

OLMC VOLUNTEERS

INSTRUCTIONS FOR OBTAINING VULNERABLE SECTOR SCREENING

1. Have the Principal sign a **covering letter** which you can obtain from the school office.
2. Complete the attached application form titled **“Request for Vulnerable Sector Screening.”**
3. Please read the sheet titled “General Information”.
4. Take the **cover letter AND the Request for Vulnerable Sector Screening form** to the Hamilton Police Station – 155 King William St., Hamilton (Directions attached).
5. After the turnaround time of 30 days is complete, you must go to the police station and pick up the search results at the Records Business Centre.

NOTE: Results must be picked up after 30 days you will **not** be contacted when the documents are ready. Material left in excess of 60 days from date of scheduled pick up will be purged and any fees remitted will be forfeited.

6. Please take the **“Summary of Police Information Check”** to the school where:
 - The Principal or Resource Teacher will review this form; a copy will be sent to the School Board’s Human Resources Dept. and the original will be returned to you.
 - A Visitor’s Sticker will be available for you to wear when volunteering in the school and will be kept by the Visitor/Volunteer sign in book.
7. As you continue to remain a volunteer with OLMC, **annually in May**, you will receive a form from the school titled “Offence Declaration” which is to be completed and returned to the school.
8. Cost: One-time fee of \$25.00 for non-paid volunteers; \$50.00 for paid volunteers (ie. lunchroom supervisors).
9. For paid volunteers only, you will require a TB test.

“THANK YOU FOR TAKING THE TIME TO BE A VOLUNTEER”