



Administrative Regulations

PERSONNEL

5900

VOLUNTEERS

A. Activities for Volunteer Participation

1. In-School Activities:

- a) providing hot lunches;
- b) organizing and/or assisting with special events (eg. year-end picnics, graduation, concerts, sports day, book fairs, field trips, including transportation with their personal vehicle);
- c) assisting the public health nurse with immunizations, sight testing, hearing tests, head checks for lice;
- d) managing the "Lost and Found";
- e) minor photocopying, assisting with bulletin board development;
- f) scribing children's stories in primary grades.

The above list is not meant to be exclusive and is intended to illustrate the types of activities which are appropriate for volunteers to perform.

- 2. Volunteers may be subject to the requirement to submit a criminal record check (see Regulation No. 5680).

3. Maintenance Activities:

Some outside work may be performed by volunteers, such as assembling adventure playgrounds and building basketball and tennis courts.

4. Other Activities:

For activities and projects not included in 1 or 2 above, such as landscaping beautification projects and painting of decorative wall murals, the following process will be followed:

Date adopted: January 1996
Revised: Mar 31/99; Jun 10/08; January 2011

Reference:

Supt. Signature:

A large, handwritten signature in cursive script, likely belonging to the Superintendent, written over the signature line.



Administrative Regulations

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VOLUNTEERS cont'd

A. Activities for Volunteer Participation cont'd

- (a) Should any individual, Administrator, parent or Parent Advisory Council (PAC) wish to undertake a project or activity, the proposal must be made in writing to the Superintendent/or designate of School District No. 46 (P.O. Box 220, Gibsons, BC, V0N 1V0) and the Secretary of CUPE Local 801 (P.O. Box 656, Gibsons, BC V0N 1V0);
- (b) The proposal must include a detailed description of the work proposed to be done, and consider and respond to all aspects of the Volunteer Project Form (attached);
- (c) The proposal must be received by both parties at least four weeks before any work is planned to commence;
- (d) The Superintendent or his/her designate shall then arrange a meeting to review and discuss the proposal with the proponent, designated representative(s) of the Union and designated representative(s) of the School District. There will be no more than four representatives of the District or of the Union at any such meeting, unless otherwise agreed;
- (e) The School District may reject any such proposal for any reason;
- (f) CUPE Local 801 shall consider the proposal and shall notify the Superintendent/or designate in writing of its acceptance or rejection of the proposal. The decision whether to accept or reject the proposal must be given to the Superintendent in writing within 10 working days of the meeting referred to in paragraph (c). If the Union decides to reject the proposal its notification will include all reasons for the decision.

B. Wall Murals

1. Specifically wall murals must:

- (a) be painted on 4' x 8' sheets of signboard/plywood;
- (b) be fastened to the upper portion of interior/exterior walls;
- (c) use materials approved by the Manager of Facilities;
- (d) be located on exterior/interior wall approved by Manager of Facilities;
- (e) be fastened to the wall by maintenance or site maintenance staff.

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Supt. Signature:



School District No. 46 (Sunshine Coast)

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VOLUNTEERS cont'd

C. Protective Provisions

1. Unless CUPE otherwise consents in writing the following conditions will apply:
 - (a) no School District funds will be expended for such activities or projects;
 - (b) no volunteer will make a profit on such activities or projects;
 - (c) no member of CUPE will suffer a reduction in working hours or layoff as a result of these activities or projects.

D. Troubleshooter

1. Where a difference arises between the parties relating to the interpretation, application, operation, or alleged violation of this agreement Robert Diebolt, Joan Gordon or Rod Germaine (members of the Arbitrators Association of British Columbia (300 – 1275 West 6th Avenue, Vancouver, BC V6H 1A6) shall at the request of either party:
 - (a) investigate the difference;
 - (b) define the issue in the difference, and;
 - (c) make a written determination resolving the difference; within five working days of receipt of the request
2. Any determination by a troubleshooter shall be final and binding on the parties. The parties agree that the determination of the troubleshooter shall not be reviewable at arbitration or otherwise.
3. The troubleshooters shall be called upon in the order their names appear in paragraph (a).

Attachment: Volunteer Project Proposal Form

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