Dear Prospective Volunteer,

Thank you so much for your willingness to give of your time to volunteer at London Waldorf School!

The first step is to fill out the Volunteer application on the back of this page and submit it to the office along with your resume.

The next step will be to have an interview with our Learning Volunteer Coordinator Coordinator, Sandra Paterson. This meeting helps us determine if there is a good match between your skills and availability and our needs. If there is a match, Sandra will give you a package of forms which need to be completed and returned, along with a Criminal Reference Check with Vulnerable Sector Screening completed in the last 6 months (can take 3-4 weeks). Once we have all of the paperwork in place and a volunteer placement has been arranged, Sandra will contact you.

Thank you again for your interest in our school. We look forward to meeting you.

Regards,

Kristen Wise.

Kristen Wise
Director, Administration & Finance

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Parent & Child Programs, Licensed Toddler & Preschool Programs, Kindergarten and Grades One through Eight (519) 858-8862
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VOLUNTEER APPLICATION

Name: _____**Phone**: (_____)_____

E-mail: _____ **Date:** _____

Area(s) of Experience_____

_____

Area(s) of Interest_____

_____

Availability to volunteer (Please **check the days** and **indicate the specific times** you are available)

□ Mon _____   □ Tue _____

□ Wed _____   □ Thu_____   □ Fri_____

Please attach a copy of your resume.
- -

OFFICE USE ONLY:
□ Volunteer Coordinator (VC) sets up tour and interview. Date of call: _____

     Tour/Interview date & time: _____

□ Volunteer is accepted and VC records where/when the volunteer will be placed in the section below.

□ VC emails Volunteer Application Part One and resume to HR.

□ HR emails the applicant the Volunteer Application Part Two.

□ Completed Volunteer Application Part Two forms are received from the applicant:

        □ Abuse Policy □ Confidentiality □ Workplace Harassment □ Workplace Violence □ VSS

□ HR files the applicant's Volunteer Application Part One and Two in our volunteer files.

□ HR notifies VC that the volunteer application is complete.

□ VC notifies the Office Coordinator (OC) of where/when the volunteer will be placed.

□ OC adds the volunteer's schedule to the "Volunteer and Placement Schedule" on Google calendar, and posts a copy on the board.

□ OC asks the volunteer to sign in on their first day and provides a Volunteer tag.
- -

Class/Child assigned to: _____

Schedule: _____