

POLICY NO. 12/05

Policy Title: **Community Services - Volunteer Program**

Date Adopted: **April 26th, 2005**

Policy Purpose: To provide clear guidelines on the requirements prior to volunteering.

Background: Volunteer screening has been an informal process with the onus on the coordinator to approve an individual as a volunteer.

As we continue to grow and new families move to Bentley, it has become harder to know everyone. As such, it has become necessary to put a formal screening process in place.

Policy Statement:

1. Potential Volunteers will:
 - 1.1 Provide a criminal check.
 - 1.2 Provide a Child Welfare Check if they will be working with children.
 - 1.3 Fill out a Volunteer Application.
 - 1.4 Provide two references.
 - 1.5 Provide a letter of permission from a parent or guardian if under sixteen (16), criminal record check and child welfare check to be waived.

2. Community Services will:

2.1 Screen volunteers.

2.2 Provide adequate training and instruction.

2.3 Coordinate volunteer opportunities.



Mayor



Chief Administrative Officer