



OAG  
GAO

Ottawa Art Gallery  
50 Mackenzie King Bridge  
Ottawa, ON  
K1N 0C5

613-233-8699  
[www.oaggao.ca](http://www.oaggao.ca)

Ottawa Police Service, Police Record Check department;

To whom it may concern;

We have the intention of engaging \_\_\_\_\_ as a volunteer with the Ottawa Art Gallery. Their volunteer involvement would include instances of working with individuals from the vulnerable sector, mainly children under the age of 18 years. This volunteer opportunity is conditional upon their passing a Vulnerable Sector Record Check from the Ottawa Police Service.

Please let me know if you require further information in regards to this request.

Sincerely,

Alexandra Badzak  
Director & CEO  
Ottawa Art Gallery  
Charitable registration #13707-8960-RR0001