



CREATING A
WELCOMING
SCHOOL
together

BECOME A SCHOOL VOLUNTEER

Volunteering at your child's school is a great way to stay informed and contribute to your child's success.

There are many volunteer opportunities, including:

- preparation of arts and crafts supplies
- baking for bake sales
- classroom reading buddies
- membership on school council or attendance at school council meetings
- fundraising
- coordination of hot lunch or pizza days
- field trip supervision
- concert/special event assistance
- welcoming new families, providing help with translation/interpretation
- helping with the school's environmental program, e.g. garden planting or recycling

Make arrangements now so you can start volunteering right away

Many of the opportunities listed above require you to complete a criminal record check. Criminal record checks are one of the ways the Peel District School Board ensures the safety of students and staff.

Having a criminal record check done involves the police service. We encourage you to start the process early so that you are able to volunteer as soon as possible.

Once you have completed the process, you are on file with the Peel board as being a school volunteer. You will only need to complete the process once, provided that you continue to volunteer at least once per school year and complete the Annual Offence Declaration form. This form will be mailed to the home address provided on your criminal record check. Please ensure that you update your address with the school if you move. Your criminal record check becomes the property of the Peel board.

Follow these steps to become a volunteer

If you live in Brampton or Mississauga

- Inform your child's school that you are interested in volunteering. The school will conduct a short interview and give you an authorization letter and information sheet. Deliver the authorization letter in person, to one of the Peel Regional Police locations indicated on the information sheet. You will need to have two pieces of government-issued identification with you. One must have a photo. Examples of identification include drivers' licence, photo health card, passport, birth certificate and citizenship card.

If you live in Caledon

- Proceed to the OPP Caledon detachment at 15924 Innis Lake Road, Caledon. You will need to have two pieces of government-issued identification with you. One must have a photo. Examples of identification include drivers' licence, photo health card, passport, birth certificate and citizenship card.
- Once you receive your criminal record check, Human Resources Support Services must receive the **original** within six months of the police search date. We recommend delivering it in person to: Criminal Record Checks, Human Resources Support Services, Peel District School Board, 5650 Hurontario Street, Mississauga L5R 1C6. If this is not possible, it can be sent by mail or through your child's school. Please include a note indicating name of school(s) where you plan to volunteer.
- Once your criminal record check is received and approved by Human Resources Support Services, your name will be added to a database as a school volunteer and you can begin volunteering.