

## **Volunteer Application Requirements**

Volunteers who require Criminal Record/Vulnerable Sector checks will be charged a reduced fee, if they provide us a signed letter verifying their volunteer status from the volunteer organization.

In order to be accepted for the reduced fee, volunteer letters must:

- Be written on organization's letterhead.
- Indicate the date of issue. Letters must be dated for the current year, with the exception of those received in January. Letters dated for the previous year may be accepted until January 30<sup>th</sup>.
- Specify the name of one volunteer only. Letters with multiple volunteers' names or state "the bearer of this letter" instead of a name cannot be accepted.
- Include a statement confirming the applicant's volunteer status.
- Include an indication as to whether or not a Vulnerable Sector Check is required.
- Bear a signature of an authorized representative of your organization. (Cursive font used as a signature block may now be accepted.)

Note: If the organization is a member of the Volunteer Alberta program, their volunteer letter must include the VSPN number as well as the Position Code.