

---

# SCHOOL DISTRICT NO. 36 (SURREY)

No. 10410.2

## REGULATION: DISTRICT THEATRES - VOLUNTEERS

---

### 1. SELECTION

- 1.1 Persons offering their services as district theatre volunteers are to be selected based on their suitability for the activity. The Associate Manager, District Theatre Client and Audience Services, should consider the need to interview a potential volunteer; giving consideration to the nature of the volunteer activity and knowledge of the potential volunteer.
- 1.2 When an interview is considered necessary, its purpose is to:
  - understand the person's character, motivation and interests;
  - identify the person's talent, skills, and certifications relevant to the proposed activities;
  - assess their suitability to work with students;
  - request the names of references;
  - assess suitability to work under differing levels of supervision;
  - consider their potential contributions to the district theatre;
  - decide whether to accept or reject the offer of service; and
  - specify an appropriate placement of accepted volunteers.
- 1.3 All district theatre volunteers will complete an application form and submit a resume in support of their application.
- 1.4 The interviewer is permitted to request a criminal records check and/or references as an aid to decision-making in relation to the selection and placement of a prospective volunteer. Circumstances where an interviewer could be more likely to request this type of checking include:
  - student contact which will be extensive or individual in nature; or
  - discomfort with interview responses.
- 1.5 It must be recognized that some applicants will not be suitable for volunteer work in a school and/or theatre setting.

### 2. ORIENTATION

- 2.1 The Associate Manager, District Theatre Client and Audience Services, is to ensure that the volunteers are oriented as to obligations and responsibilities of staff and volunteers, particularly

Cont'd...

---

**REGULATION: DISTRICT THEATRES - VOLUNTEERS**

---

those related to safety, emergencies, the reporting of incidents, district theatre volunteer expectations and application of the front of house rules, as outlined in Regulation #10410.3.

**3. INSURANCE COVERAGE**

- 3.1 Comprehensive general liability insurance covers volunteers for non-criminal acts while participating in any school district or district theatre authorized and supervised activities. Volunteers may have some personal legal liability exposures, which may be insured under their liability section of homeowners, tenants or motor vehicle insurance policies.

Appendix: Form #7010.2 - *District Theatre Volunteer Information*

Approved: 2004-11-23

---