

1125 Colonel By Drive Ottawa, Ontario Canada K1S 5B6 613-520-2600 carleton.ca

To whom it may concern:

## **Re: Police Records Check**

Name of Volunteer:	
Volunteer Area:	Facilitator/Group Leader
Event:	Carleton University Orientation Week
Date:	September 1 <sup>st</sup> - 11 <sup>h</sup> , 2022

This letter confirms that the above-mentioned student is volunteering for Orientation activities at Carleton University and will be interacting with first year students (who may be under the age of 18) and as such is required to obtain a valid police record check. As such please include and conduct a vulnerable sector screening. We trust this letter is sufficient to provide the check to this student free of charge.

Please note, this volunteer experience does not offer remuneration and is not eligible for academic credit.

Any information contained in the resulting report will not be released without explicit authorization from the bearer.

Should you have any questions or require further information, please do not hesitate to contact me. Thank you for your assistance in this matter.

Sincerely,

Jeremy Brzozowski Director of Student Affairs & Student Life Office of Student Affairs Carleton University 1125 Colonel By Dr, Ottawa, ON K1S 5B6 T 613.520.2600 x2426 Jeremy.Brzozowski@carleton.ca www.carleton.ca