



LANDMARK ELEMENTARY SCHOOL

Hanover School Division
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PRINCIPAL
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Hello Volunteers

We are excited that you want to volunteer in our school. The volunteer process has changed and can take anywhere from four to eight weeks to complete. The process needs to be completed before volunteering can begin. The process is as follows:

- Come to the school office with two pieces of government-issued ID to get all the forms that need to be filled out.
- Return forms to the school office and pick up the school letter to waive fees.
- Mail (or drop off in person) two of the forms, a copy of your ID and the waiver letter to the RCMP detachment. Inform them if your mailing address is different from your physical address.
- Once you receive your RCMP letter in the mail, bring it to the school so we can finish the volunteer process.
- Keep an eye on your Parent Portal account. Once you are approved, it will show up under the Student Information tab.
- The checks are valid for five years. Only the annual declaration must be completed online every year.