



Steps to acquire District Certification to work with Vulnerable Persons

This policy was generated from the requirement of our insurance company providing liability coverage in case of issues arising from members and non-Rotarians working with youth and other vulnerable members of our society.

The policy provides that all involved Rotarians and non-Rotarians complete a vulnerable sector check. Rotarians and non-Rotarians (volunteers) without a valid 'Vulnerable Sector Check Certificate' cannot participate in any Rotary organized activity involving vulnerable persons.

Club Contact is [Ivan Docker \(ivandocker@live.ca\)](mailto:ivandocker@live.ca)

District 5370 Vulnerable Sector Check

1. Obtain a letter from Ivan Docker introducing you as a Rotarian requiring a vulnerable sector check.
2. Go to your local police agency (Edmonton Police or RCMP) in your community and fill out the necessary form. With the above-mentioned letter of introduction, they might waive the fee, or you should receive the volunteer rate, should there be any cost involved.
3. Once you have received the original Vulnerable Sector Check back, please SCAN the document and EMAIL a copy of it to the district@securitychecks@rotary5370.org. Originals are not required. Keep your original to reuse for any other volunteer positions!
4. Once you are certified to work with vulnerable persons in our District, you will receive a letter of certification from the district office to keep in your files. That letter will tell you the length of certification you have. Certification is valid for a period of three years.
5. Forward that electronic document, Letter of Certification, to Ivan Docker ivandocker@live.ca for our club record.
6. Remember to mark the expiry date of your certification on your calendar so you know when to reapply.

RCMP - Certification is free of charge and sometimes they will complete the certification while you wait (if you have time to wait).

Edmonton Police Service (EPS) - EPS might charge \$15 for the certification. If you attend the 118 Ave EPS facility, they will process your application while you wait, but be prepared for some wait time. At this facility there is no restriction on payment method, i.e., cash, cheque, money order or credit card.