

Algoma

Nurse Practitioner-Led Clinic

DATE

Dear Board Member:

Thank you for agreeing to volunteer your time and knowledge to the Algoma NPLC Board of Directors. As part of our Board policies to provide the best service to our stakeholders, we ask that all new Board Members acquire a Police Record Check.

Please present this letter to the Sault Ste. Marie Police Service when requesting a Criminal Background Check for volunteers with the Algoma Nurse Practitioner-Led Clinic. The Clinic will require the following comprehensive search:

- Canada-wide search
- Local search

The cost of the required record search is approximately \$40.00; please note cash payments only are accepted by SSMPS (an ATM is located in the police station). Keep your receipt and the clinic will reimburse you for this expense.

Should you have any questions or concerns please contact the Board Chair for clarification.

Sincerely,

Wendy Payne
Board Chair