

February 4<sup>th</sup>, 2026

To whom it may concern:

**Re: Police Records Check**

Name of Volunteer:	
Volunteer Area:	Facilitator/Group Leader
Event:	Carleton University Orientation Week
Date:	September 3 <sup>rd</sup> - 13 <sup>th</sup> , 2026

This letter confirms that the above-mentioned student is volunteering for Orientation activities at Carleton University and will be acting in a leadership role 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.

In this role, the volunteer will be in a leadership position acting as an ambassador with new students who may be under the age of 18. For example, this role requires the volunteer to lead new students to and from events and activities; facilitate activities; and respond to questions. At times, this may be in a 1-1 setting.

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,

*Karen Speers*

**Karen Speers**

Director of Student Life

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