Medicine Hat Public School Division

601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6700 | Fax 403.529.5339 | www.mhpsd.ca

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 700 – Educational Program

EXHIBIT: VOLUNTEER POLICE INFORMATION CHECK (PIC) AND CHILD SERVICES INTERVENTION RECORD CHECK (CSIRC)

PROCEDURE CODE:	*720 E 009*
Policy Reference: 720 – Off-Site Activities	

Volunteers Name: _____

Medicine Hat Public School Division requires two documents in order to volunteer within our Division:

1. Police Information Check (PIC) including the Vulnerable Sector Record Check. This is completed by the Medicine Hat Police Service by visiting the following website:
   https://www.policesolutions.ca/checks/services/medicinehat/index.php
   **If completing online, make sure to have saved this signed letter, along with the appropriate pictures of your ID ready to attach to the application.*

   Or applying in person at:
   Medicine Hat Police Service
   884 – 2nd Street SE
   Medicine Hat, AB T1A 8H2

   Online applicants need to register an account. Two pieces of government issued identification must be provided. The volunteer application fee is $15.00. Submit receipt to the school for reimbursement.

2. Children Services Intervention Record Check (CSIRC). To request a Child Intervention Check please email cs-ircrequest@gov.ab.ca or call 403-529-3657. **No Fee.**

   Please provide this letter to the appropriate agency as an indication of your request to volunteer in our school division. This letter indicates that you may be volunteering with children under the age of 18 years of age, on a group or individual basis.

   Principal's Signature: _____

   Contact Phone: _____

   Date: _____