

VOLUNTEERING AT MEADOWRIDGE

All current/past parents, Alumni, and family members of students are welcome to volunteer at the school. To do our due diligence in ensuring the safety of all of our students, we require that all staff and volunteers at Meadowridge complete a few simple processes before working in the School.

These processes should not take more than 15 minutes of your time, and are **REQUIRED** of all volunteers.

ALL VOLUNTEERS MUST:

Read & Sign the Code of Conduct/Confidentiality Agreement

- The form is available from the Front Office, and in the Summer Family Information
- Email to carolyn.laba@meadowridge.bc.ca or drop off at the Front Office

Complete your Volunteer Criminal Record Check

Valid for 5 Years

- Online Link: <https://justice.gov.bc.ca/eCRC/>
- Access Code: 5DHDNAJAJQ

If you have been in Canada for less than two years, please contact us to complete a different form.

VOLUNTEER DRIVERS MUST ALSO:

Complete your Driver's Abstract

Must be updated every September

Call 1.800.950.1498 and have your driver's license in front of you. To avoid a recorded message and speed up the process: press 4 at the 1st recording, then 2 at the 2nd recording and then you'll be prompted to say your driver's license number. You'll then get a live person on line and you can request they fax your driving abstract directly to the school at 604.467.4989 where it will be kept on file. This is free and usually only takes about 2-3 minutes.

Provide Proof of Insurance

Must be updated every September

Meadowridge requires all volunteers driving students to have a minimum of \$2million third party liability insurance, and suggest having \$5million. Email or fax it to us, or pop in and we can photocopy it for you.

Should you have any questions, please contact

Carolyn Laba

Community Development Coordinator

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Phone 604.467.4444 ext. 126 – Fax 604.467.4989