

Dear Families:

The Huron-Superior Catholic District School Board is committed to the safety of all employees, students and their families. As part of safety for all (school name), will implement a traffic safety program to meet the needs of high traffic areas during student drop off and pick up times.

In order for this program to run successfully, we will need a minimum of [ ] adult volunteers. Volunteers are needed 30 minutes before the morning bell (insert time here) and 30 minutes at the end of the day (insert time here - 15 minutes before end of the day bell and 15 minutes after). The time commitment will depend on the number of volunteers. The volunteers should be family members of children in the school; however, other members of the local community may be used at the discretion of the Principal and/or Vice-Principal.

What is required of a volunteer?

- Undergo a Police Vulnerable Sector Check (School will cover the cost)
- Participate in an orientation session prior to beginning volunteer duties
- Arrive on time for duty
- Alert supervisors to risks that might endanger their own health and safety and/or the health and safety of others
- Collaborate with others in creating or revising protocols designed to minimize health and safety concerns related to parking and transportation
- Remain aware and adhere to the rules, schedules, routines and protocols related to health and safety concerns communicated by site supervisors

If you are interested in volunteering, please complete the bottom portion of this letter and return it to the school.

Thank you,  
Staff and Students of (Your school)

Volunteer name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Student(s) in the school: \_\_\_\_\_

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					