

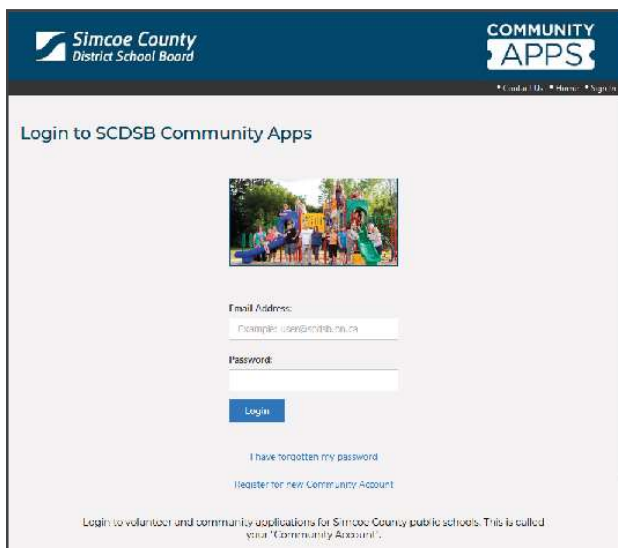
Volunteers: How to complete your Offence Declaration

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.

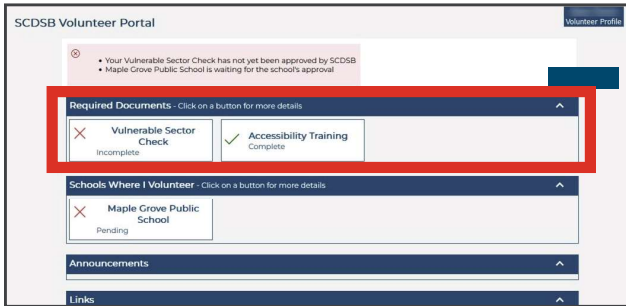


<https://www1.scdsb.on.ca/app/CommunityPass/Welcome>

Click the "School Volunteers" option to navigate to the volunteer app.



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.



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**.

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.

