



ABERDEEN HALL

PREPARATORY SCHOOL

REQUIREMENTS FOR VOLUNTEERS

VOLUNTEER ACTIVITIES INCLUDE:

Assisting with coaching a sports team or school club, assisting with the Fun Lunch programme, field trip assistance/chaperone, classroom assistance, participate in a Guild event, driving students to events, etc...

ALL VOLUNTEERS MUST:

1. Complete a Volunteer Criminal Record Check - *Valid for 5 Years*

Please email Robyn Roffey at robyn.roffey@aberndeenhall.com for the form to complete this online or they are available at the Junior Front Office in paper form. This is a free service.

2. Complete a Volunteer Code of Conduct Contract Form – *Non Expiring*

The Code of Conduct Contract is available at the Junior School Front Office. You may also request a copy at the school offices.

Please fax or email the signed contract back to 1-250-491-1289 or robyn.roffey@aberndeenhall.com

VOLUNTEER DRIVERS MUST ALSO:

1. Complete your Driver's Abstract - *Must be updated annually*

Phone: Call 1-800-950-1498 and have your driver's license number ready. 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 will then get a live person on line and you can request they fax your driving abstract directly to the school at 250-491-1289 where it will be kept on file. This is a free service and usually only takes about 2-3 minutes.

Online: Visit <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>

Follow the instructions and have a copy sent to robyn.roffey@aberndeenhall.com

2. Provide Proof of Insurance - *Must be updated annually*

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

Should you have any questions, please contact:

Robyn Roffey

robyn.roffey@aberndeenhall.com

