



VOLUNTEER CENTRE  
OF SOUTHEASTERN NEW BRUNSWICK INC.  
CENTRE DU BÉNÉVOLAT  
DU SUD-EST DU NOUVEAU-BRUNSWICK INC.

Building capacity for people to serve the community  
Nous avons la capacité de répondre aux besoins de la communauté

Date: \_\_\_\_\_

Att: Codiac RCMP  
520 Main St. Moncton, NB E1C 1C5

**Subject: Criminal Records Check Request Letter for Volunteers**

**Volunteering with the Syrian Refugees**

\_\_\_\_\_, is making a request to be a volunteer with the Volunteer Centre of Southeastern New Brunswick Inc. This volunteer is applying for the Volunteer Position: **Helping Hands** and will require a '**vulnerable check**' with their **Criminal Records Check Form**. **{Note: The RCMP have asked that you pick up and complete the Criminal Records Check Form at their office at 520 Main Street. You will need to bring this letter with you to complete your Criminal Records check}**.

Our contribution to the voluntary sector is to advance the role of volunteers in providing services and meeting needs in the community. In partnership with the public and private sectors, we provide direct service to the community. In fulfilling our mandate it is mandatory for all of our in-house volunteers to complete a criminal records check as part of their screening process.

The Volunteer Centre is a non-profit charitable organization and we have a limited amount of funding in providing services to the community. Volunteers not having to pay for their screening process is critical in the recruitment of potential volunteers. In the past the Codiac RCMP have not charged our organization for criminal records check and it has been greatly appreciated and we look forward to this continued valuable service. It is with your help we are able to grow a volunteer base that is essential for our organization!

Thank you for your cooperation.

Debbi LeBlanc, Volunteer Coordinator  
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