

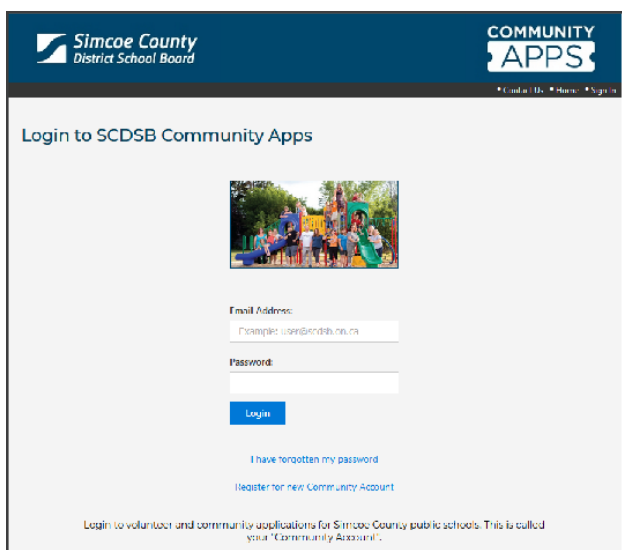
Volunteers: How to complete your Offence Declaration

Your offence declaration must be completed in order to volunteer at your local school.

Each year volunteers must complete their Offence Declaration if they want to continue volunteering for that school year. Follow the steps below to complete your declaration:

Signing your declaration

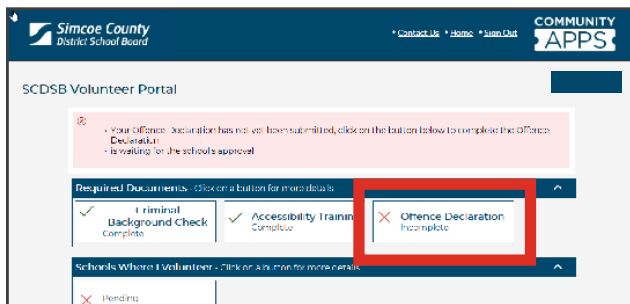
After opening the **SCDSB Community Apps page** found on the volunteer page of your schools website, click the **Login To Community Apps** button, and login with your username and password.



The screenshot shows the login page for SCDSB Community Apps. At the top, there is a header with the Simcoe County District School Board logo on the left and 'COMMUNITY APPS' on the right. Below the header, the page title is 'Login to SCDSB Community Apps'. There is a small image of a group of people. Below the image, there are two input fields: 'Email Address:' with a placeholder 'Example: user@scdsb.on.ca' and 'Password:'. A blue 'Login' button is positioned below the password field. Below the button, there are two links: 'I have forgotten my password' and 'Register for new Community Account'. At the bottom of the page, there is a small text block: 'Login to volunteer and community applications for Simcoe County public schools. This is called your "Community Account".'

<https://www1.scdsb.on.ca/app/CommunityPass/Welcome>

You will now see the Dashboard. Under the Required Documents section, look for the Offence Declaration box. If it has an 'X', it is incomplete.



The screenshot shows the SCDSB Volunteer Portal dashboard. At the top, there is a header with the Simcoe County District School Board logo on the left and 'COMMUNITY APPS' on the right. Below the header, the page title is 'SCDSB Volunteer Portal'. There is a red notification box at the top with the text: 'Your Offence Declaration has not yet been submitted, click on the button below to complete the Offence Declaration. It is waiting for the school's approval.' Below the notification box, there is a 'Required Documents' section with a link 'Click on a button for more details'. There are three boxes in this section: 'Criminal Background Check' with a green checkmark and 'Complete', 'Accessibility Training' with a green checkmark and 'Complete', and 'Offence Declaration' with a red 'X' and 'Incomplete'. Below the 'Required Documents' section, there is a 'Schools Where I Volunteer' section with a link 'Click on a button for more details'. There is one box in this section: 'Pending' with a red 'X'.

Go ahead and click on the Offence Declaration box now.

After reading the offence declaration carefully, select the option that applies to you and type your name into the signature box. Double check that everything is correct, go ahead and click **Confirm**.

The screenshot shows the 'Offence Declaration' form. 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 a text box with the instruction 'Entering your name in this text box counts as an electronic version of your binding signature'. The text box contains 'Your legal name as signature: *'. Below the text box 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 5.170 of the Education Act and Board Policy 3250 in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) 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.'

Congratulations! You have completed your Volunteer Offence Declaration for another year.

This will be reflected on your Dashboard with a green check mark and a status of Complete.

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'. The main heading is 'SCDSB Volunteer Portal'. Below it is a status message: 'is waiting for the school's approval'. Underneath is a section titled 'Required Documents - Click on a button for more details'. This section contains three cards: 'Offence Declaration Complete' (highlighted with a red border and a green checkmark), 'Criminal Background Check Complete' (with a green checkmark), and 'Accessibility Train Complete' (with a green checkmark). Below this is a section titled 'Schools Where I Volunteer - Click on a button for more details'. This section contains one card: 'Pending' (with a red X icon).