



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.

Next, we ask that you participate in one of the school tours which are offered every other Thursday at 8:30 am. Our Enrolment Coordinator will contact you to arrange this with you.

The third step will be to have an interview with our Learning Volunteer Coordinator, Sandra Paterson, directly following the tour. 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. 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,

Ruth Baer  
Administrative Chair

rb

encl

## VOLUNTEER APPLICATION

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Area(s) of Experience \_\_\_\_\_

Area(s) of Interest \_\_\_\_\_

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

Mon \_\_\_\_\_  Tue \_\_\_\_\_

Wed \_\_\_\_\_  Thu \_\_\_\_\_  Fri \_\_\_\_\_

**Please attach a copy of your resume.**

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### OFFICE USE ONLY:

EC sets up tour and interview. Date of call: \_\_\_\_\_

Tour/Interview date & time: \_\_\_\_\_

EC files volunteer application part one in "Volunteer Pending" folder at front desk.

EC notifies Volunteer Coordinator (VC) of tour (VC to be available after tour for interview).

Tour completed (EC gives VC the volunteer application part one & resume).

Interview Completed by VC

Volunteer is accepted & volunteer application part two is given to Applicant .

VC gives Volunteer Application Form Part One and resume to Receptionist to file in "Volunteer Pending".

Completed volunteer application part two forms are received from Applicant:

Abuse Policy  Confidentiality  Workplace Harassment  Workplace Violence  VSS

Receptionist enters forms on Big SIS and Google Sheets Employee Annual Forms, and files hard copies in appropriate binders.

Receptionist notifies VC that volunteer application is complete.

VC lets Receptionist know where/when volunteer is placed. Receptionist records this information below.

Receptionist creates a tab and volunteer log sheet in the volunteer binder, and creates a volunteer tag.

Receptionist photocopies this form, giving one copy to the VC and filing the other in the volunteer binder behind the volunteer log sheet.

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Class/Child assigned to: \_\_\_\_\_

Schedule: \_\_\_\_\_