**Criminal Record Check with Vulnerable Sector Check Request**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for a volunteer position with SCHOOL NAME of the Buffalo Trail School Division. Please provide a criminal record check and vulnerable sector check for this person, which will be provided to this school and kept in confidence. They will be responsible for the following:

* Position:
* Duties: (include the nature of the work specifically with students that requires VSC)
* Location:
* Hours:

The Buffalo Trail School Division values the work of volunteers in our schools and also wishes to ensure safety of students, in part, through this process of criminal record check.

Thank you for your assistance, should you have any question, please do not hesitate to contact me at PHONE NUMBER.

Sincerely,

PRINCIPAL NAME, Principal

SCHOOL NAME