



# Criminal Record Check (CRC) Information

The Canadian Cancer Society Camp Goodtimes Program requires all volunteer and paid staff members to have a criminal record search (including vulnerable sector search) performed and the original sent to our office to remain on file. The Canadian Cancer Society policy for Camp Goodtimes states that CRCs must be renewed annually. For Camp Goodtimes to officially confirm your volunteer position we must have received your current original completed criminal record search. If you require a reimbursement for costs incurred in this process you must submit original receipts to the Camp Goodtimes office.

## What you need to obtain your Criminal Record Search:

- 1) Description of the volunteer position
  - the position(s) you applied for
- 2) Details regarding the children or vulnerable persons
  - Camp Goodtimes is a residential camp for children ages 0-18 with a history of cancer.
- 3) Proof (Letter) from agency
  - Included on **page 2** of this document
- 4) Two pieces of ID
  - One ID with a current photo plus one other
  - One ID must also have date of birth and current address.
- 5) Contact information

<b>Full Name</b>	<b>Title</b>		<b>Name of Organization</b>
Carolyn Cade	Volunteer Engagement Coordinator, Camp Goodtimes		Canadian Cancer Society Camp Goodtimes
<b>Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
565 West 10 <sup>th</sup> Avenue	Vancouver	BC	V5Z 4J4

## Please note:

All applicants must obtain a Criminal Record Search and submit the original to our office.

Different RCMP and police detachments may have different days and hours of operation, ID requirements, and forms of payment. We recommend that you call ahead or visit their website before you go to their office.

The criminal record search will be released directly to the applicant (you) and the applicant is responsible for sharing the information to the requesting agency (Canadian Cancer Society). When you receive your completed criminal record search, please submit the original to:

**Camp Goodtimes - Canadian Cancer Society**  
**565 West 10th Avenue**  
**Vancouver, BC**  
**V5Z 4J4**

**To ensure that we will receive your criminal record search by the April 30th deadline, we recommend that you start the process of obtaining your criminal record search as soon as possible. Obtaining a criminal record search can take 4 - 6 weeks.**



565 West 10th Avenue, Vancouver, BC V5Z 4J4  
Telephone 604 872 4400 | Fax 604 872 - 4405  
[www.cancer.ca](http://www.cancer.ca)

July 11, 2018

Local Law Enforcement Agency

To Whom It May Concern:

**Volunteer Request for Criminal Record Check**

On behalf of the Canadian Cancer Society, British Columbia & Yukon Division, I confirm that the person presenting this letter to you is applying to volunteer at Camp Goodtimes, a residential cancer camp for children and young adults (aged 0 – 18). This role has been deemed “high risk” due to its function and requires the submission of a Criminal Record Check prior to engagement.

In order to proceed with the selection and screening process, potential volunteers must submit a criminal record search to the Canadian Cancer Society. Volunteers for this program may be alone with campers in a supervisory capacity so we request that a vulnerable sector check be completed.

As the Canadian Cancer Society operates as a non-profit organization, we respectfully request your consideration to reduce or waive the processing fee.

Should you require additional information about the Canadian Cancer Society or the volunteer role, please do not hesitate to contact me directly.

Sincerely,

Danielle McVicar  
Manager, Child Youth and Family Programs  
604-675-7102  
[danielle.mcvicar@bc.cancer.ca](mailto:danielle.mcvicar@bc.cancer.ca)