



## **Rotary Burlington Music Festival Offence Declaration Information Sheet**

The Rotary Burlington Music Festival (RBMF) requires Police Vulnerable Sector Checks (PVSC) on all Board Members, adjudicators and volunteers. The requirement also allows RBMF to collect an Offence Declaration as needed to help ensure that Festival events are safe for all concerned.

We realize that members may have concerns about their privacy and about how the RBMF intends to administer the requirements. The RBMF Board has developed a policy to meet the requirements while being sensitive to the privacy of each member/volunteer and dealing with members in a straightforward, fair way.

The basic requirements are:

1. All Board Members, adjudicators and volunteers will have a current Police Vulnerable Sector Check on record. New checks for returning Board Members, adjudicators and volunteers are requested every five (5) years.
2. For new Board Members, adjudicators and volunteers, the RBMF requires a PVSC issued within one year of the submission date (original must be submitted) along with a signed and dated Offence Declaration. If a PVSC has been completed for another organization, the RBMF will accept it provided the original is submitted for review.
3. A signed Offence Declaration which lists all criminal code convictions registered since the date of the last PVSC or last Offence Declaration will be requested annually of all Board members, volunteers and contracted adjudicators.
4. PVSC copies and Offence Declaration documents will be stored and retained according to the RBMF Privacy and Document Retention Policy. Original PVSC documents will be returned to the person named on the PVSC.