



**Wainwright**  
ELEMENTARY SCHOOL

# INFORMATION FOR VOLUNTEERS

In alignment with Buffalo Trail Public Schools Administrative Procedure 500.2AP Volunteers, all volunteers will need to sign a Volunteer Declaration Form this year. Click the link for the forms, or stop by the school office to fill one out.

Anyone planning on helping with multiple events at WES will also need to provide a recent, completed within the past 6 months, Criminal Record Check. Volunteers who will be assigned as group leaders during a school event, field trip, or overnight field trip, will need to provide us with a recent Criminal Record Check and Vulnerable Sector Check from the RCMP.

We kindly ask that all volunteers take the time to read the procedure. Volunteers can stop by the school office to pick up a letter to take to the RCMP, this will enable you to obtain the checks at no cost to you.

Email the school office at [wes@btps.ca](mailto:wes@btps.ca) if you'd like more information, have questions, or would like to get this step out of the way to volunteer at future events.

