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Saskatoon, SK
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Phone: (306) 664-3378
Email: hello@childrensfestsk.ca

TO: Saskatoon City Police Service
RE: Criminal Occurrence Security Check
DATE: March 1, 2024

To Whom It May Concern:

The annual *Children's Festival of Saskatchewan* (legal name: *Northern Saskatchewan International Children's Festival Inc.*) will take place from June 6th to June 9th, 2024, in Kinsmen Park, Saskatoon. We will begin setting up on June 3rd, 2024.

It is the policy of the *Children's Festival* that all potential volunteers over the age of 18 must provide criminal record checks including a vulnerable sector check before they are allowed to volunteer at the event. It is our understanding that because the *Children's Festival* is a non-profit organization and a registered charity (CRA# 122790744-RR0001), your department will waive the fee for such a check for volunteers. We therefore ask that you provide a criminal record check with a vulnerable sector check at no cost for the following volunteer:

Full Legal Name of the Volunteer Applying

The above-mentioned volunteer will be interacting with children and as such, holds a role of trust and authority on site. It is understood that upon receiving their criminal check, the volunteer will provide the *Children's Festival* with a copy of this check before they will be allowed to volunteer for our event.

Please feel free to contact me with any questions you may have regarding the festival.

Best regards,

A handwritten signature in black ink that reads "Kayla Rourke".

Kayla Rourke
General Manager
Children's Festival of Saskatchewan
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Email: gm@childrensfestsk.ca