ADMINISTRATIVE VOLUNTEER mANDATE FOR THE SCHOOL’S BREAKFAST PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The person (s) appointed by the school as an administrative volunteer is supervised by the school administration and / or a representative of the school team and receives support from the Club's regional coordinator. Their mandate is to support the school in administering the club’s administrative tasks as required in the partnership agreement.

Requirements

• Respect the deadlines requested by the Club.

• Maintain good relationships and adopt a positive attitude with all stakeholders in the school and the Club.

• Respect the confidentiality of information about children, volunteers, and school staff.

• Refuse to receive or share contact information with children.

• If over the age of 18, the person must complete a criminal background check to confirm they have no criminal record - required by CSS.

Main tasks Mandated Person

|  |  |
| --- | --- |
| Distribute and collect registration forms |  |
| Add new registrations to the attendance list |  |
| Keep track of parental contributions |  |
| Make payment reminders of parental contributions |  |
| Complete online reports  |  |
| Submit all necessary documents to the school secretary |  |

I understand the administrative volunteer mandate, tasks and responsibilities. And I undertake to mandate one or more people for the tasks mentioned below or for the entire mandate.

**Signature**

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*School Principal* Signature Date