Thank you for expressing interest in volunteering at Townsview School.

In order to volunteer, the following paperwork must be completed:

1. Policy 701- Please go to <http://701.nbed.nb.ca> to complete your policy 701. There are some modules for you to read and then a short multiple choice questionnaire for you to complete. Once you have completed it, hit submit and then print out a copy to bring into me here at the school.
2. Criminal Record Check/Vulnerable Sector Check- As well, the district requires all volunteers to do a criminal record check and a vulnerable sector check. You simply go to your local police station, give them your info and they will print out a form that you bring into me and I will keep it here on file. I have attached a letter stating that you are volunteering at Townsview School. Please print this, write your name in the blank and take this with you in order to have them waive the fee that is usually associated with getting a Criminal Record Check/Vulnerable Sector Check completed.
3. Attached you will also find 2 policies that I just need you to be familiar with. Policy 702 (Tobacco Free-Schools) and Policy 703 (Positive Learning and Working environment). Please read these over and let me know if you have any questions.
4. As well, District now also requires all volunteers to complete a volunteer sign off for school organized events and a code of conduct form. Please refer to the paperwork in this packet.

If you are a parent/grandparent, you can return all paperwork to me by sending it in with your child (in an envelope addressed to my attention) or by scanning and emailing it to me.

If you are a community member, please feel free to email it or drop it off to the school office (in an envelope addressed to my attention.

I appreciate you taking the time to complete these necessary paperwork items. I will keep them on file for future reference.

If you have any questions, please don’t hesitate to ask.

Thanks in advance for this!

JoAnn

Community Coordinator for TVS & MCS

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