

To whom it may concern:

**Re: Police Records Check**

|                    |   |
|--------------------|---|
| Name of Volunteer: |   |
| Volunteer Area:    | International Student Services Office                                       |
| Event:             | Carleton University International Student Support<br>and Orientation Events |
| Date:              | May 1 <sup>st</sup> , 2023 to April 30 <sup>th</sup> , 2024                 |

This letter confirms that the above-mentioned student is volunteering for Orientation and International Student Support activities at Carleton University and will be interacting with first year students (who may be under the age of 18) and 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,

*Sarah Sabourin*

**Sarah Sabourin**

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