

W.R. Best Memorial Public School Volunteer Package

01 Apply for your Criminal Reference Check (CBC-VSS)

Head over to your local police department and fill out a copy of the Vulnerable Sector Check form. Submit it with the information included in your volunteer package. This process will take roughly 3-4 weeks.

01 Submit your original CBC-VSS to the School Administrator as soon as you get it from the police department.

Please note if you have completed a CBC-VSS for another organization that is within 6 months this can be used.

02 Sign Up to the Volunteer Community Apps

Visit <https://www1.scdsb.on.ca/app/CommunityPass>
See the attached sheets on how to register. Once you are registered fill in all the necessary information and complete the Accessibility Training Video.

03 Get our volunteer opportunity updates

Simply e-mail us at wrbestvolunteers@gmail.com to get updates on new opportunities to help our school.

Still Need Help? Contact us at wrbestvolunteers@gmail.com and we will be glad to help you through the process.

W.R. BEST MEMORIAL PUBLIC SCHOOL
2221 Old Barrie Road West, RR#2 Shanty Bay
Ontario, LOL 2L0



Principal
Dianna Wright-Drzazga

Telephone: 705-728-9591
Fax: 705-728-1753

LETTER FOR VOLUNTEERS/APPLICANTS

Attention: Barrie OPP Detachment
Ontario Provincial Police
20 Rose Street
Barrie, Ontario
L4M 2T2

Re: Criminal Record Check

This letter confirms that _____ is interested in volunteering at W.R. Best Memorial Public School.

As the authorized representative of a person or organization that is responsible for the well-being of one or more children or vulnerable persons as defined in Section 6.3 (1) of the Criminal Records Act, I hereby request that the Ontario Provincial Police conduct a search of the Pardoned Sex Offender Data Base, which includes the Vulnerable Sector Screening.

Yours truly,

Dianna Wright-Drzazga
Principal

Criminal Record Check Identification ACCEPTED

**Two pieces of identification are required,
one must include a photograph.**

Acceptable forms of identification are:

- Driver's Licence
- Passport
- Birth Certificate
- Baptismal Certificate
- Canadian Blood Donor Card
- Hunting Licence
- Outdoors Card
- Immigration Papers
- Government Employment Card
- Age of Majority Cards
- Ontario Photo ID Car
- Canadian Military Employment Card
- Canadian Citizenship Card
- Certificate of Indian Status
- Permanent Residency Card
- Possession and Acquisition Licence (PAL Card)
- Firearms Acquisition Card
- BYID - issued by LCBO

FEES:

Record Check - \$25.00 exact cash; includes VS check if required

Fingerprints - \$26.50 exact cash

KEN.GRAINER@OPP.CA

How to Create a Community Apps Account

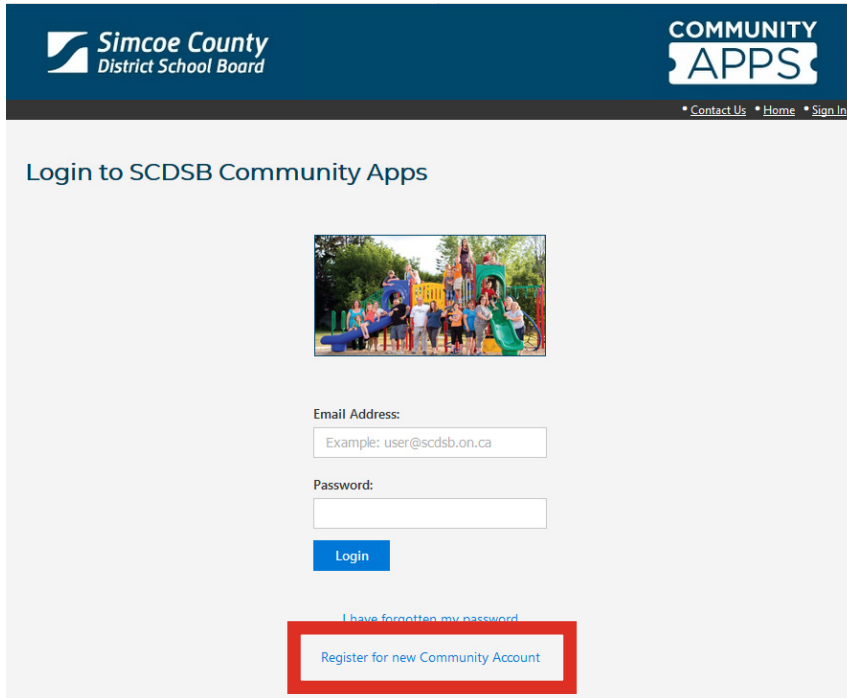
SCDSB

Creating a Community Apps account saves your information and gives you access to student registration, out of area requests, and the volunteer portal.

Create an account

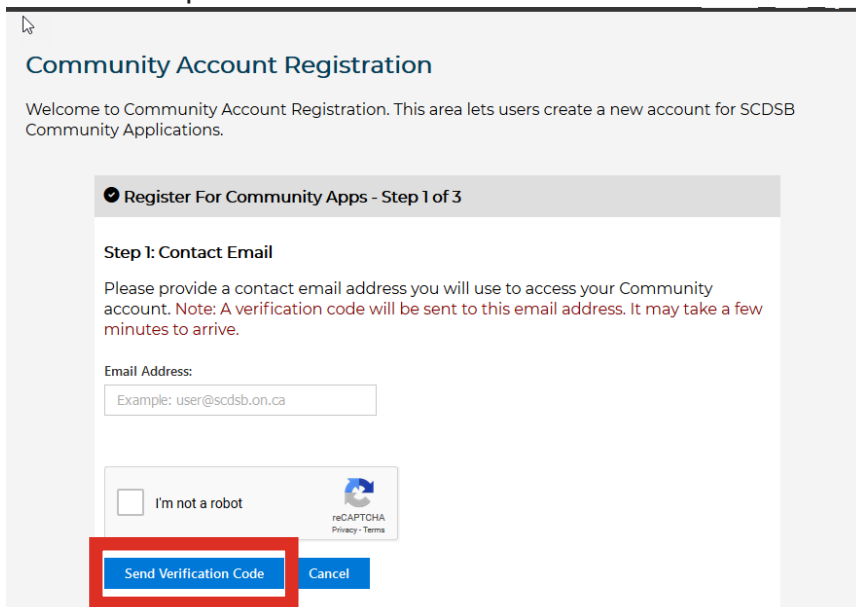
Step 1

Navigate to the Community Apps home page <https://www1.scdsb.on.ca/app/CommunityPass>. Click on **Register for new Community Account**.



Step 2

Enter a valid email address you want to be associated with your account. Check the reCAPTCHA box that you are not a robot and click on **send verification code**. *Different email address will need to be used for each new account that is created. For example, separate accounts will be needed in the case of multiple volunteers.



Step 3

Check your email for the **verification code** and enter it into the box provided on the Community Apps page. Select **Next**.

The screenshot shows an email from 'noreply' with the subject 'Your SCDSB Community Account verification code is: 187009'. The body of the email contains the verification code '187009' and a note about account security. Below the email is a registration form titled 'Community Account Registration' with a progress indicator for 'Register For Community Apps - Step 2 of 3'. The current step is 'Step 2: Enter Verification Code', which includes a text input field for the verification code and buttons for 'Next', 'Cancel', and 'Resend Code'. A red arrow points from the verification code in the email to the input field in the form.

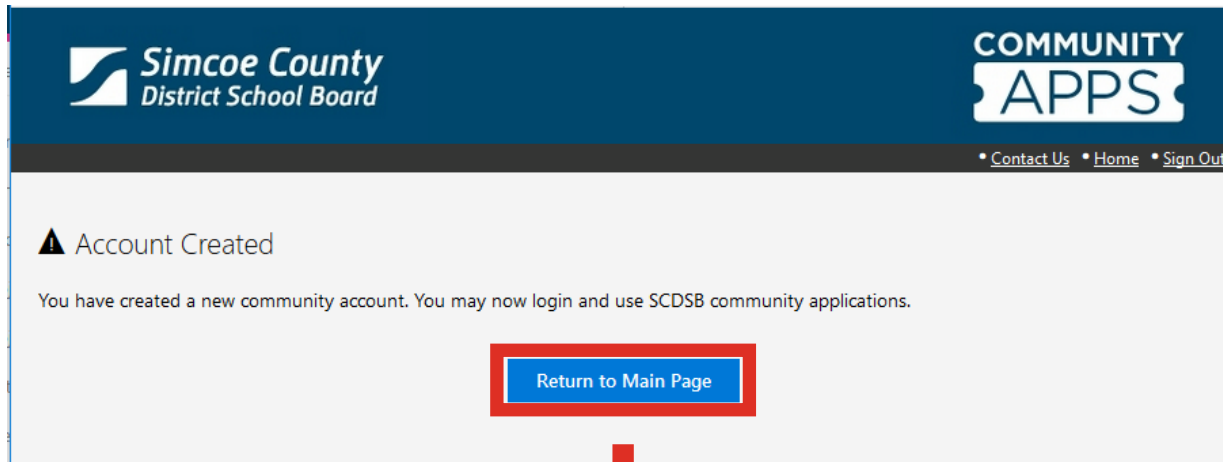
Step 4

Fill out your information. Ensure that your password meets the requirements listed. Please read all the terms and conditions before checking the box agreeing that you have read them. Once complete select **create new account**.

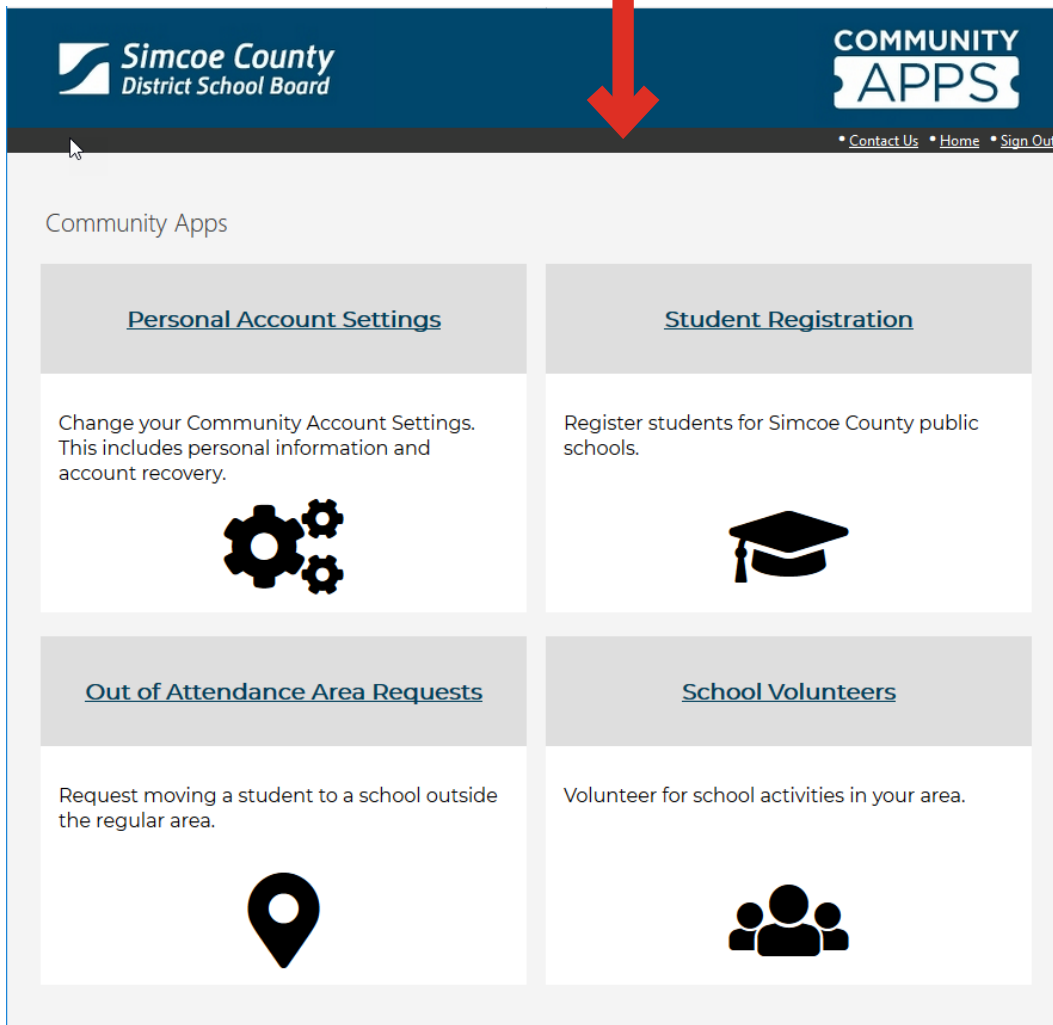
The screenshot shows the registration form at 'Step 3: New Account Information'. It includes input fields for 'First Name', 'Last Name', and 'Mobile Phone (Optional)'. Below these fields is a checkbox for 'I have read and understand the following terms and conditions:'. A list of terms and conditions is provided, including disclaimers and legal notices. At the bottom, there are buttons for 'Create New Account' and 'Cancel'. Red boxes highlight the checkbox and the 'Create New Account' button.

Step 5

If you entered in all of the required information you will be brought to a confirmation page that your account is created. Click on **return to main page** to be brought to the Community Apps dashboard



The screenshot shows the top navigation bar with the Simcoe County District School Board logo on the left and 'COMMUNITY APPS' on the right. Below the navigation bar, there is a confirmation message: 'Account Created' with a warning icon, followed by the text 'You have created a new community account. You may now login and use SCDSB community applications.' A blue button labeled 'Return to Main Page' is highlighted with a red rectangular border.



The screenshot shows the 'Community Apps' dashboard. The top navigation bar is identical to the previous screenshot. Below the navigation bar, the text 'Community Apps' is displayed. The dashboard is organized into a 2x2 grid of application tiles:

- Personal Account Settings:** Change your Community Account Settings. This includes personal information and account recovery. (Icon: three gears)
- Student Registration:** Register students for Simcoe County public schools. (Icon: graduation cap)
- Out of Attendance Area Requests:** Request moving a student to a school outside the regular area. (Icon: location pin)
- School Volunteers:** Volunteer for school activities in your area. (Icon: group of people)