



180 Sharpe Street W. Gravenhurst, ON P1P 1J1 | 705.687.3382 | [www.gravenhurstlibrary.ca](http://www.gravenhurstlibrary.ca)

## APPENDIX D

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

To: Ontario Provincial Police (Bracebridge Detachment)

This letter serves to confirm that: \_\_\_\_\_ will be volunteering at the Gravenhurst Public Library and requires a Vulnerable Sector Check in order to work with youth and/or vulnerable sector.

It is the Town of Gravenhurst's policy that all volunteers and staff working with youth or another vulnerable sector obtain a Vulnerable Sector Police Reference Check prior to the onset of his/her duties.

Volunteers of the Gravenhurst Public Library may have contact either directly or indirectly with youth and/or the vulnerable sector depending on the tasks assigned to them, which vary throughout the year. Tasks will include straightening and organizing bookshelves, organizing materials and supplies, preparing for and/or assisting with library programs and events for both adults and children and assisting with book sales.

If you have any further questions, please do not hesitate to contact me at 705-687-3382.

Thank you in advance for your support.

Sincerely,

Name of CEO  
CEO/Chief Librarian  
Gravenhurst Public Library