Policy for Volunteer Screening
The Arboretum, University of Guelph

Individuals who wish to apply for volunteer positions with the Arboretum must complete an application form. Volunteers will be selected in the sole discretion of the Arboretum, according to suitability and need. Volunteers working with vulnerable groups such as children or the elderly may be required to obtain a satisfactory police record check including a Vulnerable Sector Query (“PRC”). Although many Ontario jurisdictions do not charge a fee to provide a volunteer PRC, if the Arboretum requires a PRC as part of an individual’s application process, the Arboretum will reimburse the individual for the costs of obtaining the PRC upon submission of receipts.

Procedure for obtaining a Police Records Check (PRC)

Applicants whose permanent residence is the City of Guelph, may obtain a PRC from the City of Guelph Police Services at 15 Wyndham Street South. There is currently no cost for a volunteer PRC in the City of Guelph. Requests for a PRC can be made by going in person to Guelph Police Services during the following times:

- Wednesday, 10:00 am to 6:00 pm
- Thursday, 9:00 am to 1:00 pm
- Friday, 9:00 am to 5:00 pm

Applicants will be required to provide two pieces of identification… one must be government issued to identify your identity and Guelph residency.

Applicants whose permanent residence is located in another municipality should obtain their PRC from their home police department.

Applicants should inform the police that they require a PRC for volunteer (not employment) purposes and including a Vulnerable Sector Check. The Arboretum, University of Guelph should be listed as the volunteer organization.

Forms are available at the Guelph Police Service or on-line.

PRCs normally take at least 3 weeks for the PRC to be completed and will be mailed to the Applicant.

Due to new procedures effective August 2010 for RCMP queries for the Vulnerable Sector, fingerprinting could be required if a potential match arises in the PRC i.e. same sex and date of birth as a known pardoned offender.

Special note: Please refer to the Guelph Police Service website (http://www.guelphpolice.com/records-check/) for the most up-to-date information regarding process/forms for a Police Records Check, including Vulnerable Sector check!

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