



SACRED HEART SCHOOL

Box 10, 3900 Arthur Drive, Delta, BC V4K 3N5
(604) 946-2611, <https://shsdelta.ca>

Date: _____

Delta Police Department
4455 Clarence Taylor Crescent
Delta, BC V4K 3E1
Phone: 604-946-4411

Re: Request for Police Information Check with Vulnerable Sector Screening (PIC-VS)

Applicant Name: _____

To Whom It May Concern,

Sacred Heart School is an independent Catholic school operating under the jurisdiction of the BC Ministry of Education and the Catholic Independent Schools of the Vancouver Archdiocese (CISVA). Parent volunteers are a vital component of our school community, supporting both our educational programming and student safety.

This letter confirms that _____ has applied to serve as a volunteer at Sacred Heart School for the 2026–2027 school year. In this position, the applicant will work in direct, close proximity with children—at times without direct teacher supervision.

Volunteer duties may include, but are not limited to, the following roles:

- Classroom helper and library volunteer
- Recess, lunch break, and traffic control supervision
- Field trip supervision and student driving (transportation)
- Athletics coaching and extra-curricular club supervision
- Special event planning and general organizational tasks within the school

Because these responsibilities involve trust and authority over minors, Sacred Heart School requires a complete Police Information Check with Vulnerable Sector Screening (PIC-VS) to be conducted by the Delta Police Department prior to placement.

We appreciate your assistance in processing this application. All information received regarding this check will be maintained with strict confidentiality. Should your department require any further details or clarification, please contact the school office directly at 604-946-2611.

Sincerely,

Kelly Kozack

Principal, Sacred Heart School
Phone: 604-946-2611
Email: office@shsdelta.org