

ABOUT US

BECOME A SCHOOL VOLUNTEER!

An updated CARC/CRC may not be required for:

- Individuals who are current 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 CRC and CARC 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 organization or agency within the preceding 4 months.
- Individuals who conduct classroom presentations with a teacher present.

Please note in all circumstances original documents must be inspected and certified copies filed at your School Office.

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-Wawanessa, 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

**For more information
about volunteering,
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 your 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 other 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 other staff member who will then sign the application form and provide to the School Principal for final signature. The school then submits your application to the Child Abuse Registry Unit
- Your Child Abuse Registry Check will be received back to the Office of Human Resources within 4-6 weeks, where it is then forwarded to the school office to be 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 provide BPS with a "Waive Fee Letter - BPS" from your School Office. This Waive Fee Letter will waive part of the applicable fees.
- The volunteer fee and cost of fingerprinting is paid up front 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 your School 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 your School 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 - RCMP" from your 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 your School Office, for us to make a verified copy to keep on file.