

\_\_\_\_\_ 2024

Re: Request for a CIPC Check & Vulnerable Sector Verification

On behalf of ConnectWell, Community Health - Therapeutic Riding Program {Registered Charity No. 13605 4095 RR00001} we are requesting that a CPIC Check and Vulnerable Sector Verification be completed for \_\_\_\_\_ who is a new candidate for a volunteer position within our Charitable Organization.

The candidate has applied for an unpaid, volunteer position working in direct- contact in trust positions with children and vulnerable persons as a horse-leader / side-walker /farm volunteer with the Therapeutic Riding Program. The volunteer will be assisting with therapeutic riding lessons by physically supporting the rider to get on/off horseback and giving verbal instruction.

We have a thorough screening process in place which includes a documented position description, application, reference checks, and interview. The results of the CPIC check and Vulnerable Sector Verification will assist us in determining the individual's suitability for volunteer duties - which may include physical support during activity, instruction, client-centred communications, fundraising activities and hands-on care.

We understand that this letter and the completed Form 220 (available at the Police Station) are to be brought to the nearest OPP station by the Volunteers themselves. Two pieces of valid, government issued identification are to be presented; one must include a photo, name, date of birth and signature. (A Health Card and a SIN card are not acceptable).

Once the check is completed, Volunteers must pick up the forms in person.

We further understand that there is no charge for our Volunteers, who do not receive payment for their work, to perform this record check.

Sincerely,



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