

Dear PPS Families,

We value the commitment and work of all our volunteers and the work that they do to contribute to a welcoming, safe, caring, and respectful environment.

There have been some changes to our volunteer procedures. Below, we have outlined the steps when volunteering to support our students and staff.

Step 1: Please return the attached ***volunteer declaration form*** to the PPS Office. All volunteers are required to complete this form and send it back to the school. If you are planning to volunteer at PPS during the 2023-2024 school year, please complete the form at your earliest convenience.

In some instances (**depending on the volunteer's role**), volunteers will also be asked to complete a ***Criminal Record Check or a Criminal Record Check with a Vulnerable Sector Check***.

Step 2: Use the information in the [Volunteer Checklist](#) to determine if a criminal record check or criminal record check with a vulnerable sector check is required.

- If a criminal record check is needed, please take the attached letter to the RCMP, requesting the necessary documentation.
- If a criminal record check with a vulnerable sector check is needed, please call the school office for a personalized letter to take to the RCMP, requesting the necessary documentation.
- Please note online criminal record checks cannot be accepted.

Step 3: Please bring the required documents to the PPS Office. All documents pertaining to the application of the volunteer will be confidential and remain in the school for the balance of the school year.

Once again, we value the commitment of every one of our volunteers, and the work they do to support our students and staff. Thank you for recognizing our commitment to ensuring the safety of all students.

Sincerely,

Stacy Brouwer
Principal
Provost Public School