



525 Lake Ave BOX 40, LAKE LENORE, SK S0K 2J0 PH: (306) 368-2333
PRINCIPAL Ralph Viczko ralph.viczko@horizonsd.ca

Criminal Record/Vulnerable Record Check

June 30, 2022

To all parents and school volunteers;

Horizon School Division Board, in the interest of protecting all students, has asked that all volunteers acquire and provide to the school a Criminal Record / Vulnerable Sector Check (CR/VC). **With recent protocols allowing school sports to proceed we will once again require a CR/VC for all parent drivers along with your Driver Authorization Form** (separate form).

As we so value your time and commitment to our students and the school, please consider taking the time, as soon as possible, to visit your local RCMP detachment to obtain your CR/VC. The service is provided free of charge for volunteers in our local communities. The Criminal Record/Vulnerable Sector Check is valid for **three years**.

As a volunteer you may be required to work with/supervise students in Kindergarten through Gr 12 and thus are in a position of trust or authority with any students that may be viewed as a vulnerable person (any person who, because of age, a disability, or other circumstances and are dependent on others for their protection). In addition, please note that volunteers will not receive remuneration for personal expenses incurred, other than mileage for use of a personal vehicle for volunteer purposes when available.

To obtain a Criminal Record/Vulnerable Sector Check:

- **NEW – Requests can be made (no appointment necessary) during the following hours:**
Humboldt RCMP – Tuesday-Thursday – 8:30 a.m.-11:00 a.m.
Melfort RCMP – Monday-Friday – 8:00 a.m.-4:30 p.m.
 - Check the attached map to determine your local detachment (Humboldt or Melfort)
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| Humboldt RCMP | 682- 2535 | Mon-Fri | 8 am – 12 am | 1 pm – 4pm |
| Melfort RCMP | 752-6420 | Mon – Fri | 8 am – 4:30 pm | |

- You will require **two** pieces of government issued identification – one of these must be a **photo ID, one must provide your current address – all must be valid** (driver's license, passport, health card, etc)
- Bring this letter with you as our request for volunteers at our school and to obtain your CR/VS **free of charge**.
- As soon as you receive your CR/VC - please stop by the school/or send with your son or daughter, **the original document(s)** in a sealed envelope, please label with your name and mark to the attention of the principal. We can make you a copy for your records if requested.

Once again, thank you to all who volunteer; parents, community members and coaches for the valuable service you provide to our children's education. If you have any questions or concerns, please feel free to call the school.

Sincerely,
R. Viczko