

Volunteering at ÉMMS



To volunteer at EMMS, the steps listed below need to be completed. The Western School Division office is the best place to start, as they have all the necessary forms. Additional steps may be required for residents who are new to Canada.

**If a volunteer has completed their checks the *previous* year, they just need to fill out a declaration. If it has been more than a year, the checks need to be re-done. A paper copy can be obtained from Division office. A digital copy can be found [here](#).*

Document/Training Required	Obtained By/From
Criminal Record check and Vulnerable Sector check (needed for all volunteers)	<ul style="list-style-type: none"> Go to Division office and get a letter indicating you need the check for a volunteer position. This letter means that fees will be waived. Bring this letter to your local police. Morden residents go to Morden Police Service, rural residents go to Morden RCMP detachment. RCMP only accepts forms on Wednesdays
Manitoba Child Abuse Registry check (needed for all volunteers)	<ul style="list-style-type: none"> Go to Division office You will need 2 forms of ID Complete forms Division office will send them away https://web22.gov.mb.ca/AbuseRegistry
Respect in Schools training modules (needed for all volunteers)	<ul style="list-style-type: none"> Online training module (approx. 1.5 hours) Division office has pamphlet with link https://mbed-school.respectgroupinc.com/koala_final/
Respect in Sport training modules (only needed for coaches and extracurricular activity leaders)	<ul style="list-style-type: none"> Online training module (approx. 2.5 hours) Division office has pamphlet with link https://mbed-sport.respectgroupinc.com/koala_final/

Important Addresses	
Western School Division Unit 4 - 75 Thornhill Street Morden, MB, R6M 1P2 204-822-4448 Monday to Friday 8:00 am to 5:00 pm	
Morden RCMP 797 Thornhill St Morden, MB R6M 1Y6 204-822-4476 Monday to Thursday 9:00 am to 5:00 pm	Morden Police Service 106 – 195 Stephen St Morden, MB R6M 1V3 204-822-4900 Wednesday 9:00 am to 4:30 pm

For more information, please see the **Administrative Procedures** below:

[Western School Division AP 2-700 – School Volunteers](#)

[Western School Division AP 2-701 – Volunteer Criminal Record and Abuse Registry Checks](#)

[Western School Division AP 5-410 – Criminal Record and Abuse Registry Checks](#)