



Saskatoon Festival of Trees: 2019 Volunteer Policy – Criminal Record Checks

Volunteers are the Champions of the Saskatoon Festival of Trees!

It takes over 300 volunteers to operate the Festival during its set-up and 9-days of activities. We couldn't do it without you, so... thanks! You're amazing! We want to provide the best experience possible for you as a volunteer and for our guests.

Who requires a criminal record check?

- Volunteers 18+ handling cash
- Volunteers 18+ in a position of authority or trust relative to vulnerable persons (*children, seniors, youth or people with disabilities*)

Who doesn't require a criminal record check?

- Volunteers who don't interact with the public

What's the cost?

- FREE if a letter from the Festival is taken to the criminal record check office where you reside (*a letter can be mailed to you – request one at volunteers@festival-of-trees.com or pick one up from the Festival office starting October 1*)
- Saskatoon residents may apply online for a check at <http://policeresolutions.ca/checks/services/saskatoon/>, but a fee of \$9.95 + processing is required (*not reimbursed by the Festival*)

What if I already have a criminal record check?

- We will accept checks from other organizations or employers dated May 1, 2019 or later
- We require Festival checks to be completed every 5 years with continuous volunteer service (i.e. if you miss a year volunteering a new check is required)

Where do I apply?

- Current residents of Saskatoon apply in person at:
Saskatoon Police Service Criminal Records Check Office
76 - 25th Street East, Saskatoon, SK
8:00am - 4:00pm, Monday-Friday (*closed weekends & stats*),
No appointment required
- Residents outside of Saskatoon apply through the RCMP in the jurisdiction where they reside
- Bring 2 pieces of government issued ID - one of which must be a **valid** photo and both pieces of ID must be in the same last name
- We recommend you complete your application **with the exception of the signature(s)** before visiting the criminal record check office

I have my criminal record check. Now what?

- Electronic copies may be emailed to volunteers@festival-of-trees.com
- Paper copies may be dropped off or mailed to the Festival's office:
Saskatoon Festival of Trees
c/o Western Development Museum
2610 Lorne Ave, Saskatoon, SK S7J 0S6
9:00 am to 4:00 pm, Monday-Friday (*closed weekends & stats*)
- It's your decision if you would like to provide a physical or electronic copy of your criminal record check to the Festival of Trees
- If you prefer, your criminal record check can be shown to the Festival's Operations Manager or Volunteer Champions Chair to mark that the requirement has been met. No copies need to be kept on file by the Festival of Trees.

What's the deadline to apply?

- You may wish to bring your check to the **volunteer orientation on November 12, 2019 at 6:30 pm at the Western Development Museum**
- We require your criminal record check to be returned to us by **November 15, 2019**

What if something shows up on my criminal record check?

- It's the Festival's discretion to assign you to an alternate position or determine the best fit
- The Festival has the right to refuse a volunteer that does not meet criminal record check requirements

Examples of Volunteer Areas (*the Festival determines which type of check is needed, if any*):

Volunteer Area	Criminal Record Check	Criminal Record Check with Vulnerable Sector Check
Cash Handlers	✓	
Characters		✓
Cookie Hut		✓
Decorators	<i>Not required</i>	
Event helpers-adult event (<i>registration/seating/servers/etc.</i>)	✓	
Event helpers-kids event (<i>registration/seating/servers/etc.</i>)		✓
Hosts/Greeters		✓
Info Desk		✓
Mascots/Handlers		✓
Set Up/Take Down	<i>Not required</i>	
Treat Bag Packers	<i>Not required</i>	
Tree Packers	<i>Not required</i>	