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# Offence Declaration

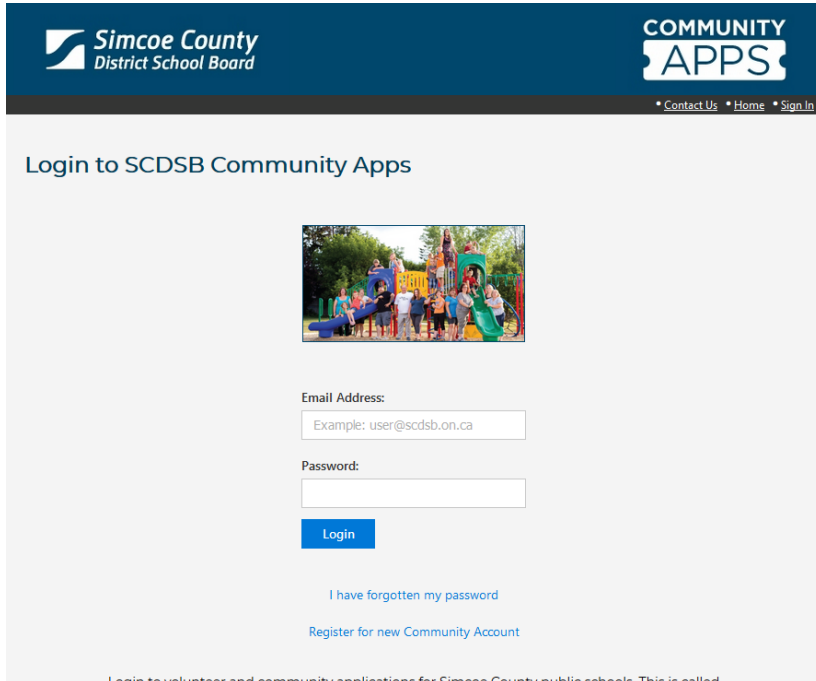
## Volunteer Portal/ Community Apps

Each year volunteers must complete their Offence Declaration if they want to continue volunteering for that school year.

# Offence Declaration

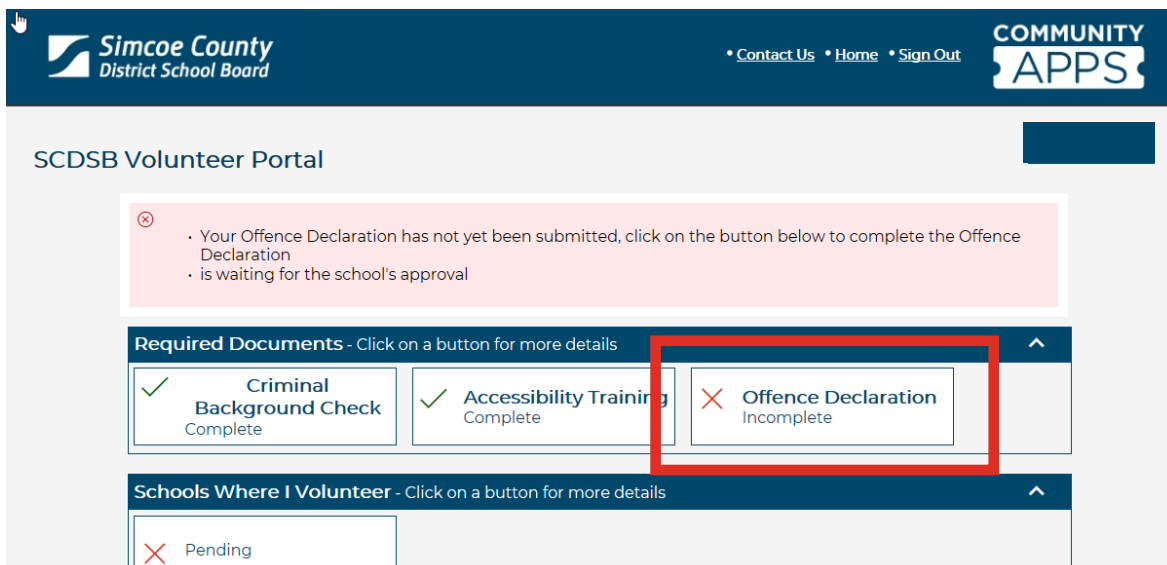
## Step 1

Navigate to the Volunteer Portal by clicking on the link available on the volunteer page on your schools website and login.



## Step 2

Once logged in, you will be brought to the Volunteer Portal dashboard. Under Required Documents you will see Offence Declaration. If it is marked with an X it is not complete yet. Click on Offence Declaration to open it.



## Step 3

You will be brought to the Offence Declaration page. Select from one of the two options, type in your name in the signature box, and hit confirm.

The screenshot shows the 'Offence Declaration' page. At the top left is the Simcoe County District School Board logo. At the top right are links for 'Contact Us', 'Home', and 'Sign Out', along with the 'COMMUNITY APPS' logo. The main heading is 'Offence Declaration'. Below it is a declaration statement: 'I DECLARE, since the last Criminal Background Check and Vulnerable Sector Screen or Offence Declaration collected by this Board, that:'. There are two radio button options: the first is selected and reads 'I have no convictions under the Criminal Code of Canada, up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act(Canada)'. The second option reads 'I have been convicted of the following criminal offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act(Canada) has not been issued or granted:'. Below the options is a note: 'Required fields are marked with an asterisk (\*)'. Underneath is the instruction: 'Entering your name in this text box counts as an electronic version of your binding signature'. A text input field is labeled 'Your legal name as signature: \*'. Below the field are 'Confirm' and 'Cancel' buttons. At the bottom, there is a disclaimer: 'If the Offence Declaration is not received by December 31st, a new Criminal Background Check and Vulnerable Sector Screen will be required prior to volunteering. Information collected on this form is collected under the authority of the S.170 of the Education Act and Board Policy 3250 in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFI PPA) and will be used for volunteer screening and placement. The completed Offence Declaration must be submitted annually and will be retained with the applicant's Criminal Background Check and Vulnerable Sector Screening report submitted by the applicant as required by Board Policy 3250'.

## Step 4

Once complete the Offence Declaration box on the Dashboard will be marked with a green check mark.

The screenshot shows the 'SCDSB Volunteer Portal' dashboard. At the top left is the Simcoe County District School Board logo. At the top right are links for 'Contact Us', 'Home', and 'Sign Out', along with the 'COMMUNITY APPS' logo. The main heading is 'SCDSB Volunteer Portal'. Below it is a notification box with a red 'X' icon and the text: '. is waiting for the school's approval'. Below the notification is a section titled 'Required Documents - Click on a button for more details' with an upward arrow. This section contains three boxes, each with a green checkmark and the text 'Complete': 'Offence Declaration Complete', 'Criminal Background Check Complete', and 'Accessibility Training Complete'. Below this is another section titled 'Schools Where I Volunteer - Click on a button for more details' with an upward arrow. This section contains one box with a red 'X' icon and the text 'Pending'. At the bottom, there is a partially visible section titled 'Announcements' with an upward arrow.