



# Upper Sumas 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 so your name can be forwarded to our HR department.
2. Pick up a volunteer package at our school office, fill out the required forms and return to the school.
3. Have your criminal record check processed (see below)

## Criminal Record Check Process:

Once you've completed steps 1 & 2 above, interested volunteers contact the School Board Office reception desk @ 604.859.4891 to schedule a time to have their ID verified. You must provide 2 pieces of I.D. (primary and secondary I.D.) to verify yourself along with your criminal record consent form. The District's authorized contact submits the form to the CRRP for processing and will advise our school of the results once they are received.

Once we receive your criminal record check clearance from HR, 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.

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<https://uppersumas.abbschools.ca/>