



Lambton Kent
District School Board

APPENDIX 2
LAMBTON KENT DISTRICT SCHOOL BOARD

**REQUEST FOR VULNERABLE SECTOR CHECK (VSC) FOR
SCHOOL VOLUNTEERS**

To be filled out by the Principal
Original to be given to the applicant and a copy to be retained at the school.

To Whom It May Concern:

This letter will confirm that _____ has applied to be a volunteer with the Lambton Kent District School Board. As part of the screening process, the Lambton Kent District School Board requires that volunteers who will be in a position of trust and authority will have responsibilities overseeing and/or provide supervision of students to obtain a Vulnerable Sector Check (VSC). Please apply the volunteer fee as per your agency's fee schedule.

Sincerely,

Principal

Date

Applicant

Date

Notes to Applicant:

1. Present this form to the Records Clerk at the local Police Service within the jurisdiction in which you reside (Sarnia Police Service, Chatham-Kent Police Service or local OPP Detachment). *(There is generally a reduced fee for volunteers.)*
2. Return this form and the Vulnerable Sector Check (VSC) to the Principal.
3. Your status as a volunteer is conditional upon complying with this process and an assessment by the Board of the details of the Police Check.

Information and forms to obtain a **Vulnerable Sector Check** can be found at:

[Sarnia Police - Police Record Checks](#)

[Chatham-Kent - Police Record Checks](#)

[Ontario Provincial Police - Police Record Checks](#)