

## Police Information Check Request Letter

**Bothwell Elementary**

17070 102 Avenue  
Surrey, B.C. Canada V4N 4N6  
Office (604) 589-0369

Today's Date: **October 2, 2025**

Police Department Name:	
Police Department Address:	
City, Province, Postal Code:	

**RE: Confirmation of Volunteer Intent**

This letter is to confirm that **Full Name of Volunteer** has applied for an unpaid volunteer position with our organization, Board of Education of School District No. 36 (Surrey) at **Bothwell Elementary**. In their role, said applicant may be working closely with children and/or vulnerable persons and at times in an unsupervised capacity and thus in order to act as a volunteer, a Police Information Check and Vulnerable Sector Check is required.

If you require any additional information or have questions about our request, please do not hesitate to contact me at [desouza\\_c@surreyschools.ca](mailto:desouza_c@surreyschools.ca) or 604-589-0369.

Sincerely,

Carly Desouza  
Principal  
Bothwell Elementary School