

Kemptville Players Inc.

dd/mm/yy

Address of
Local Police Station

Dear Sir or Madam:

Re: Criminal Background Check and Vulnerable Sector Screen –(Name of individual to be checked)

(Mr. Mrs. Ms.)is a volunteer for the Kemptville Players Inc.

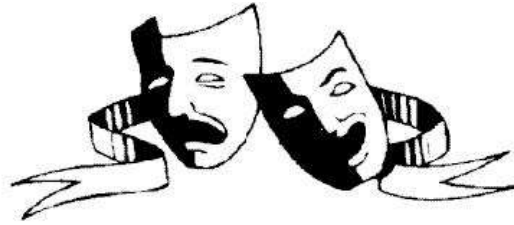
Kemptville Players Inc.
P O Box 1548
Kemptville, ON K0G 1J0
Phone: 613-699-5983
President: Debbie MacGillivray

Insert Name is in a position of HIGH TRUST. Such volunteers are required to disclose whether or not they have any conviction or have been charged under any federal or provincial enactments.

We are asking **Insert Name** to obtain, through the Ontario Provincial Police the following:

- Criminal record check to be conducted through the Canadian Police Information Centre (CPIC) and other relevant police records for the purpose of assisting theatrical group in assessing the volunteer's suitability for their teachings.
- Vulnerable Sector Screening (because of dealings with all age groups)

We understand that **(Insert Name)** it is to be provided the proper form(s) from your department in order to have these checks performed.



Kemptville Players Inc.

Should you have any questions, please do not hesitate to call me at the number above.

Yours truly,

President –