

Follow these Steps to Become a Volunteer at Westmount Charter School

1. Determine which [Westmount Category](#) your volunteer activity falls within.
2. If you are a [category "A"](#) volunteer, you must complete a **Police Information Check (PIC) and Vulnerable Sector Check (VSC)**:
 - Contact the Elementary or Mid-High office by **email** or **phone** to let them know you wish to volunteer. They will send you an **email** inviting you to apply for a Police Information Check. There is no cost to apply for a PIC.
 - Click the link in the email and proceed with the application. **This link provides an automatic fee waiver for the process, so you must click the link to begin the process and apply the voucher.**
 - The Calgary Police Service will send you an email when the Police Information Check is complete. Log into your online account to view your completed PIC.
 - You may download your results letter in PDF format and email it to ecadmin@westmountcharter.com (K-Gr 4) or mhadmin@westmountcharter.com (Gr 5-12)
 - **If you wish to complete your PIC and VSC in person, you may only do so at the Westwinds CPS Office: 5111 47 Street NE. Please contact your respective school to obtain a VSPN letter to take to the Westwinds office** ecadmin@westmountcharter.com (K-Gr 4) or mhadmin@westmountcharter.com (Gr 5-12)
3. Complete the [Westmount Volunteer Registration form](#) and the Volunteer Driver form and Declaration (if you intend to be a volunteer driver during your volunteer activity). Email these forms to the school office (Elementary or Mid-High) along with a PDF copy of your completed PIC/VSC.
4. Volunteer driver applicants must also submit a copy of:
 - A recent Driver Abstract obtained from an Alberta Registry Office (the individual must have a safe driving record with less than six demerit points). *You may get a Driver Abstract from an Alberta Registry Office for a small fee.*
 - your driver's licence
 - registration
 - insurance
5. If you are a [category "B"](#) volunteer, you do not require a Police Information Check (PIC) or Vulnerable Sector Check (VSC):
 - Complete the Westmount [Volunteer Registration form](#). Submit the form to the school office (Elementary or Mid-High)