

VOLUNTEER PROCESS

Application is made as a request to volunteer by family and friends, by completing:

- An **Existing Volunteer** form or
- A **New Volunteer** form.
- Reading **A Volunteer Duty Statement** , to explain expectations and responsibilities of this position.
- Reading, **Ways to Volunteer** at St James, which explains possible roles.
- A member of School Improvement Team completes a **Referee Report** for each applicant – 2 referees per applicant.
- There is a **Record of Interview with Volunteers**, when contact is made with the volunteer for screening.
- If the candidate is deemed successful, then they receive, '**A Welcome to Volunteer Work at St James**' letter.
- If the candidate is deemed unsuccessful, she/he is notified.

Relevant forms are available on our website.