completed through the school in which you are wanting to be added.
- Individuals who are presently employed by BSD.
- Individuals who present original documents performed by another agency or organization within the preceding 4 months.

Please note in all circumstances original documents must be inspected and certified copies filed with the Office of Human Resources.



There are 23 schools in the Brandon School Division, 20 of which are located within the City of Brandon. The Brandon School Division boundary extends beyond the City of Brandon and includes parts of the municipalities of Cornwallis, Riverdale, Elton, Oakland-Wawanesa, North Cypress-Langford, Glenboro-South Cypress and Whitehead as well as Canadian Forces Base Shilo.

Brandon School Division believes in the abilities, talents, and ambitions of each student. Through our Mission we are dedicated to each student's holistic achievement, growth and development. Our individual and collective efforts are focused on vital goals to engage ALL students in their learning.

**For more information
about volunteering in
Brandon School Division,
contact your Neighbourhood
School Office**

THIS PUBLICATION IS AVAILABLE IN
OTHER FORMATS UPON REQUEST.
EMAIL: INFO@BSD.CA



Accepting the Challenge

STEP 1:

Child Abuse Registry Check

Completed at the School Office:

- Your Application for Child Abuse Registry Check must be submitted through Brandon School Division in order to be exempt from the fee.
- Visit your School Office and complete the following sections in the presence of a School Administrative Assistant or staff member.
 - Part 1: Date and Signature
 - Part 2: Section B-1 through to B-7
 - Part 3: Print Full Name
- Present two pieces of ID to be verified by a School Administrative Assistant or staff member who will then sign the form and submit it to the Office of Human Resources on your behalf.
- Your Child Abuse Registry Check will be received back to the Office of Human Resources within 4-6 weeks, where it is kept on file.

STEP 2:

Criminal Record Check

Completed at Brandon Police Service, (if you reside within the City of Brandon):



Brandon Police Services
1020 Victoria Avenue, Brandon
Phone: 204-729-2345

- Identify on the form "Reason for Request" is "Volunteer".
- Identify on the form "Reason for Request" is dealing with "Vulnerable Sector", and complete Unit 2 to ensure the Vulnerable Sector Verification is completed.
- You will be required to present two pieces of ID, one being photo ID.
- Should Brandon Police Service request fingerprinting, you will need to immediately request a "Waive Fee Letter" by emailing human.resources@bsd.ca.
Include in your message:
 1. your name;
 2. the school name which you would like to volunteer at; and
 3. the details regarding your volunteer activities (ie sport activities (coach/driver etc), school extracurricular events (major production etc.)This Waive Fee Letter will be sent directly to Brandon Police Service on your behalf by BSD and will waive part of the applicable fees.
- The volunteer fee and cost of fingerprinting is paid upfront to Brandon Police Service.

- When you receive your completed Criminal Record Check back, usually within 1 week, you will be required to bring in your original document to the BSD Administration Office for us to make a verified copy to keep on file.
- For cleared record checks, you may receive reimbursement of the volunteer fee by also providing your original receipt of payment to the BSD Administration Office.

Completed at your local RCMP (if you reside outside of Brandon):



RCMP - RM of Cornwallis
Phone: 204-726-7500

- Obtain a "Waive Fee Letter" from the School Office to provide to the RCMP in order to be exempt from the fee.
- You will be required to present two pieces of ID, one being photo ID.
- When you receive your completed Criminal Record Check back, you will be required to bring in your original document to the BSD Administration Office or your School Office, for us to make a verified copy to keep on file with the Office of Human Resources.