

## APPENDIX C

### SAMPLE LETTER

(On School Letterhead)

Date

Volunteer Name  
Volunteer Address  
City, ON  
PC

Dear Volunteer Name:

**Re: Criminal Reference Check for Volunteers**

According to Durham District School Board Procedure #4220, Section 2.1, “a principal, superintendent, or designate thereof, may at any time require any person providing services to the Board, whether by employment, contract, volunteer, or otherwise, to provide the Board with a new Criminal Background Check.”

We have received your volunteer application form. In accordance with the DDSB Procedure #4220, we are requesting you provide us with a new Criminal Background Check.

Sincerely,

Administrator Name

School Name